



**Stevensville Town Council Meeting
Agenda for
THURSDAY, JUNE 13, 2024
6:30 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - [a.](#) Special Town Council Meeting Minutes April 18, 2024
 - [b.](#) Special Town Council Meeting Minutes May 6, 2024
 - [c.](#) Stevensville Budget Workshop Minutes May 30, 2024
5. Approval of Bi-Weekly Claims
 - [a.](#) Claims #18999-#19026, #19028-#19040
6. Administrative Reports
 - a. Airport
 - [b.](#) Building Department
 - c. Finance
 - [d.](#) Fire Department
 - e. Police Department
 - [f.](#) Public Works
7. Guests
 - a. Fred Thomas
8. New Business
 - [a.](#) Discussion/Decision: Town Council to set a Date and Time for a C.O.W. Meeting to Discuss a Drug & Alcohol Policy
 - [b.](#) Discussion/Decision: To Move Forward with the Process to Place a Parcel of Land up for Sale that is Owned by the Town of Stevensville
 - [c.](#) Discussion/Decision: Request RFP for Realtor Services to Sell a Parcel of Land Owned by the Town of Stevensville
 - [d.](#) Discussion/Decision: Removal/Changes to the Town of Stevensville Personnel Policy's Parental Leave, Section 27
 - [e.](#) Discussion/Decision: Approval of Special Event Permit for the Stevensville Scarecrow Festival
 - [f.](#) Discussion/Decision: Resolution No. 533, a Resolution of the Stevensville Town Council Adopting Park Hours for Lewis & Clark Park
 - [g.](#) Discussion/Decision: Resolution No. 534, a Resolution of the Stevensville Town Council Declaring Certain Town Property as Sold
9. Board Reports
10. Town Council Comments
11. Executive Report
12. Adjournment

Welcome to Stevensville Town Council Chambers

We consider it a privilege to present, and listen to, diverse views.

It is essential that we treat each other with respect.

We expect that participants will:

- ✓ Engage in active listening
- ✓ Make concise statements
- ✓ Observe any applicable time limit

We further expect that participants will refrain from disrespectful displays:

- ✗ Profanity
- ✗ Personal Attacks
- ✗ Signs
- ✗ Heckling and applause

Guidelines for Public Comment

Public Comment ensures an opportunity for citizens to meaningfully participate in the decisions of its elected officials. It is one of several ways your voice is heard by your local government. During public comment we ask that all participants respect the right of others to make their comment uninterrupted. The council's goal is to receive as much comment as time reasonably allows. All public comment should be directed to the chair (Mayor or designee). Comment made to the audience or individual council members may be ruled out of order. Public comment must remain on topic, and free from abusive language or unsupported allegations.

During any council meeting you have two opportunities to comment:

1. During the public comment period near the beginning of a meeting.
2. Before any decision-making vote of the council on an agenda item.

Comment made outside of these times may not be allowed.

Citizens wishing to speak during any public comment period should come forward to the podium and state their name and address for the record. Comment may be time limited, as determined by the chair, to allow as many people as possible to comment. Comment prior to a decision-making vote must remain on the motion before the council.

Thank you for observing these guidelines.

File Attachments for Item:

- a. Special Town Council Meeting Minutes April 18, 2024

Stevensville Special Town Council Meeting Minutes

for THURSDAY, APRIL 18, 2024, 5:30 PM 206 Buck Street, Town Hall

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Michalson called the meeting to order, councilmembers Barker, Brown, Nelson and Smith were all present.

2. Pledge of Allegiance

3. Public Comments (Public comment from citizens on items that are not on the agenda)

NONE

Mayor Michalson: I would like to suspend council rules and move new business item a for the approval of Deputy Clerk Andrena Case.

Councilmember Barker: make a motion to suspend council rules and move new business item a.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion? Jenelle, would you take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0, on to new business item a.

a. Discussion/Decision: Approval of New Deputy Clerk, Andrena Case

Councilmember Brown: I make a motion to approve new deputy clerk Andrena Case.

Councilmember Nelson: 2nd.

Mayor Michalson: we have a motion and a 2nd. I would like to comment that we have been searching for a deputy clerk for a while. There have been a lot of people come in front of Jenelle and Gina. When Andrena came in for her interview, what caught my eye she had 17 years at one job. I think that she will be a great fit.

Councilmember Barker: you list Scheels on your resume? Are you still working there?

Andrena Case: I have given my two-week notice.

Councilmember Smith: city government can get complicated are you ready for this.

Andrena Case: I am ready for the challenge.

Mayor Michalson: any comments from the public? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0, before we move on, I would like to swear her in. it is a good practice. And if you are an officer of the town, you should be sworn. (Mayor Michalson sworn in Andrena Case as the deputy clerk).

4. Unfinished Business

a. Discussion/Decision: Resolution No. 515A, a Resolution Amending the Personnel Policy Manual for the Town of Stevensville

Mayor Michalson: introduce unfinished business item a. Resolution No. 515A, a Resolution Amending the Personnel Policy Manual for the Town of Stevensville.

Councilmember Nelson: I make motion to approve Resolution No. 515A, a Resolution Amending the Personnel Policy Manual for the Town of Stevensville.

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council. I would like to make a note that on page 50, it is the page of the resolution should read 32 hours. Regular part time employee, 20 hours per week. Page 15, 1 year probation period. Page 19, exempt employee's will be paid for comp time, that was crossed out. Public works on call policy: they were getting 8 hours hourly rate, and you cannot get over 40 straight hours. Public works will receive \$160.00 with an hour away.

Councilmember Brown: the way that is worded it almost sounds like everyone in the rotation receives \$160.00 each week that is the way that it reads. I interpret it, it should say that it is the only person on the rotation. There are two of year every other week you are getting \$160.00. on an average how many times are you called out?

Glen Beise: it varies, some months we get 5 some times we get 1. Last night was the last time we got a call.

Cody Anderson: if the blower overheats, we get the call we have to go in and reset. It is pretty standard call out of 2 hours. Most cities it is a general call out of 2 hours of pay. We are asking for 8 hours of our time. \$160.00 is based on \$20.00 per hour. We are just asking to compensate us for being on call.

Councilmember Brown: I just wanted to get a number thing in front of me.

Cody Anderson: I get calls all the time, for all sorts of things, what we actually have to respond to is another thing. I wish I had an exact answer for you per week.

Councilmember Brown: they are getting there regular pay first.

Cody Anderson: we have to clock in at the plant when we get our trucks. Most towns have you clock in when you get the call. The idea is that if you want to have us clock in for our hours we have to go through two gates.

Mayor Michalson: what I am hearing is that you want public works employees that are on the on-call rotation should be cleaned up to say those on the rotation not all employees.

Councilmember Brown: do we have a set procedure for the on-call people. Should we be thinking of writing a procedure.

Cody Anderson: it is not in our job descriptions; we are very much about job descriptions and that is good for the public to see what we do. If we are going by job description, with a policy it should be a two hour call out minimum. I should get my 8 hours times what we get per hour.

Councilmember Brown: if we are going to have people on call, we should have a procedure for that. On page 50 fix the spelling error on spent. Clean up the language a little bit here.

Mayor Michalson: what if I put, and you are right, if a public work employee is part of the on-call ratio he or she should receive \$160.00 stipend and a 2 hour call out. Like they said they get into their pickups and run to the job site where they have to get called out.

Cody Anderson: 8 hours at our rate.

Mayor Michalson: what you are saying is 8 hours stipend per our wage. A public work employee that is part of the on-call rotation will receive 8 hours per their hourly rate.

Cody Anderson: a two-hour minimum call out. Anything after two hours is just our rate, but to think of the implications it is not fun, and if you are going to be disrupted that much and there is only two of us on call. Most towns have two hours.

Councilmember Smith: using the example to reset a breaker, you are saying that you want a two-hour minimum call out for a 5-minute reset.

Cody Anderson: yes, and if we do not do that reset then DEQ can be involved. If I was to hand the phone to anyone else but Glen no one person knows how to rest that. It has been being paid it is not a budget problem. We need to make this right for everyone. I am always on call, even if he is holding the phone. We are the two.

Glen Beis: Cody is so conscientious; he calls me and asks if I need help. It is rare that it is under two hours during a call out. The two-hour minimum is needed.

Councilmember Brown: that was my next question, the cell phone is town property. Is this in the budget are we going to have to make a budget amendment. What was the amount before?

Mayor Michalson: They were getting 16 hours straight time. Which was 56 hours, instead of 40 hours when they were on call.

Cody Anderson: it needs to be changed to a stipend legally.

Councilmember Brown: right now, it is.

Glen Beis: it would be approximately \$200.00 instead of the \$160.00.

Cody Anderson: that money has been in the budget before, we just want to make sure that it is done the right way.

Cody Anderson: we want the \$160.00 gone.

Mayor Michalson: an employee that is put on the on-call rotation will get his 8 hour at his hourly rate and a two hour call out.

Mayor Michalson: point of order.

Councilmember Brown: we need to put the stipend would equal the salaried rate.

Mayor Michalson: that is what I said, a public works employee that is put on the on-call rotation would get an 8-hour stipend based on his hourly rate and a two hour call out minimum.

Gina Crowe: in the system it can be set up at a base rate.

Cody Anderson: I am just asking are you able to set up two different rates?

Gina Crowe: you can set up two different rates but the way that they are talking about it, it is different. If there is a raise, then it has to change. If it is a stipend than it is set. It would have to be one hour at this rate, if you want to pay them 48 hours, but we cannot do. Yes, Cody it can be set at a different rate.

Glen Beise: what about a dollar amount instead of an hourly rate.

Councilmember Barker: can it be two rates.

Gina Crowe: you could set it up at two different rates. Then I would attach it to their timecard.

Councilmember Smith: where did the \$160.00 come from?

Mayor Michalson: do we want a public works employee that is put on the on-call rotation will receive....

Jenelle Berthoud: I am listening to this, could it say. Public Works Employee who is put on the on-call rotation will receive a stipend based on their hourly rate.

Mayor Michalson: with a two-hour minimum.

Jenelle Berthoud: need to be in a one-hour response time.

Cody Anderson: that is why we are asking for that amount.

Mayor Michalson: do we all agree with that.

Councilmember Brown: we just need to come up with the on-call policy/procedure.

Cody Anderson: I think that they need to be at least certified.

Mayor Michalson: I will put one together.

Jenelle Berthoud: does this need to reflect any particular day of the week?

Mayor Michalson: I will put it in the on-call policy. Next will be about Part time employees and short-term employees. Those that fall below the 40-hour work week in two consecutive pay periods.

Councilmember Smith: is this in compliance with MCA.

Gina Crowe: we set the policy, MMIA reviewed this.

Mayor Michalson: leave is to be submitted electronically and approved by your supervisor.

Councilmember Smith: I would suggest electronically and by paper.

Gina Crowe: we do not do this by paper anymore.

Councilmember Smith: well, I have seen where the electronics go down. No, we have a problem.

Gina Crowe: it has not been a problem. we are trying to do everything electronically.

Councilmember Brown: is this being submitted through your new payroll system.

Gina Crowe: yes, through Netchex.

Councilmember Brown: I would assume that that Netchex is tracking it.

Gina Crowe: it does track it.

Mayor Michalson: an employee that has passed the one-year qualifying period and has left the town can receive a cash compensation.

Councilmember Barker: page 27, sick leave.

Gina Crowe: temporary, seasonal and short term do not accrue sick leave.

Mayor Michalson: exempt employees will be taken out of paid holidays. Page 27. Page 38, travel and expense reimbursement. We changed it to employees will be compensated by the state rate for that year. Page 40, vehicle accidents, the town will pay up to \$1,000.00 of the deductible. and this is because we do not have a town vehicle, it should not go against the employee.

Councilmember Smith: so all employees have to turn in their insurance.

Gina Crowe: yes.

Mayor Michalson: town employees may participate in the benefit plan we took out part time, seasonal and short-term workers are not eligible. Regular employees that work at least 32 hours can participate in the benefit plan. It is the responsibility of the employee to make the necessary changes to their benefits plan. That is, it.

Glen Beise: can I address on more thing about the on-call. When the town decided that they were not going to pay the on-call anymore. We have still been caring the phone for the past four weeks so can we have that retroactive pay?

Mayor Michalson: if the council is okay with that, I can have Gina look into that.

Councilmember Nelson: all of these times have been recorded?

Glen Beise: I think so.

Councilmember Nelson: I understand that, they are asking to get paid for caring the phone.

Stephen Lassiter: it was before, and then when it stopped, I did not have any place to put that.

Councilmember Smith: to simplify my question how are we going to pay them if we do not have that recorded.

Mayor Michalson: it is a stipend.

Stephen Lassiter: 4 weeks.

Jenelle Berthoud: you are also taking this out of the context of the personnel policy and the resolution, I am just saying that we need to bring this back as a separate agenda item.

Councilmember Brown: so, you have not been clocking in?

Councilmember Barker: all that you have to do is look at who had the phone, and if there were any call outs.

Mayor Michalson: are we good with the changes at this time and I will bring back the retro pay next week.

Stephen Lassiter: I just have a question on the one-year probation? I have two employees that fall under that.

Mayor Michalson: they are grandfathered in.

Councilmember Barker: that was changed a year ago.

Mayor Michalson: anything else, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: no.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Passes 3-1.

5. New Business

MOVED TO BEGINNING OF THE MEETING

6. Town Council Comments

Councilmember Brown: I did not have anything against your stipend I just want to see the corrections.

7. Executive Report

Mayor Michalson: I have sent out 16 letters so far for cleanup.

8. Adjournment

Councilmember Smith

Councilmember Barker

APPROVE:

ATTEST:

Bob Michalson, Mayor
Town Clerk

Jenelle S. Berthoud,

File Attachments for Item:

b. Special Town Council Meeting Minutes May 6, 2024

Stevensville Special Town Council Meeting Minutes

for MONDAY, MAY 06, 2024, 5:30 PM

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Michalson called the meeting to order, councilmember Barker, Brown, Nelson, and Smith were all present.

2. Pledge of Allegiance

Mayor Michalson: asked to have the town clerk read a correspondence letter.

Jenelle Berthoud, Town Clerk: read a letter from Mayor Michalson. The letter stated the following:

“May 6, 2024, Town Council Members, at the April 25, 2024, Town Council Meeting I the mayor pardoned a citizen for receiving a citation after much thought I realized that I followed my heart and not the law and have learned a valuable lesson. I realize that I do not have the authority to pardon anyone for anything other than local ordinances and misdemeanors. As of May 2, 2024, I have returned the citation to the police chief, and he has reissued the citation to that citizen who will appear in court on May 22, 2024. Thank you, Bob Michalson Mayor.”

Mayor Michalson: thank you Jenelle, before we get to public comments, I would like to read this public participation from the MCA 2-3-103. Item C. (the code was read by Mayor Michalson).

3. Public Comments (Public comment from citizens on items that are not on the agenda)

NONE

4. Unfinished Business

a. Discussion: Property Cleanup Located at 523 E 3rd Street, Stevensville, MT, Berta Farms

Mayor Michalson: introduced unfinished business item a. Property Cleanup Located at 523 E 3rd Street, Stevensville, MT, Berta Farms

Greg Overstreet, Town Attorney: Greg gave an overview of the Berta Farms case. Citizens have filed a case and recently on February 14, 2024, Judge Lindt issued an opinion and said that the town needed to clean up the property. The town was not a party in this case. So, with the permission of the mayor, I filed a motion to the supreme court to be part of the case and the supreme court granted that. Berta Farms filed a motion for a stay. In that motion Berta Farms attached a letter saying that the town is fine with everything. And that was surprising to me, and we do want to abate the nuisance. The letter was sent to town hall, and I do not receive mail at town hall. The letter was a recap on the site visit with the mayor and Councilmember Brown. The town will comply with the order that we are now part of.

Councilmember Smith: as of right now we are good to go?

Greg Overstreet: yes, legally able to enter the property. The town was reluctant to enter if they were not part of the case.

Councilmember Smith: have you ever seen the supreme court get involved with garbage.

Greg Overstreet: it is very unusual for the supreme court to let someone enter a case. Area homeowners are asking what are you doing about this? The RFP is a good thing, if we attach ordinance violations to this then we could be in this for another 10 years.

Councilmember Barker: so, what happens if we have it all lined out here and the property owner comes with threats to the people entering the property, has he been told that he can't interact with these people. What is the guide for this?

Greg Overstreet: it would be a law enforcement issue. And I sent a letter that the town will abide by the order and needed the Berta Farms lawyer to understand that.

Councilmember Barker: I just see the safety of those.

Councilmember Brown: my question is that we are going to put this out for bid, and I am sure that we do not have the money to pay for this. Did the judge order how he would pay for this.

Greg Overstreet: the judge said, that we can look at the statute, put a lien on the property and sell the property.

Councilmember Brown: do we have a time period and we going to have to notice the property and then file the actual lien. Or can we go ahead and put the lien on it now.

Jenelle Berthoud: we do not have any bids yet, so we do not know how much money.

Greg Overstreet: I have been keeping track for Berta Farms, so we already have an expense. Once that we have that expenditure, we can file the lien and amend it.

Councilmember Brown: I just was not sure if it is like a mechanics lien.

Greg Overstreet: it is very vague, and it talks about how we can foreclose on the lien.

Mayor Michalson: I have sent two emails, one to the attorney, letting them know that our public works department will be mowing, and the second is that our building inspector will be doing a site visit.

Councilmember Barker: how are the other parties involved. Do they know what is happening.

Mayor Michalson: I am keeping them abreast of the case.

5. Adjournment

APPROVE:

Bob Michalson, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

c. Stevensville Budget Workshop Minutes May 30, 2024

Stevensville Budget Workshop Minutes
for THURSDAY, MAY 30, 2024,
4:30 PM 206 Buck Street, Town Hall

1. Budget Workshop

Mayor Michalson called the meeting to order, Councilmembers Barker, Brown, Nelson and Smith were all present.

a. Salaries & Wages

Robert Underwood: (Robert presented wage charts to the council) introduced the salaries and wages to the council. Robert discussed how last year we put everything into the budget that we want and then we bring in the wages. With inflation being so high it has been hard to hire anyone at the rates that we are at. So, when we bring in someone at a higher rate to hire them then that doesn't work out for the person that has been here for five or more years and are trying to work up. I have put everything into charts and each of them will change at the COLA or a raise happens. Discussed administration, police and public works. Public Works department has steps in pay to coincide with certifications. Police Department start them at \$23.00 and then after academy they go up to \$24.00.

Councilmember Barker: so how do we keep them; Cassi is not even on this list. We have trained her, and we paid for it and now she is gone.

John Boe, Chief of Police: I think we have to look at contracts.

Councilmember Barker: I have pushed for that for a long time, that we have a contract.

Mayor Michalson: we brought that up at the training.

Councilmember Barker: it is important to keep them, and she was great with the kids.

Councilmember Nelson: may I ask what happened?

John Boe: it was not the money for her it was the opportunity to go to a bigger place and get into more things, bigger environment. We are a much smaller agency and community.

Mayor Michalson: how does the council feel about putting together a public safety levy for next year.

Councilmember Nelson: what is a public safety levy?

Councilmember Brown: it would be put on your tax bill similar to the lighting districts. It would increase their taxes, but it provides extra coverage.

Mayor Michalson: we could probably fund 5 full time officers with a levy.

Robert Underwood: you would have to do a pretty good push, explain the need for fire and police funding and free up the general fund. Property taxes went up, but the town wont see that in the general fund for a few more years. Then also looking at how much comes out of the water and sewer for wages, they have been going in the whole for the last five years. We have had rural water come and discuss, we are going to have to look at rates and the revenue during the budget talks. Water and sewer have been slowly going down. That fund needs to be putting into the capital improvement fund, at about 10% the state says 30%.

Councilmember Barker: Doesn't this have to do with the water rates did not go up?

Jenelle Berthoud: probably one of the biggest problems is that, right Robert.

Councilmember Barker: without the increase kicking in.

Robert Underwood: we are going to see around \$57.00 increase.

Jenelle Berthoud: all these previous mayors had to do was follow the resolution from Mayor Mimack and raise the rates yearly.

Robert Underwood: I hope through the process we can get that settled.

Councilmember Nelson: what are our options as a town to do fund raisers.

Jenelle Berthoud: the Police Department has had great success and John is taking this year off from the fund raising.

Robert Underwood: the Fire Department does very well also but it does not go into our account, they have a fire association account that has a ton of money.

Councilmember Barker: it comes down to grants.

Jenelle Berthoud: a gentleman came by to meet with Chief Boe in regards to STEP Grants, for wages. It will be a good thing for us. That is one that does not have to have a match.

Councilmember Brown: what we learned at conference is that we are very close to being bumped into a City 1, and I think that City 1 has a paid fire department, that is something else that we have to look at. Stevensville is at 2092.

Jenelle Berthoud: you make a really good point Stacie, we can't annex anybody in because we don't have the infrastructure to provide it, because we only have 400 hook up left. Do we grow or are we like all of the other little towns where everyone moves out and we are left with old sewer systems.

Robert Underwood: that is going to force us to upgrade the sewer plant, we are so close to capacity. We need to have an infrastructure fee that is going to cover this.

Jenelle Berthoud: our infrastructure fee is just water and sewer. Just over \$5600.00. Hamilton two years ago was multiple items and over \$10,000.00.

Councilmember Brown: you get more revenue.

Jenelle Berthoud: the mayor and Robert and I have been discussing the fee schedule this week. There is a study that has to take place to add additional infrastructure fees, we had the water and sewer in place, so we were able to increase that. In our case we need to be looking at if we go to \$10,500 like Hamilton were do we put the funds. Police, Fire, sidewalks.

Robert Underwood: back on track with the wage scale. I am putting the budget requests in the system, and we will see what they want. I think that this year during the workshops we will be doing the cuts, employees are important. Over the last two years our budget is over. Example is \$2,300.00 for a raised bench for the judge, it gets taken out every year, but we will put it back in again.

Councilmember Brown: we should look at giving Will a raise.

Will Rowe, Airport Manager: the airport is broke.

Robert Underwood: there are opportunities to get a grant and loan some money so that the airport can build their own T-Hanger. That is the only way for the airport to make money and funding the airport. If we do not turn it around next year.

Will Rowe: that hanger would be full before the construction is complete. A lot of the airports that are owned by towns they are not renewing leases, they are doing their own. You can't bring in \$18,000 and spend \$80,000. We had the master plan and no where did we look ahead and how are we going to pay for these projects, and now you can't maintain it. One or two more payments to the engineer and then we can cut the budget down to \$50,000.

Councilmember Barker: where would you put this hanger?

Will Rowe: we have the land, that is why we passed the Ordinance change so that not one person can come in and lease multiple at one time, lease one build and then do another one.

Councilmember Brown: what you are saying is that the town should start development and make more money off the building. What is it like at Missoula Airport?

Will Rowe: they are tucked away; I am paying \$300.00 a month in Hamilton and that was a bidding war. Two months ago, about \$650,000 to build it, between federal and state grants we can cover a lot of that.

Robert Underwood: another way to get the match is to loan from another fund, \$65,000 to make the airport sustainable. The airport pays that back first and then maintain interest.

Councilmember Brown: is the board for this.

Robert Underwood: I talk to the board about this, and they are for it except for the ones that have a T-Hanger.

Will Rowe: things that I have been working on also is a smaller hanger for commercial use, commercial space for a business is much more. And then there is the fuel side,

when the town takes the fuel back, they will have revenue. As the manager I want to bring out a business plan for the airport.

Robert Underwood: the Forest Service is going to get pushed out of Hamilton, we have to build that area out.

Councilmember Barker: the Forest Service can pick their own mutual aid.

Robert Underwood: the last thing that I want to add is that I put in overtime for Public Works. about \$20,000 a year. With that new agreement and the two-hour call-out time that is now increased out of the water, sewer and general fund. You have to manage your people and how do you handle that. The mayor and I talked about on a Friday when they hit their 40 hours they go home. Even if we collect comp time, we are still paying out time and a half.

Mayor Michalson: just like Jenelle when she is at 40, she is gone.

Jenelle Berthoud: lucky that we can do that now because we have another person in the office. Gina can hit her 40 at 10:00 am on a Friday. Bob and I talked about this this week, come in late the next morning after a meeting. There is still so much to do.

Mayor Michalson: this year is one of the busiest years with all of the projects going on.

Jenelle Berthoud: take a lunch, but I can't to much going on. I meet with Bob when I hit my 40 hours. I don't want to see overtime and it is not budgeted for.

Robert Underwood: it is not budgeted for, the Police at this point wont but they will. You have to manage your time, everyone. We could look at the town closing early.

Mayor Michalson: after 2:00 on a Friday everything shuts down.

Jenelle Berthoud: we talked about town hall closing at noon on Fridays then if you have people that have hit their 40 then town hall is already closed but if you haven't hit your 40 you have those additional four hours into the rest of the day to complete those things that are just piling up, the window is not open and then if I or Gina or Andrena hit our 40 at 1:00 it is okay, we have already established that town hall is closed at either noon or 1:00 to help curb how much overtime is going out, there are a lot of other towns that close on Wednesdays so that they can get caught up and then they complete the week. We hold our council meetings on a Thursday and then looking at Fridays closing at 12:00.

Robert Underwood: when it is open, and one has to go home, the other person is not getting any work done. they are just doing the window and answering the phone, Gina is not able to get her finance work done. it is just one way to cut costs, we have to take care of our people. COVID hurt us with now rising inflation costs.

Councilmember Nelson: would it be practical to start with Will and bring in more money for the town?

Robert Underwood: it is not for the town it is for the airport. Tax money that comes in goes back for the airport. It is not much, but once you start building hangers you bring in funds.

Will Rowe: next year is going to be tight. One thing that would help out is if the Forest Service does their 30 days.

Robert Underwood: any questions.

Councilmember Nelson: referenced the town's share of over 1 million.

Robert Underwood: that plus another \$70,000. Right now, we are at about 73% of the budget spent.

Mayor Michalson: the winter actually helped us, not a bad winter.

Robert Underwood: if you have questions, please let me know, email me or the mayor. The key is that we are going on the right track.

Councilmember Barker: our COLA could change.

Robert Underwood: that is correct.

Councilmember Nelson: what are the blacked-out squares?

Robert Underwood: those are the ones that you would have to have time in before you can hold that position. You look at Public Works, it gives them that carrot to get there with certifications. If you needed a plant operator right now, what would it cost? I don't think we could get one at the rate we pay. Like Glen has said, you might get one from a smaller facility.

Mayor Michalson: Leo from Montana Rural Water came by last week and he said that there is a shortage of operators.

Robert Underwood: if we would have been maintaining the increase through the last five years, we would be pretty close to right on. But we have to do a big jump. Look at inflation over the past two years. Discussed rate increases for water and sewer. We might be able to do it in 3 increments over six months and then see where we are at.

- 2. Public Comments (Public comment from citizens on items that are not on the agenda
NONE

APPROVE:

ATTEST:

Bob Michalson, Mayor
Town Clerk

Jenelle S. Berthoud,

File Attachments for Item:

a. Claims #18999-#19026, #19028-#19040

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (5/24) ****								
18999	E	206 DEPARTMENT OF REVENUE	3,024.52					
Required withholding 1% MT Gross Receipts Tax Payment made to Emerine claim 18985. Eligible to date was \$302,452.37, 1% withheld is \$5,287.75 and paid to the state in May 24.								
		05/15/24 1% Contractors Gross Receipts	3,024.52			5230 430550	900	2 101000
*** Claim from another period (5/24) ****								
19000		23 VALLEY DRUG AND VARIETY	45.33					
Valley Drug - Police Department evidence supplies.								
		679032 05/16/24 Evidence Supplies	17.33*			1000 420100	210	101000
		680010 05/21/24 Copies for PD	20.00			1000 420100	320	101000
		680260 05/22/24 Copies for PD	8.00			1000 420100	320	101000
*** Claim from another period (5/24) ****								
19001		201 Montana Rural Water Systems,	150.00					
Books - Water treatment plan operation Vol. !! 6th Ed. Water Distribution O & M 7th ED.								
		366 06/12/24 H2O & WWTP Books	150.00*			5210 430510	210	101000
*** Claim from another period (5/24) ****								
19002		1529 Curtis Tools for Heroes	2,080.00					
Annual mobile hydrotesting - test air cylinders for Fire Department								
		821098 05/06/24 Annual testing	2,080.00			1000 420460	360	101000
*** Claim from another period (4/24) ****								
19003		1703 North Ridge Fire Equipment	1,123.84					
Leather Gloves, boots and wildland pants. Prohoe 7" rake/hoe. A credit of \$404.95 is for the return of wildland pants.								
		31204 04/26/24 Fire Department Uniforms	1,438.80			1000 420460	226	101000
		31204 04/26/24 Prohoe 7" rake/hoe	89.99*			1000 420460	220	101000
		31203 04/26/24 Fire Department Uniform return	-404.95			1000 420460	226	101000
19004	E	1702 DE Lage Landen Finance Services,	82.00					
Printer lease for Court and Fire Department								
		82672584 06/15/24 Printer Lease court/FD	41.00			1000 410360	320	101000
		82672584 06/15/24 Printer Lease court/FD	41.00*			1000 420410	320	101000
*** Claim from another period (5/24) ****								
19005	C	1696 First Call Computer Solutions,	3,710.00					
Migration of GoDADDY to .GOV work								
		97298 05/31/24 .GOV Charges	185.50*			1000 410360	356	101000
		97298 05/31/24 .GOV Charges	556.50*			1000 410550	356	101000
		97298 05/31/24 .GOV Charges	556.50*			1000 420100	356	101000
		97298 05/31/24 .GOV Charges	185.50*			1000 420410	356	101000
		97298 05/31/24 .GOV Charges	185.50*			2394 420531	356	101000
		97298 05/31/24 .GOV Charges	927.50*			5210 430510	356	101000
		97298 05/31/24 .GOV Charges	927.50*			5310 430610	356	101000
		97298 05/31/24 .GOV Charges	185.50*			5610 430300	356	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (5/24) ****								
19006		16 MONTANA ENVIRONMENTAL LAB LLC	1,065.50					
		Lab Testing for both Water and Sewer						
		2404314 05/09/24 Water Lab Testing	62.00			5210 430540	355	101000
		2404009 05/10/24 WWTP Lab Testing	211.50*			5310 430640	355	101000
		2404315 05/28/24 WWTP Lab Testing	369.00*			5310 430640	355	101000
		2404621 05/21/24 WWTP Lab Testing	211.50*			5310 430640	355	101000
		2404904 05/28/24 WWTP Lab Testing	211.50*			5310 430640	355	101000
19007	C	1845 Thomson Reuters-West	220.50					
		Police Department Online Software Subscription Charges						
		850239611 06/01/24 PD Software Subscription	220.50*			1000 420100	331	101000
19008	E	33 NORTHWESTERN ENERGY	13,465.18					
		Northwestern Energy for the town						
		06/05/24 721275-6 Light Dist 3	256.93*			2430 430263	340	101000
		06/05/24 722451-2 206 Buck 45% TH	164.45			1000 411201	340	101000
		06/05/24 722451-2 206 Buck 45% PD	164.45*			1000 420100	340	101000
		06/05/24 722451-2 206 Buck 10% Bldg Dep	36.54			2394 420531	340	101000
		06/05/24 723606-0 Peterson Add'n Lighti	189.49			2420 430263	340	101000
		06/05/24 723607-8 Dayton Add'n Lighting	260.56			2410 430263	340	101000
		06/05/24 724186-2 Maplewood Cemetery	11.02			1000 430900	340	101000
		06/05/24 724187-0 Main St seasonal Lig	9.90*			1000 430263	340	101000
		06/05/24 724206-8 Orig Town Street Ligh	271.93*			1000 430263	340	101000
		06/05/24 724207-6 ESH - 5th St. Lights	488.16*			1000 430263	340	101000
		06/05/24 724208-4 5th St to Lange Park	19.16*			1000 430263	340	101000
		06/05/24 724209-2 Add'l Town lighting	169.63*			1000 430263	340	101000
		06/05/24 724515-2 MBF H20 plant	109.10			5210 430520	340	101000
		06/05/24 724518-6 102 Main St pump #1	48.48			5210 430520	340	101000
		06/05/24 724755-4 Riverside Cemetery IR	0.00			1000 430900	340	101000
		06/05/24 724756-2 Maplewood Cemetery	0.00			1000 430900	340	101000
		06/05/24 724942-8 Sewer lift station W.	10.95			5310 430620	340	101000
		06/05/24 724944-4 Sewer trtmnt plant	3,174.68			5310 430620	340	101000
		06/05/24 724971-7 Truck garage South	50.11			5210 430520	340	101000
		06/05/24 725036-8 L&C Yard Light	11.02			1000 460430	340	101000
		06/05/24 725041-8 L&C Park 5hp IRR	30.88			1000 460430	340	101000
		06/05/24 725042-6 L&C Park Parking Lot	6.00			1000 460430	340	101000
		06/05/24 725084-8 L&C Park Rest/Field	14.57			1000 460430	340	101000
		06/05/24 782189-5 214 Buck St.- H2O 25%	17.01			5210 430520	340	101000
		06/05/24 782189-5 214 Buck St. - WW 25%	17.01			5310 430620	340	101000
		06/05/24 782189-5 214 Buck St.- PD 50%	34.04*			1000 420100	340	101000
		06/05/24 1447753-3 3rd & Park	13.53*			1000 430263	340	101000
		06/05/24 1538216-1 421 Airport Rd - SRE	37.37			5610 430300	340	101000
		06/05/24 1538216-1 421 Airport Rd - FD	37.37			1000 420422	340	101000
		06/05/24 1685436-6 Crksde Mdws Ph 1	259.05			2440 430263	340	101000

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TOWN OF STEVENSVILLE
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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	06/05/24	1685994-4 Crksde Mdws ph 2	140.96			2440 430263	340	101000
	06/05/24	2057364-8 Pool	55.35			1000 460445	340	101000
	06/05/24	2079637-1 MBF Well Field 305	6,581.75			5210 430520	340	101000
	06/05/24	2079645-4 MBF booster station	151.62			5210 430520	340	101000
	06/05/24	3148944-6 Twin Creeks Lighting	443.67*			2450 430263	340	101000
	06/05/24	3218493-9 223 Main St	48.71			1000 460430	340	101000
	06/05/24	3672984-6 300 Main Street	6.00			1000 460430	340	101000
	06/05/24	3672985-3 Stevensville Cutoff	6.00*			1000 430263	340	101000
	06/05/24	3691677-3 157 Sewer Work Rd	9.35			5210 430520	340	101000
	06/05/24	Sewer 157 Sewer Works Rd Depot	9.35			5310 430620	340	101000
	06/05/24	Streets 157 Sewer Works Rd Dep	9.35*			1000 430200	340	101000
	06/05/24	3763580-2 Dickerson Park	7.07			1000 460430	340	101000
	06/05/24	3795194-4 206 Buck St Light	82.61			1000 411201	340	101000
		*** Claim from another period (5/24) ****						
19009	C	1841 Overstreet Law Group	462.00					
		Professional services regarding Berta Farms						
	053024	06/01/24 Professional legal Svcs	462.00			1000 411100	352	101000
		*** Claim from another period (5/24) ****						
19010	C	1711 Office Solutions & Service	98.34					
		Printer charges for FD and Court						
	125754	05/28/24 Printer charges FD/Court	49.17			1000 410360	320	101000
	125754	05/28/24 Printer charges FD/Court	49.17*			1000 420410	320	101000
		*** Claim from another period (5/24) ****						
19011	C	1787 Valli Information Systems, Inc.	1,460.39					
		Utility Billing Services for the month of May						
	94801	05/31/24 UB Billing Services	730.19*			5210 430510	331	101000
	94801	05/31/24 UB Billing Services	730.20*			5310 430610	331	101000
		*** Claim from another period (5/24) ****						
19012	C	1696 First Call Computer Solutions,	575.00					
		.gov charges for email.						
	97543	05/31/24 Admin	69.00			1000 410550	331	101000
	97543	05/31/24 PD	92.00*			1000 420100	331	101000
	97543	05/31/24 Court	34.50*			1000 410360	331	101000
	97543	05/31/24 FD	57.50*			1000 420410	331	101000
	97543	05/31/24 WWTP	92.00*			5210 430510	331	101000
	97543	05/31/24 Water	92.00*			5310 430610	331	101000
	97543	05/31/24 Council	92.00*			1000 410100	331	101000
	97543	05/31/24 Mayor	23.00*			1000 410200	331	101000
	97543	05/31/24 Airport	23.00*			5610 430300	331	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (5/24) ****								
19013	C	1904 Trapper Peak Law, Melanie C	1,349.79					
Prosecution Services for the mont of May 2024								
	842	06/05/24 Prosecution services	165.00			1000 410364	352	101000
	843	06/05/24 Prosecution services	45.00			1000 410364	352	101000
	844	06/05/24 Prosecution services	30.00			1000 410364	352	101000
	845	06/05/24 Prosecution services	60.00			1000 410364	352	101000
	846	06/05/24 Prosecution services	50.79			1000 410364	352	101000
	847	06/05/24 Prosecution services	195.00			1000 410364	352	101000
	848	06/05/24 Prosecution services	225.00			1000 410364	352	101000
	849	06/05/24 Prosecution services	24.00			1000 410364	352	101000
	850	06/05/24 Prosecution services	465.00			1000 410364	352	101000
	849	06/05/24 Prosecution services	90.00*			1000 410364	370	101000
19014		386 MONTANA RAIL LINK, INC.	100.00					
Rent for piping to go under the RR tracks								
	471692	07/01/24 RR Xing Fee for 24-45	50.00*			5210 430550	530	101000
	471692	07/01/24 RR Xing Fee for 24-25	50.00*			5310 430630	530	101000
19015		124 Montana League of Cities and	2,210.00					
Annual Membership Dues								
	ML01375	06/01/24 Annual Membership Dues	110.50			1000 410360	330	101000
	ML01375	06/01/24 Annual Membership Dues	663.00			1000 410550	330	101000
	ML01375	06/01/24 Annual Membership Dues	110.50			1000 420100	330	101000
	ML01375	06/01/24 Annual Membership Dues	110.50*			1000 420410	330	101000
	ML01375	06/01/24 Annual Membership Dues	110.50*			1000 430100	330	101000
	ML01375	06/01/24 Annual Membership Dues	552.50*			5210 430510	330	101000
	ML01375	06/01/24 Annual Membership Dues	552.50*			5310 430610	330	101000
*** Claim from another period (5/24) ****								
19016	E	852 CENEX FLEETCARD	1,662.88					
Fuel for Town								
	290402CL	05/31/24 Fuel	34.03			1000 420460	231	101000
	290402CL	05/31/24 Fuel	108.05			1000 420460	231	101000
	290402CL	05/31/24 Fuel	116.01			1000 420460	231	101000
	290402CL	05/31/24 Fuel	78.90			1000 420100	231	101000
	290402CL	05/31/24 Fuel	121.75			1000 420100	231	101000
	290402CL	05/31/24 Fuel	150.07			1000 420100	231	101000
	290402CL	05/31/24 Fuel	300.95			1000 430100	231	101000
	290402CL	05/31/24 Fuel	442.04			1000 430100	231	101000
	290402CL	05/31/24 Fuel	124.63			1000 430100	231	101000
	290402CL	05/31/24 Fuel	88.37			1000 430100	231	101000
	290402CL	05/31/24 Fuel	47.00			1000 430100	231	101000
	290402CL	05/31/24 Fuel	51.08			1000 430100	231	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (5/24) ****								
19017	C	1754 Construct Montana, LLC	1,852.84					
		Building Inspection and Plan Review						
		1129 06/06/24 Bldg & Insp Fees	1,644.52*			2394 420531	350	101000
		1129 06/06/24 Bldg & Insp Fees	208.32*			2394 420531	350	101000
*** Claim from another period (5/24) ****								
19018		2006 RICOH	4.64					
		Copie charges						
		5069581262 06/01/24 Copie Charges	1.28			1000 410550	320	101000
		5069581262 06/01/24 Copie Charges	0.46*			2394 420531	320	101000
		5069581262 06/01/24 Copie Charges	1.39			5210 430510	320	101000
		5069581262 06/01/24 Copie Charges	1.39*			5310 430610	320	101000
		5069581262 06/01/24 Copie Charges	0.12			5610 430300	320	101000
*** Claim from another period (5/24) ****								
19019		1874 Allegra	94.34					
		Business cards for Chief Boe						
		81392 05/24/24 Business Cards	94.34			1000 420100	320	101000
19020		1436 Maureen M. O'Connor	3,000.00					
		Court Services for June 2024						
		060124 05/29/24 Court Services	3,000.00			1000 410360	350	101000
*** Claim from another period (5/24) ****								
19021		593 KG EXPRESS LUBE	67.50					
		Oil Change for PD Vehicle						
		86590 05/29/24 Oil Change	67.50			1000 420100	232	101000
19022		83 KOOTENAI GARAGE	1,154.23					
		Brake Replacement for PD Vehicle						
		I004307 05/28/24 Brake Replacement	1,154.23			1000 420100	232	101000
19023	C	1696 First Call Computer Solutions,	2,154.00					
		IT Services for the Town						
		97082 06/01/24 IT Services for the Town	53.85*			1000 410360	356	101000
		97082 06/01/24 IT Services for the Town	323.10*			1000 410550	356	101000
		97082 06/01/24 IT Services for the Town	215.40*			1000 420100	356	101000
		97082 06/01/24 IT Services for the Town	53.85*			1000 420410	356	101000
		97082 06/01/24 IT Services for the Town	43.08*			2394 420531	356	101000
		97082 06/01/24 IT Services for the Town	732.36*			5210 430510	356	101000
		97082 06/01/24 IT Services for the Town	732.36*			5310 430610	356	101000

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TOWN OF STEVENSVILLE
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (4/24) ****								
19024		1838 Blades Group, LLC	1,612.00					
		50 lb back of Rock Asphalt for pot holes						
		18044675 04/15/24 Asphalt for pot holes	1,612.00*			1000 430200	230	101000
*** Claim from another period (5/24) ****								
19025		1356 Dakota Supply Group	181.14					
		Flush Valve for Park Toilet						
		S103718815 05/10/24 Flush Valve for Park Toile	181.14			1000 460430	230	101000
*** Claim from another period (5/24) ****								
19026		1164 ATCO International	391.05					
		Sewer Line Treatment, Food Grade lubricant for well house						
		I0626849 03/18/24 Sewer line lubricant	154.60			5310 430640	222	101000
		I0629048 05/06/24 Lubricant for Well House	236.45			5210 430510	230	101000
19028		2013 STATE OF MONTANA	10.30					
		Replacement title for 1995 Chevy 3500						
		131166B 06/11/24 Replacement Title	10.30			1000 410550	320	101000
19029		1282 Valley Irrigation	186.57					
		Plug in Sprinklers for L&C Park. Credit of \$2.93 was applied to this invoice.						
		IN-091286 06/03/24 Operating Supplies for Park	189.50			1000 460430	230	101000
		22368 08/02/23 Valley irrigation credit invoi	-2.93			1000 460445	212	101000
CI	1							
*** Claim from another period (5/24) ****								
19030		34 STEVENSVILLE HARDWARE AND RENTAL	8.99					
		Cable Ties for athe PD						
		16146157 05/21/24 Cable Ties	8.99*			1000 420100	220	101000
19031		17 MONTANA SAWS LLC	37.00					
		Montana Saws Trimmer Head						
		052124 05/21/24 Trimmer Head	18.50			1000 460430	240	101000
		052124 05/21/24 Trimmer Head	18.50			1000 430900	230	101000
19032		201 Montana Rural Water Systems,	300.00					
		Books for PW regarding water						
		368 05/21/24 Supplies	300.00*			5210 430510	210	101000
19033		728 HDR ENGINEERING, INC.	53,092.87					
		Work completed this period includes Project Management, Final Design, Construction Inspection Engineering, and Construction Services. Amount						
of invoice is \$53,092.87. Total budget for project is \$464,932. Budget remaining is \$256,543.00								
		1200623347 05/29/24 Project Management	5,178.46			5230 430550	900	2 101000
		1200623347 05/29/24 Final Design	12,308.50			5230 430550	900	2 101000
		1200623347 05/29/24 Construction Inspection	13,673.77			5230 430550	900	2 101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	1200623347	05/29/24 Construction Services	21,932.14			5230 430550	900 2	101000
19034		1061 WESTERN BUILDING CENTER	627.02					
		Operating Supplies						
	15I818112	05/16/24 Screen for Water Pump	12.49			1000 430200	220	101000
	15I836238	05/28/24 Potting Soil for Main Stree	34.54			1000 430100	230	101000
	15I815108	05/14/24 Cable wire	12.00*			1000 420421	230	101000
	15I825078	05/20/24 Brushless Fans	533.00			1000 420460	212	101000
	15I822914	05/18/24 Bolt Cutter	34.99*			1000 420421	230	101000
		*** Claim from another period (5/24) ****						
19035		1929 MISSOULA MOTOR PARTS CO.	107.17					
		Operating supplies for Public Works						
	803313	05/13/24 Oil for lawn mowers	26.46*			1000 460430	231	101000
	805613	05/24/24 Skidsteer Hydraulic hose	66.97*			1000 430200	230	101000
	804845	05/21/24 Oil mix for trimmers/chain saw	6.87*			1000 460430	231	101000
	804845	05/21/24 Oil mix for trimmers/chain saw	6.87			1000 430900	230	101000
19036		6 Eastside Ace Hardware	417.36					
		Operating and maintenance supplies used by Public Works						
	16142710	05/10/24 Caution tape	10.16*			1000 430200	230	101000
	15144057	05/14/24 Mulch for flower bed at pool	12.40			1000 460430	230	101000
	16144064	05/14/24 Mulch for flower bed at pool	31.00*			1000 460430	220	101000
	16144157	05/14/24 Pool office floor paint	113.82*			1000 460445	230	101000
	16144115	05/14/24 Cleaning Supplies Park Restr	31.53			1000 460430	230	101000
	16144863	05/17/24 Ear protection	22.49			1000 460430	230	101000
	16145727	05/20/24 Potting Soil for Main St Flo	69.75*			1000 430200	230	101000
	16145829	05/20/24 Handd trowel	8.09			1000 460430	240	101000
	16146345	05/22/24 Safety Glasses	16.18*			1000 460430	220	101000
	16148741	05/31/24 Plumbing part	6.74*			5210 430550	230	101000
	16148596	05/30/24 Razor for utility knife	1.61			1000 460430	240	101000
	16147867	05/28/24 Nuts&Bolts for water pump	2.76			1000 460430	240	101000
	16147852	05/28/24 Work gloves	22.49*			1000 460430	220	101000
	16144213	05/14/24 Wire Rope Clip	5.36*			1000 420421	230	101000
	16142409	05/09/24 Shut off valves L&C Restroom	62.98			1000 460430	230	101000
		*** Claim from another period (5/24) ****						
19037		108 BITTERROOT STAR	69.00					
		Advertisement for surplus items, and RFP's for Towing and Audit Services						
	44692	04/24/24 RFP's for Towing/Audit	34.50			1000 410550	330	101000
	47531	05/29/24 RFP's for Towing/Audit	34.50			1000 410550	330	101000

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TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 6/24

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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
19038	E	1659 CHS Mountain West CO-OP	147.70					
		Fuel for the Town						
		UV4-UO5104 05/06/24 Fuel	79.33			1000 430100	231	101000
		UV4-UO8582 05/15/24 Fuel	5.00			1000 430100	231	101000
		UV4-UP3305 05/28/24 Fuel	14.02			1000 430100	231	101000
		UV4-UP3310 05/28/24 Fuel	13.10			1000 430100	231	101000
		UV4-UP3673 05/29/24 Fuel	36.25			1000 430100	231	101000
		*** Claim from another period (5/24) ****						
19039	C	77 THATCHER COMPANY OF MONTANA	6,182.72					
		T-Chlor 12.5 - 55 G Drum						
		350100353 05/31/24 Chlor 12.5 Drum	6,822.72			5210 430540	222	101000
		350900020 05/06/24 Credit Memo	-640.00			5210 430540	222	101000
19040	E	1823 Visa c/o Rocky Mountain Bank	2,753.84					
		Visa Bill for May 2024						
		CC-228 05/01/24 ZOOM for meetings	16.59			1000 202200		101000
		254965554				CC Accounting: 1000-	-410550-331	
		ZOOM						
		CC-231 05/01/24 Bitterroot Disposal	5.91			1000 202200		101000
		Court				CC Accounting: 1000-	-410360-340	
		Bitterroot Disposal - 5411-88931						
		CC-231 05/01/24 Bitterroot Disposal	23.70			1000 202200		101000
		Admin				CC Accounting: 1000-	-410550-340	
		Bitterroot Disposal - 5411-88931						
		CC-231 05/01/24 Bitterroot Disposal	5.93			1000 202200		101000
		PD				CC Accounting: 1000-	-420100-340	
		Bitterroot Disposal - 5411-88931						
		CC-231 05/01/24 Bitterroot Disposal	5.93			1000 202200		101000
		FD				CC Accounting: 1000-	-420410-340	
		Bitterroot Disposal - 5411-88931						
		CC-231 05/01/24 Bitterroot Disposal	5.93			2394 202200		101000
		BLDG				CC Accounting: 2394-	-420531-340	
		Bitterroot Disposal - 5411-88931						
		CC-231 05/01/24 Bitterroot Disposal	35.55			5210 202200		101000
		Water				CC Accounting: 5210-	-430510-340	
		Bitterroot Disposal - 5411-88931						
		CC-231 05/01/24 Bitterroot Disposal	35.55			5310 202200		101000
		WWTP				CC Accounting: 5310-	-430610-340	
		Bitterroot Disposal - 5411-88931						
		CC-232 05/01/24 Bitterroot Disposal	237.00			1000 202200		101000
		Streets				CC Accounting: 1000-	-430200-340	
		BITTERROOT DISPOSAL 5411-88770						
		CC-232 05/01/24 Bitterroot Disposal	237.00			5310 202200		101000
		WWTP				CC Accounting: 5310-	-430610-340	
		BITTERROOT DISPOSAL 5411-88770						

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TOWN OF STEVENSVILLE
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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-242 05/10/24	Verizon - Airport	52.38			5610 202200		101000
9961964825		Verizon Wireless		CC Accounting: 5610-		-430300-345		
	CC-242 05/10/24	Verizon - Fire Dept	40.06			1000 202200		101000
9961964825		Verizon Wireless		CC Accounting: 1000-		-420410-345		
	CC-242 05/10/24	Verizon - Police Dept	275.08			1000 202200		101000
9961964825		Verizon Wireless		CC Accounting: 1000-		-420100-345		
	CC-242 05/10/24	Verizon - Public Works Water	41.58			5210 202200		101000
9961964825		Verizon Wireless		CC Accounting: 5210-		-430510-345		
	CC-242 05/10/24	Verizon - Public Works WWTP	41.58			5310 202200		101000
9961964825		Verizon Wireless		CC Accounting: 5310-		-430610-345		
	CC-244 05/03/24	GoDaddy-Fire Chief	16.99			1000 202200		101000
3063776665		GoDaddy		CC Accounting: 1000-		-420410-331		
	CC-244 05/07/24	GoDaddy-Robert	21.99			1000 202200		101000
3070646287		GoDaddy		CC Accounting: 1000-		-410550-331		
	CC-245 05/15/24	Ravalli Electric Svcs for Airp	6.95			1000 202200		101000
RAVALLI ELECTRIC CO-OP				CC Accounting: 1000-		-420422-340		
	CC-245 05/15/24	Ravalli Electric Svcs for Airp	132.05			5610 202200		101000
RAVALLI ELECTRIC CO-OP				CC Accounting: 5610-		-430300-340		
	CC-246 05/13/24	Centrury Link-WWTP	68.99			5310 202200		101000
586B				CC Accounting: 5310-		-430610-345		
586B		CENTURYLINK						
	CC-246 05/13/24	Century Link-MBF	63.92			5210 202200		101000
767B				CC Accounting: 5210-		-430510-345		
	CC-246 05/13/24	Century Link-Well House	57.78			5210 202200		101000
716B				CC Accounting: 5210-		-430510-345		
	CC-247 05/01/24	Spectrum -Admin	51.99			1000 202200		101000
1050124				CC Accounting: 1000-		-410550-345		
	CC-247 05/01/24	Spectrum -PD	79.98			1000 202200		101000
1050124				CC Accounting: 1000-		-420100-345		
	CC-247 05/01/24	Spectrum - FD	25.99			1000 202200		101000
1050124				CC Accounting: 1000-		-420410-345		
	CC-247 05/01/24	Spectrum - Court	25.99			1000 202200		101000
1050124				CC Accounting: 1000-		-410360-345		
		Spectrum						

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TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 6/24

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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-247	05/01/24 Spectrum - H2O Dept	97.98			5210 202200		101000
1050124		Spectrum		CC Accounting:	5210-	-430510-345		
	CC-247	05/01/24 Spectrum - WWTP	97.98			5310 202200		101000
1050124		Spectrum		CC Accounting:	5310-	-430610-345		
	CC-247	05/01/24 Spectrum - Pool	49.99			1000 202200		101000
1050124		Spectrum		CC Accounting:	1000-	-460445-345		
	CC-248	05/11/24 ADOBE Admin,PD,H2O,WWTP	33.58			1000 202200		101000
AE02139400271CUS		ADOBE		CC Accounting:	1000-	-410550-330		
	CC-248	05/11/24 ADOBE Admin,PD,H2O,WWTP	4.80			1000 202200		101000
AE02139400271CUS		ADOBE		CC Accounting:	1000-	-420100-330		
	CC-248	05/11/24 ADOBE Admin,PD,H2O,WWTP	4.80			2394 202200		101000
AE02139400271CUS		ADOBE		CC Accounting:	2394-	-420531-330		
	CC-248	05/11/24 ADOBE Admin,PD,H2O,WWTP	23.99			5210 202200		101000
AE02139400271CUS		ADOBE		CC Accounting:	5210-	-430510-330		
	CC-248	05/11/24 ADOBE Admin,PD,H2O,WWTP	23.99			5310 202200		101000
AE02139400271CUS		ADOBE		CC Accounting:	5310-	-430610-330		
	CC-248	05/11/24 ADOBE Admin,PD,H2O,WWTP	4.80			5610 202200		101000
AE02139400271CUS		ADOBE		CC Accounting:	5610-	-430300-330		
	CC-249	05/08/24 Century Link - Airport	58.17			5610 202200		101000
499709556		CENTURYLINK		CC Accounting:	5610-	-430300-345		
	CC-250	05/09/24 Fairmont Hot Springs - Smith	160.12			1000 202200		101000
RA0759		Fairmont Hot Springs		CC Accounting:	1000-	-410100-376		
	CC-250	05/09/24 Fairmont Hot Springs - Barker	160.12			1000 202200		101000
RA0757		Fairmont Hot Springs		CC Accounting:	1000-	-410100-376		
	CC-250	05/09/24 Fairmont Hot Springs - Brown	160.12			1000 202200		101000
RA0758		Fairmont Hot Springs		CC Accounting:	1000-	-410100-376		
	CC-251	05/01/24 Superl Food Training Meal	67.09			1000 202200		101000
SFD Training		SUPER 1 FOODS		CC Accounting:	1000-	-420410-229		
	CC-252	05/12/24 Go Daddy - Cassi	21.99			1000 202200		101000
3078419219		GoDaddy		CC Accounting:	1000-	-420100-331		

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TOWN OF STEVENSVILLE
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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-252 05/16/24	Go Daddy - Public Works	11.00			5210 202200		101000
3085445005		GoDaddy			CC Accounting: 5210-	-430510-331		
	CC-252 05/16/24	Go Daddy - Public Works	10.99			5310 202200		101000
3085445005		GoDaddy			CC Accounting: 5310-	-430610-331		
	CC-253 05/28/24	Flowers for Main Street	149.94			1000 202200		101000
No Invoice		Costco Wholesale			CC Accounting: 1000-	-460430-220		
		# of Claims	41	Total:				107,337.55
			Total Electronic Claims	39,201.70	Total Non-Electronic Claims		68135.85	

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	21,751.77
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	2,129.15
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	260.56
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	189.49
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	256.93
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	400.01
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	443.67
5210 WATER	
101000 Cash - Operating	17,323.07
5230 ARPA WATER LEAK REPAIR	
101000 Cash - Operating	56,117.39
5310 SEWER	
101000 Cash - Operating	7,972.12
5610 AIRPORT	
101000 Cash - Operating	493.39
Total:	107,337.55

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TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 6 / 24

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ORDERED that the Director of Finance draw a check/warrant on the Town of Stevensville.

Stacie Barker, Councilmember

Isaiah Nelson, Councilmember

Cindy Brown, Councilmember

Wallace Smith, Councilmember

Bob Michalson, Mayor

Date Approved _____

File Attachments for Item:

b. Building Department

MONTHLY REPORT

Building Department

May 2024

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (2 permits)	
1. NSFR	\$0
2. New Commercial Building	\$114.00
3. Renovation/Remodel	\$927.60
4. Demo re-roof, commercial.....	\$
<u>Electrical</u> (3 permits)	
1. NSFR	\$200.00
2. New Commercial Building	\$78.00
3. Renovation/Remodel	\$100.00
4. Demo	\$0
<u>Mechanical</u> (2 permits)	
1. NSFR	\$536.05
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Plumbing</u> (2 permit)	
1. NSFR	\$0
2. New Commercial Building	\$35.00
3. Renovation/Remodel	\$65.00
4. Demo	\$0
Total permits issued: 9	Total fees collected: \$2055.65
<u>Activities</u>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<u>Items of Interest</u>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Jenelle Berthoud, Town Clerk

File Attachments for Item:

d. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – May 2024

Calls for the Month of May: 54

Calls for Stevensville Town: 18

Calls for Stevensville Rural: 35

Mutual Aid: 1

Missed calls: 0

Medical Response: 35

Fire Calls: 16

Motor Vehicle Crash: 3

Total Calls: 54

Calls for the Year to Date: 273

Calls for Stevensville Town: 95

Calls for Stevensville Rural: 169

Mutual Aid: 9

Missed call: 0

Medical Response: 205

Fire Calls: 61

Motor Vehicle Crash: 7

Total Calls: 273

File Attachments for Item:

f. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
003806	CORRECTIVE	Closed	fill halfway with topsoil and place flower pots on main st	Town of Stevensville		Stephen Lassiter
003804	CORRECTIVE	Closed	Mark for headstones in Riverside	Town of Stevensville		Stephen Lassiter
003803	CORRECTIVE	Closed	Get irrigation going in all parks	Town of Stevensville		Stephen Lassiter
003802	CORRECTIVE	Closed	Drain pool, clean, put all plugs back in. Reinstall plugs and hook up sinks, etc in pool house	Town of Stevensville		Stephen Lassiter
003801	CORRECTIVE	Closed	Cut concrete around splash pad buckets and frog (Nick Pieri)	Town of Stevensville		Stephen Lassiter
003800	CORRECTIVE	Closed	Check 125 Park for ditch blockage	Town of Stevensville		Stephen Lassiter
003799	CORRECTIVE	Closed	Check 116 Valley View for leak	Town of Stevensville		Stephen Lassiter
003798	CORRECTIVE	Closed	Locate two mystery water lines near 2nd St tie in	Town of Stevensville		Stephen Lassiter
003797	CORRECTIVE	Closed	Post final notices for water shutoffs	Town of Stevensville		Stephen Lassiter
003796	CORRECTIVE	Closed	Check curb stop 414 Mission for height	Town of Stevensville		Stephen Lassiter
003794	CORRECTIVE	Closed	Check leak 114 Church	Town of Stevensville		Stephen Lassiter
003793	CORRECTIVE	Closed	Check 520 Mission low water pressure	Town of Stevensville		Stephen Lassiter
003792	CORRECTIVE	Closed	Camera Spring St sewer and measure for Peterson manhole	Streets		Stephen Lassiter

TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT May 2024

UTILITIES REPORT

Domestic Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	23,705,000	18,023,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 170

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	6,614,000	5,265,000

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Wasting to drying beds
- 💧 Satisfied Permit reporting, testing and regulatory requirements
- 💧 Continued sludge press
 -

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Meter reads and billing cycle
- 💧 Daily road grid inspections
- 💧 Continued leaf and debris removal throughout town
- 💧 Plowing and sanding
- 💧 Burning yard debris as conditions permit
- 💧 Coordinate with engineers on paving project, Spring and RR Ave
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Water and Waste plants rounds
- 💧 2 Utility inspections
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 Continued review and update of Riverside Cemetery map
- 💧 Alley maintenance
- 💧 Downtown risk management inspections
- 💧 Began storm damaged tree removal

- 💧 Began community pool cleanup/prepare for opening
- 💧 Began splash pad repair
- 💧 Extra clean up in cemeteries for Memorial Day
- 💧 Camered Spring Street sewer to Peterson for manhole placement
- 💧 Placed flower pots on Main Street
- 💧 Continued mowing all Parks and Cemeteries
- 💧 Continued support for Emerine (Mission St. Water Main)
- 💧 Changed out 6 water meters
- 💧 2 after hours emergency call outs

File Attachments for Item:

a. Discussion/Decision: Town Council to set a Date and Time for a C.O.W. Meeting to Discuss a Drug & Alcohol Policy



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/13/2024
Agenda Topic:	Discussion/Decision: Town Council to set a Date and Time for a C.O.W. Meeting to Discuss a Drug & Alcohol Policy
Backup Documents Attached?	No
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/13/2024
Notes:	

File Attachments for Item:

b. Discussion/Decision: To Move Forward with the Process to Place a Parcel of Land up for Sale that is Owned by the Town of Stevensville



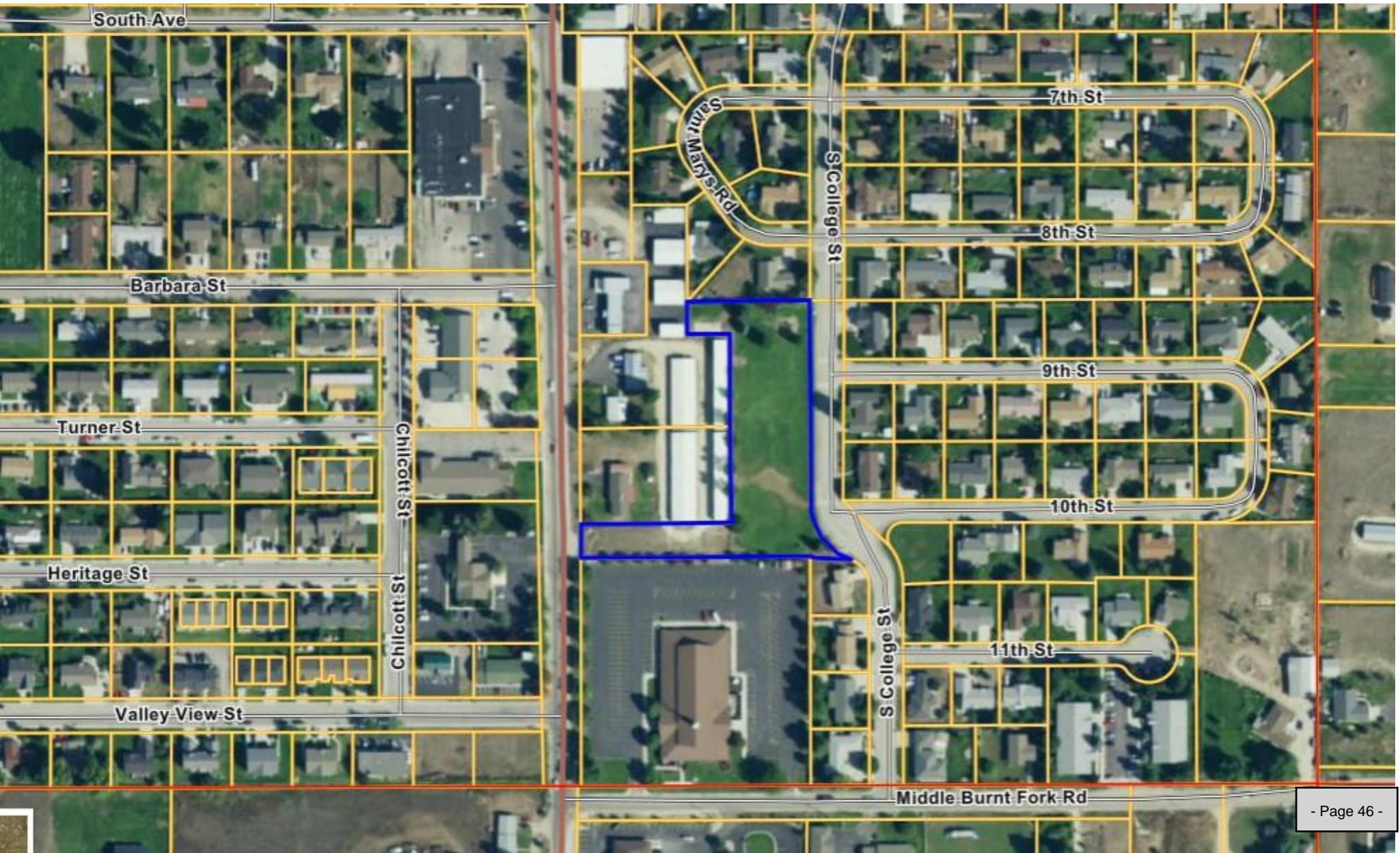
Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/13/2024
Agenda Topic:	Discussion/Decision: To Move Forward with the Process to Place a Parcel of Land up for Sale that is Owned by the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/13/2024
Notes:	Father Ravalli Park located between College Street and Main Street, bordering two private properties. The map that is included shows the proposed parcel of Father Ravalli Park that the town would like to put up for sale.

Father Ravalli Park is within the blue lines. Orange Circle is the proposed parcel of land to be put up for sale.



File Attachments for Item:

c. Discussion/Decision: Request RFP for Realtor Services to Sell a Parcel of Land Owned by the Town of Stevensville



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/13/2024
Agenda Topic:	Discussion/Decision: Request RFP for Realtor Services to Sell a Parcel of Land Owned by the Town of Stevensville
Backup Documents Attached?	No
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/13/2024
Notes:	

File Attachments for Item:

d. Discussion/Decision: Removal/Changes to the Town of Stevensville Personnel Policy's Parental Leave, Section 27



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/13/2024
Agenda Topic:	Discussion/Decision: Removal/Changes to the Town of Stevensville Personnel Policy's Parental Leave, Section 27
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/13/2024
Notes:	To Town Council Adopted the Personnel Policy on April 18, 2024. Discussions with the town's insurance provider, MMIA have provided the administration with additional knowledge on Parental Leave and MCA code 2-18-606.

Montana Code Annotated 2023

TITLE 2. GOVERNMENT STRUCTURE AND ADMINISTRATION

CHAPTER 18. STATE EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS

Part 6. Leave Time

Parental Leave For State Employees

2-18-606. Parental leave for state employees. (1) The department of administration shall develop a parental leave policy for permanent state employees. The policy must permit an employee to take a reasonable leave of absence and permit the employee to use sick leave immediately following the birth or placement of a child for a period not to exceed 15 working days if:

(a) the employee is adopting a child; or

(b) the employee is a birth father.

(2) As used in this section, "placement" means placement for adoption as defined in **33-22-130**.

(3) A state agency that is not subject to the provisions of the Family and Medical Leave Act of 1993, 29 U.S.C. 2601 through 2654, may extend the provisions of that act to the employees of the agency.

History: En. Sec. 1, Ch. 756, L. 1991; amd. Sec. 1, Ch. 2, L. 1997; amd. Sec. 158, Ch. 480, L. 1997.

27. Parental Leave

The Town of Stevensville will provide Paid Parental Leave (PPL) to eligible employees for parents to bond and care for a newborn child or a child placed for adoption. Eligible employees are regular or probationary status employees employed at least 180 consecutive calendar days. In the event both parents, including established domestic partners, are employed by the same department, both may take PPL at the same time.

Eligible employees are entitled to a maximum of 6 continuous work weeks of PPL in a calendar year. No employee may be absent on PPL for more than 6 calendar weeks in a calendar year, regardless of work schedule. For employees working part time with regular, irregular, or intermittent schedules, paid hours of PPL during the six-week period will be based on the average hours worked in the six weeks immediately prior to the date PPL is to commence. There is no limit on how many times an eligible employee may use PPL during the course of their employment.

Requests to use PPL should be submitted in writing to the employee's supervisor and Human Resources Department with as much notice as possible. HR and the supervisor will work together to coordinate the use of PPL with other approved leave requests. PPL must be taken continuously commencing with the birth or placement of a child for adoption. PPL will count concurrently against Family and Medical Leave for employees eligible. PPL must be exhausted before use of other paid leave or leave without pay. When a holiday falls during an employee's PPL the employee will be paid for the legal holiday instead of PPL.

File Attachments for Item:

e. Discussion/Decision: Approval of Special Event Permit for the Stevensville Scarecrow Festival



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Stevensville Scarecrow Festival
Second Person Submitting the Agenda Item:	
Submitter Title:	Citizen
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/13/2024
Agenda Topic:	Discussion/Decision: Approval of Special Event Permit for the Stevensville Scarecrow Festival
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/13/2024
Notes:	

TOWN OF STEVENSVILLE
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: 5-20-24 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: Stevensville Scarecrow Festival
(Project 59870)

CONTACT PERSON: Loey Truitt TELEPHONE: 406 529 9715

ACTIVITY: Scarecrow Festival

LOCATION REQUESTING: Veterans Park - 1 week
Main St 1 300 Church to Buck

DATE: Oct 4, 5, 6 STARTING TIME: NOON ENDING TIME: Oct 5th 9:00am

ESTIMATED NUMBER OF PEOPLE ATTENDING: 5000
3rd - Church
E = Oct 4th - 5th

ALCOHOL USE? YES NO If yes please attach Alcohol Use Request Form 3rd - Buck

~~HIGHWAY OR~~ STREET CLOSURE? YES NO If yes, please attach MDOT Street Closure Permit
3rd St Church to Buck
W = 4th 3-9
5th 9-9

REQUEST FOR BONFIRE? YES NO If yes, please attach Town Burn Permit

IS OVERNIGHT CAMPING REQUESTED? YES NO ← Possible

DO YOU HAVE INSURANCE? YES NO

If yes please attach declaration page as proof of insurance for \$1.5 million as pursuant to Montana Statute M.C.A. 2-9-108.

WILL SECURITY BE REQUIRED? YES NO

IF YES, PLANS FOR SECURITY: _____

PLANS FOR CLEAN UP: Scarecrow Committee

FEE: \$ _____

**If the event involves less than 1,000 participants, this application will be forwarded to the Mayor for final approval. If the event involves more than 1,000 participants, this application will be considered at the first Town Council Meeting after its receipt. The contact person will be notified of the Mayor or Council's decision the following day. ** If Council approval, a representative must attend the council meeting.

File Attachments for Item:

f. Discussion/Decision: Resolution No. 533, a Resolution of the Stevensville Town Council Adopting Park Hours for Lewis & Clark Park



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	John Boe, Chief of Police
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/13/2024
Agenda Topic:	Discussion/Decision: Resolution No. 533, a Resolution of the Stevensville Town Council Adopting Park Hours for Lewis & Clark Park
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/13/2024
Notes:	

RESOLUTION NO. 533

**A RESOLUTION OF THE STEVENSVILLE
TOWN COUNCIL ADOPTING PARK
HOURS FOR LEWIS & CLARK PARK**

WHEREAS, the Town of Stevensville Montana being the owner of Lewis & Clark Park;
and

WHEREAS, the Town of Stevensville Ordinance No. 137 Section 2, 11.04.020 Hours of
Operation-Closed Hours Number 3 states that by resolution town parks be closed during
specified hours, based upon the time of year and the individual park's security issues,
provided such closed hours shall be prominently posted at each entrance to the park in
question; and

NOW THEREFORE, BE IT RESOLVED, by this Town Council that the following Lewis &
Clark Park hours be adopted as closed from Sundown to Sunrise.

DATED this 13th day of June 2024, after motion and second at a regular meeting of the
Stevensville Town Council.

Approved:

Attest:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

g. Discussion/Decision: Resolution No. 534, a Resolution of the Stevensville Town Council Declaring Certain Town Property as Sold



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/13/2024
Agenda Topic:	Discussion/Decision: Resolution No. 534, a Resolution of the Stevensville Town Council Declaring Certain Town Property as Sold
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/13/2024
Notes:	Resolution No. 527 was passed by the town council declaring certain town property as surplus.

RESOLUTION NO. 534

**A RESOLUTION OF THE STEVENSVILLE
TOWN COUNCIL DECLARING CERTAIN
TOWN PROPERTY AS SOLD**

WHEREAS, the items herein of town owned property have served their useful life for the Town of Stevensville purposes and needs are no longer being used or operated by the Town; and,

WHEREAS, the Town does not anticipate using or operating said property at any time in the future; and,

WHEREAS, Montana Code Annotated 7-8-4201 authorizes the Town Council to sell, dispose of, donate or lease any property belonging to the Town; and,

NOW THEREFORE, BE IT RESOLVED, that the following items were sold:

1. 2016 Dodge Charger(patrol vehicle)
2. 2005 Chevy Suburban (fire command vehicle)
3. 1995 GMC 1500 (ambulance)
4. 1965 Ford Dump Truck (public works)
5. Empire Standby Whole House Generator (public works)

DATED this 13th day of June 2024, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk