



**Stevensville Town Council Meeting
Agenda for
THURSDAY, APRIL 08, 2021
7:00 PM
NVPL Community Room – 208 Main Street**

The Town of Stevensville live streams Town Council and board meetings on our website at <http://www.townofstevensville.com/meetings>

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
5. Approval of Bi-Weekly Claims
 - a. Claims # 16534-16681
6. Administrative Reports
 - a. Airport
 - b. Community Development
 - c. Finance
 - d. Fire Department
 - e. Parks & Recreation
 - f. Police Department
 - g. Public Works
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
11. New Business
 - a. Discussion/Decision: HDR Task Order No. 9, Water Rights Needs Assessment
 - b. Discussion/Decision: Confirmation of Police Officer Jacob Guida
 - c. Discussion/Decision: Construction contract for the E 3rd Street Improvements Project
 - d. Discussion/Decision: Construction contract for the E 5th Street Improvements Project
12. Executive Report
13. Town Council Comments
14. Board Reports
15. 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. Claims # 16534-16684

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (1/21) ****									
16534	E	1166	VISA	9,253.03					
	Jan 21	12/21/20	PD-Bitterroot Laundry	62.60			1000 420100	226	101000
	Jan 21	12/21/20	Mayor- Pointestta	42.97			1000 410200	210	101000
	Jan 21	12/21/21	Admin-Sani Wipes	12.99*			1000 410550	239	101000
	Jan 21	12/23/21	PD-Amazon Office Equipment	223.33*			1000 420100	212	101000
	Jan 21	12/23/21	PD-Amazon Office Equipment	189.97*			1000 420100	212	101000
	Jan 21	12/23/21	Admin- Face Masks	179.94*			1000 410550	239	101000
	Jan 21	12/23/21	PD-Amazon Office Equipment	119.94*			1000 420100	212	101000
	Jan 21	12/26/21	S-IPhone charger and case	9.33*			1000 430100	210	101000
	Jan 21	12/26/21	W-IPhone charger and case	9.33			5210 430510	210	101000
	Jan 21	12/26/21	WW-Iphone charger and case	9.32			5310 430610	210	101000
	Jan 21	12/28/21	W-Food Retirement	35.15*			5210 430510	229	101000
	Jan 21	12/28/21	WW- Food Retirement	35.12*			5310 430610	229	101000
	Jan 21	12/28/21	Admin-Copy Paper	4.80			1000 410550	210	101000
	Jan 21	12/28/21	PD-Copy Paper	1.60*			1000 420100	210	101000
	Jan 21	12/28/21	FD-Copy Paper	1.60*			1000 420410	210	101000
	Jan 21	12/28/21	BD-Copy Paper	1.60			2394 420531	210	101000
	Jan 21	12/28/21	W-Copy Paper	9.60			5210 430510	210	101000
	Jan 21	12/28/21	WW-Copy Paper	9.60			5310 430610	210	101000
	Jan 21	12/28/21	C-Copy Paper	1.60			1000 410360	210	101000
	Jan 21	12/28/21	AP-Copy Paper	1.60			5610 430300	210	101000
	Jan 21	12/29/21	M-GoDaddy MSO 365	84.18			1000 410200	330	101000
	Jan 21	12/29/21	Admin-GoDaddy MSO 365	205.62*			1000 410550	330	101000
	Jan 21	12/29/21	C-GoDaddy MSO 365 50%	49.26*			1000 410360	330	101000
	Jan 21	12/29/21	FD-GoDaddy MSO 365 50%	49.26			1000 420410	330	101000
	Jan 21	12/29/21	PD-GoDaddy MSO 365	98.20			1000 420100	330	101000
	Jan 21	12/30/21	PD-Ravalli County Tre Title of	101.73*			1000 420100	314	101000
	Jan 21	12/30/21	Admin-Switchboard	35.00*			1000 410550	330	101000
	Jan 21	01/05/21	Admin-banker boxes/Office Supp	90.62			1000 410550	210	101000
	Jan 21	01/06/21	Admin-Zoom	46.65*			1000 410550	339	101000
	Jan21	01/06/21	C-Zoom	46.65*			1000 410360	339	101000
	Jan 21	01/08/21	PD-Tire Rama - tires	586.85			1000 420100	236	101000
	Jan 21	01/12/21	W-Envoples	7.65			5210 430510	210	101000
	Jan 21	01/12/21	WW-Envoples	7.64			5310 430610	210	101000
	Jan 21	01/12/21	Admin-Acrobat Pro	12.99*			1000 410550	330	101000
	Jan 21	01/12/21	M-Acrobat Pro	12.98			1000 410200	330	101000
	Jan 21	01/12/21	PD-Acrobat Pro	25.00			1000 420100	330	101000
	Jan 21	01/14/21	F-Rental to cut trees	287.50*			1000 460437	359	101000
	Jan 21	01/15/21	PD-Boot Barn	67.99			1000 420100	226	101000
	Jan 21	01/15/21	Admin-Tape Gun	15.81			1000 410550	210	101000
	Jan 21	01/15/21	Parks-ink for printer	20.99			1000 460430	210	101000
	Jan 21	01/18/21	Admin-Constant contact	76.45*			1000 410550	339	101000
	Jan 21	01/19/21	Street-Snow Plows	6,362.02*			2820 430200	940	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
16652	E	8	RAVALLI ELECTRIC CO-OP	103.00					
	Mar 21	03/31/21	Airport Utilities - Lights 2/3	68.66			5610 430300	340	101000
	Mar 21	03/31/21	Airport Utilities - Water Pump	34.34			5610 430300	340	101000
			*** Claim from another period (3/21) ****						
16653		1650	D.I.A.R Do It All Repair	384.94					
	1727	03/29/21	Oil change 502 Dodge Ram	112.24*			1000 420100	232	101000
	1726	03/25/21	R&R starter #504	272.70*			1000 420100	232	101000
			*** Claim from another period (3/21) ****						
16654		66	MONTANA ELECTRONICS Co., Inc.	1,021.88					
	3532	03/23/21	Install radio PD Charger #502	1,021.88*			1000 420100	212	101000
			*** Claim from another period (3/21) ****						
16655		155	Supply Ditch Association	345.00					
2021			Spring Water Assessment & Admin Fee						
	3484	03/15/21	Water Assessment Spring 2021	345.00*			1000 430900	342	101000
			*** Claim from another period (10/20) ****						
16656		74	STEVENSVILLE RURAL FIRE DISTRICT	312.50					
	97R	10/21/20	25% Annual Compressor Service	312.50			1000 420460	360	101000
			*** Claim from another period (2/21) ****						
16657		21	BLACK MOUNTAIN SOFTWARE	525.00					
	26566	02/11/21	Service/support & processing	262.50*			5210 430510	330	101000
	26566	02/11/21	Interface/BDS	262.50*			5310 430610	330	101000
			*** Claim from another period (3/21) ****						
16658		1711	Office Solutions & Service	47.13					
	INV93227	03/29/21	Copies, Color & BW	47.13			1000 420100	320	101000
			*** Claim from another period (3/21) ****						
16659		1702	DE Lage Landen Finance Services,	55.02					
	71875991	03/20/21	Printer lease	51.02			1000 410360	320	101000
	71875991	03/20/21	Late Fee	4.00*			1000 420410	320	101000
			*** Claim from another period (3/21) ****						
16660		1436	Maureen M. O'Connor	1,500.00					
	March	03/31/21	Monthly Compensation April	1,500.00			1000 410360	350	101000
			*** Claim from another period (3/21) ****						
16661		1385	Corvallis Rural Fire District	210.00					
Paulsen			Mean & Frandsen firefighter training						
	214	03/17/21	Firefighter training	210.00			1000 420460	380	101000
			*** Claim from another period (3/21) ****						
16662		85	CENTURYLINK	114.91					
	March 21	03/22/21	WWTP Internet #0185	68.99			5310 430640	340	101000
	March 21	03/22/21	H2O Plant Phone #7132	45.92			5210 430540	340	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
			*** Claim from another period (3/21) ****						
16663	March 21	85 03/22/21	CENTURYLINK MBF Reservoir #9934	51.03 51.03			5210 430530	340	101000
16664		1696	First Call Computer Solutions,	2,100.00					
	72263	04/01/21	Admin-Monthly Fee	315.00			1000 410550	356	101000
	72263	04/01/21	PD-Monthly Fee	315.00*			1000 420100	356	101000
	72263	04/01/21	C-Monthly Fee	105.00*			1000 410360	356	101000
	72263	04/01/21	BD-Monthly Fee	105.00			2394 420531	356	101000
	72263	04/01/21	FD-Monthly Fee	105.00*			1000 420410	356	101000
	72263	04/01/21	Sewer-Monthly Fee	525.00			5310 430610	356	101000
	72263	04/01/21	Water-Monthly Fee	525.00			5210 430510	356	101000
	72263	04/01/21	Airport-Monthly Fee	105.00*			5610 430300	356	101000
			*** Claim from another period (3/21) ****						
16665	1200335976	728 03/24/21	HDR ENGINEERING, INC. Water Sys Eng Report 3rd S	477.74 477.74*			5210 430510	350	101000
			*** Claim from another period (3/21) ****						
16666	160310	1782 03/30/21	Donna Vernon Stewart Title Co Error at closing Account 160310 overpaid & new Buyers recorded Refund Account 160310 o/p	27.23 27.23			5210 343022		101000
			*** Claim from another period (3/21) ****						
16667	1008	1754 04/01/21	Construct Montana, LLC quarterly inspections	6,669.24 6,669.24*			2394 420531	350	101000
			*** Claim from another period (3/21) ****						
16668		16	MONTANA ENVIRONMENTAL LAB LLC	962.40					
	2101807	03/02/21	Sewer Testing	204.00*			5310 430610	350	101000
	2102092	03/09/21	Sewer Testing	171.20*			5310 430610	350	101000
	2102421	03/18/21	Sewer Testing	364.00*			5310 430610	350	101000
	2102649	03/25/21	Sewer Testing	171.20*			5310 430610	350	101000
	2102422	03/12/12	Water Testing	52.00*			5210 430510	350	101000
			*** Claim from another period (12/20) ****						
16669		788	Northair, LLC	191.46					
			Fleet Card Charges - July 1-Dec 31 2020 - Stevensville Police Department Car Wash						
	2902	03/30/21	Fleet charges for Car Wash	191.46*			1000 420100	230	101000
16670		1146	Motorola Solutions, Inc. Nova Software - Monthly Subscriptions	375.00					
	8230314528	04/01/21	Nova Subscription	75.00			1000 410364	350	101000
	823031452	04/01/21	Nova Subscription	300.00			1000 420100	330	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 (3/21) ****				
16671		23 VALLEY DRUG AND VARIETY	3.48					
	430189	03/04/21 Battery recorder	2.19			1000 410550	210	101000
	430189	03/04/21 Posterboard	1.29			1000 410550	210	101000
16673		1653 MCKESSON MEDICAL - SURGICAL	111.61					
		50% charged to District						
	18088234	03/18/21 FD- Gloves Nitrile PF	111.61*			2230 420730	220	101000
				*** Claim from another period (3/21) ****				
16674		108 BITTERROOT STAR	197.28					
	1123	03/24/21 notice p&z meeting	58.86*			2250 411010	330	101000
	1265	03/24/21 3rd street bids	36.54*			1000 410550	320	101000
	1266	03/24/21 5th street bids	35.46*			1000 410550	320	101000
	1267	03/24/21 statement of qualification	30.96*			1000 410550	320	101000
	1268	03/24/21 notice of public hearing	35.46*			1000 410550	320	101000
16675		858 MILLER LAW OFFICE, PLLC	1,900.00					
	1181	04/06/21 Water rights	500.00			5210 430530	352	101000
	1181	04/06/21 water rights BFE	1,400.00			5210 430530	352	101000
				*** Claim from another period (3/21) ****				
16676		1783 Complete Payment Recovery	107.88					
	Feb 03/26/21	Email and MS Software	35.96*			1000 430100	312	101000
	Feb 03/26/21		35.96*			5210 430510	312	101000
	Feb 03/26/21		35.96*			5310 430610	312	101000
				*** Claim from another period (3/21) ****				
16677		1784 Automotive ER	257.00					
	00581	03/17/21 O2 Sensor 2013 Chevy	257.00*			1000 420460	232	101000
				*** Claim from another period (3/21) ****				
16678		762 Nash Enterprises, Inc.	978.00					
	10130	03/29/21 Clean dry sumps 4	978.00*			1000 430200	350	101000
				*** Claim from another period (3/21) ****				
16679		1475 Spectrum Chemical Mfg.	586.43					
	11816617	03/22/21 Sodium Pellets	246.48*			5310 430640	220	101000
	11816790	03/22/21 Acid tetrasodium	339.95*			5310 430640	220	101000
				*** Claim from another period (3/21) ****				
16680		708 USA BLUEBOOK	75.44					
	534871	03/17/21 Foot Valve & repair kit	75.44			5210 430540	220	101000
				*** Claim from another period (3/21) ****				
16681		34 STEVENSVILLE HARDWARE AND RENTAL	275.27					
	C463125	03/03/21 Flshlite batteries	5.99			5310 430640	230	101000
	A497301	03/04/21 Head Lamp	33.98*			1000 430200	230	101000
	C463888	03/15/21 2 shovels	80.97*			1000 430200	230	101000
	C463923	03/15/21 Bulk fastners library	3.28*			1000 410550	230	101000
	C463974	03/16/21 Rake water & sewer plant	29.98*			5210 430540	230	101000
	C464078	03/18/21 Flushing Library	6.99*			1000 410550	230	101000

* ... Over spent expenditure

Claim	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	A498810	03/18/21	Bulk fastners library	3.21*			1000		410550	230		101000
	A499589	03/25/21	Park Bathrooms	39.98*			1000		460430	230		101000
	A499589	03/25/21	Womens bathroom	6.56*			1000		410550	230		101000
	C46580	03/25/21	Cement on Spring street	19.99			5310		430630	230		101000
	A500294	03/31/21	Door Handle Fire Department	27.55			1000		420421	230		101000
	464899	03/31/21	Asphalt repair	16.79*			1000		430200	230		101000
16682			89 MORRISON-MAIERLE, INC.	104,612.67								
	RFP#8	AIP 3-30-0044-015-2019										
	RFP#2	AIP 3-30-0044-016-2020										
	Morrison & Maierle Airport 10% match and FFA Funding											
	214397	03/10/21	Construction Management 10%	4,137.18*			5610		430300	950		101000
	214397	03/10/21	Construction Management 90%	37,225.49			5620		430300	950		101000
	214398	03/10/21	Construction Management 10%	1,325.00*			5610		430300	950		101000
	214398	03/10/21	Construction Management 90%	11,925.00			5620		430300	950		101000
	214398	03/10/21	Construction Management 10%	8,917.70*			5610		430300	950		101000
	214398	03/10/21	Construction Management 90%	41,082.30			5620		430300	950		101000
16683			1210 Knife River Corporation	104,057.86								
	RFP#2	AIP 3-30-0044-016-2020										
	Morrison & Maierle Airport 10% match and FFA Funding											
	RFP #2	03/22/21	Construction Management 10%	10,405.79*			5610		430300	950		101000
	RFP #2	03/22/21	Construction Management 90%	93,652.07			5620		430300	950		101000
16684			206 DEPARTMENT OF REVENUE	1,051.09								
	AIP 3-30-0044-015-2019 - Pavement Reconstruction and New Midfield											
	AIP 3-30-0044-016-2020											
	RFP #8	03/22/21	1% State tax 90%	945.98			5620		430300	950		101000
	RFP #8	03/22/21	1% State tax 10%	105.11*			5610		430300	950		101000
			# of Claims	33								
			Total:	238,940.52								
			Total Electronic Claims	9,356.03					Total Non-Electronic Claims	229584.49		

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$9,679.50
2230 AMBULANCE	
101000 Cash - Operating	\$111.61
2250 PLANNING	
101000 Cash - Operating	\$58.86
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$6,775.84
2820 GAS APPORTIONMENT TAX	
101000 Cash - Operating	\$6,362.02
5210 WATER	
101000 Cash - Operating	\$3,544.53
5310 SEWER	
101000 Cash - Operating	\$2,476.94
5610 AIRPORT	
101000 Cash - Operating	\$25,100.38
5620 AIRPORT PROJECT	
101000 Cash - Operating	\$184,830.84
Total:	\$238,940.52

04/06/21
19:11:27

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 4 / 21

Page: 7 of 7
Report ID: AP100A

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

Council

Council

Council

Council

Mayor

Date Approved _____

File Attachments for Item:

a. Airport

TOWN OF STEVENSVILLE AIRPORT ACTIVITY REPORT

March 2021

MONTHLY REPORT:

Final arrangements have been made for Hamilton's upcoming closure still slated for April 5th. Choice will begin mobilizing on April 1st to prepare for FBO operations. They will be bringing fuel trucks up somewhere around the 10th. We were able to secure a temporary lease agreement with them until July 1st that will bring the town approximately \$330 a month along with monthly flowage fees on avgas, jet and avgas self-serve at a rate of \$0.06 per gallons sold. All FBO operations will be located on the East ramp and overflow traffic will be parked on the West ramp. Again one line service personnel staffed at the airport Monday-Fridays from 8am-5pm.

Currently we have a total of 4 Hamilton based aircraft positioning with us for the

The town has also leased an office space on the airport to enable the airport manager to be on the field giving both airport users and transient visitors a point of contact on field. That is expected to happen on the 15th of April enabling users both transient and tenant alike, with a much-needed access.

The forest service forest service has given us definitive dates for their upcoming mobilizations.

5/3-5/8 is their first training. Aircraft are unknown currently.

5/24-5/30 is their next and they will be mobilizing 3 helicopters.

6/17 They will possibly have a sky crane by then and will most likely activate the land lease at that time.

The Airport Manager will be holding an informal meeting at the airport SRE building on April 3rd at 10AM to introduce himself and share some of the upcoming events that will be happening at the airport and the many ways that folks can help and get involved.

File Attachments for Item:

b. Community Development

MONTHLY REPORT

Building Department

March 2021

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (2 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$159.60
4. Demo	\$50.00
<u>Electrical</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Mechanical</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Plumbing</u> (4 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$140.00
4. Demo	\$0
Total permits issued: 6	Total fees collected: \$299.60
<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 Tim Netzley, Building Official

File Attachments for Item:

d. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – March 2021

Calls for the Month of March: 56

Calls for Stevensville Town: 18

Calls for Stevensville Rural: 38

Mutual Aid: 0

Medical Response: 41

Fire Calls: 12

Motor Vehicle Crash: 3

Total Calls: 56

Calls for the Year to Date: 171

Calls for Stevensville Town: 55

Calls for Stevensville Rural: 116

Mutual Aid: 0

Medical Response: 137

Fire Calls: 16

Motor Vehicle Crash: 18

Total Calls: 171

File Attachments for Item:

e. Parks & Recreation



April 8, 2021 Report to Council

Here is what's happening in your parks:

Lewis and Clark Park:

- ◆ Removed archway at entrance of park. It was no longer structurally sound, and we are working to make a new archway that allows for two-way traffic in and out of the park with an inverted speedbump at park entrance.
- ◆ Bathrooms are open for the spring/summer season.
- ◆ Repaired broken pickets around Bear Mountain Playground.

River Park/River Park Trail:

- ◆ Removed multiple down trees from walking path after windstorms.
- ◆ Working with DEQ and FWP to evaluate the possibilities at River Park.
- ◆ Researching grant possibilities to expand River Park.

Father Ravalli Park:

- ◆ Removed the broken small slide and patched a hole in the large slide.
- ◆ Tightened all bolts on play structure.
- ◆ Looking into new play structure for this park and creative ideas to patch the hole in the west fence by the car wash.

Events:

- ◆ Kickoff event for the Civic Club's Stevensville Splash Pad Project 4/2/21.
- ◆ The fire department helped the American Legion place an eagle on the American Flag flagpole at Veteran's Park 3/30/21.
- ◆ The American Legion Post 94 hosted an Easter egg hunt on 4/3/21 at Lewis and Clark Park.
- ◆ Certified Pool Operator class 4/7/21-4/8/21 in Missoula.

Programming:

- ◆ Working on curriculum and staffing for summer programming/camps. The goal is to have multiple park programs open for enrollment in early May and launch summer programming in early June.

Other:

- ◆ Assisting Public Works with park clean up and getting prepared for grass maintenance at parks and cemeteries.

- ◆ Received an Arbor day Grant from the DNRC for \$750 that will be used to add more trees to Main Street and replace dead trees.
- ◆ Working on application for the Power of Change grant from Ravalli Electric Co-op.
- ◆ Researching other grant opportunities for swimming pool repair, park beautification projects, and park programming.
- ◆ Working with HDR to repair the swimming pool.

Sincerely,

Bobby Sonsteng
Parks and Recreation Director

File Attachments for Item:

f. Police Department

TOWN OF STEVENSVILLE POLICE DEPARTMENT ACTIVITY REPORT

April 8, 2021

MONTHLY REPORT: March 2021 - Police Activity Report

On March 2021, all SPD officers completed monthly training at the range focusing on high stress and unorthodox position shooting, shotgun qualification, as well as de-escalation tactics & techniques. During the month of March, as the weather continues to warm, we have experienced an increase in call volume as well as vehicle traffic increase. Night shift Officers are major contributors to proactive policing and have been maintaining an above average proficiency during scheduled monthly training. An increase in training tempo has been established to provide the citizens of Stevensville with highly capable officers, who are ready to respond to all types of law enforcement encounters.

PROACTIVE POLICING & CALLS FOR SERVICE:

PERSONNEL WORKLOAD	MONTH OF FEBRUARY	MONTH OF MARCH	YEAR TO DATE
<i>PATROL</i>			
Calls for service	48	74	177
Traffic Citations	7	10	19
Traffic Warnings	39	37	98
Arrests	3	2	7
<i>INVESTIGATIONS</i>			
Robbery / Homicide	0	0	0
Assaults / Sex Crimes	1	0	3
Burglary / Theft	2	1	6
Fraud	0	2	4
Suspicious Incident	4	3	13
Disturbance/PFMA	6	3	11
<i>SPD AGENCY ASSISTS</i>			
Ravalli County S.O	1	2	8

SPD Agency Assists has been added to the above to educate / inform how many times SPD units have provided assistance to County or to other law enforcement agencies. Agency assistance can range from merely backing up Deputies on traffic stops to assisting them in Calls for Service and or per Mutual aid requests.

File Attachments for Item:

g. Public Works

TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT March 2021

UTILITIES REPORT

Water Production

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	18,890,000	17,021,000

- 💧 Monthly and weekly reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 48
 - Upgraded 65 Meters
- 💧 Jetted 1 sewer lines
- 💧 Researched 3 sewer problems, All 3 on resident side of Mains

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	5,559,560	7,344,000

- 💧 State Reports and EPA, weekly samples taken
- 💧 Press
 - Pressing an average of 6,000 gallons per day, up from 3,000 gallons per day

OTHER

- 💧 Hydro Vacuumed 19 out of 22 Storm Water Catch basins, substantial number were non functioning
- 💧 Meter project nearing completion, majority of all meters including several large services are now reading accurately versus paying base rate
- 💧 Fixed 2 water main breaks on Buck St resulting in reduction of noise complaints
- 💧 Isolated line break in old water filtration field
- 💧 Park restrooms open for season
- 💧 Street Signs
- 💧 Spring Cleanup
- 💧 Plant Improvements/house keeping
- 💧 3 Burials
- 💧 Irrigation ditch maintenance
- 💧 SDS project ongoing.

File Attachments for Item:

- a. Discussion/Decision: HDR Task Order No. 9, Water Rights Needs Assessment



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:	Brandon E. Dewey, Mayor
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/08/2021
Agenda Topic:	Discussion/Decision: HDR Task Order No. 9, Water Rights Needs Assessment
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/08/2021
Notes:	



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
April 8, 2021**

Agenda Item: Discussion/Decision: HDR Task Order No. 9, Water Rights Needs Assessment

Other Council Meetings

Exhibits

A. Task Order No. 9

This agenda item provides Council with the ability to approve Task Order No. 9 to conduct a water rights needs assessment.

Background:

The Town of Stevensville is building a comprehensive team that will build a global permit application for the domestic water supply of the town. This process will resolve the long standing water rights issues the community has had for decades.

Primarily, the permit will solidify the water rights for the Twin Creeks Well Field. This will update the Town's point of diversion and it's place of use. The place of use will be updated to accommodate growth of the community for approximately the next 50 years.

The team on this project consists of the following parties:

1. The Town's water rights attorney
2. A firm specializing in hydrology (RFQ currently advertised)
3. The Town's engineering firm, HDR

Task Order No. 9 authorizes HDR to proceed with the water rights needs assessment that will be part of the permit application to DNRC.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not approve Task Order No. 9

MOTION

I move to: to approve Task Order No. 9 for the water rights needs assessment

EXHIBIT A
TASK ORDER NO. 09

This Task Order pertains to an Agreement by and between the Town of Stevensville, MT, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated April 4, 2016, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 09
PROJECT NAME: Water Rights Needs Assessment

PART 1.0 PROJECT DESCRIPTION:

The Town of Stevensville desires to determine the future water rights needs for the drinking water system. Population projections and per capita water demand factors developed as part of the Water System PER will be utilized to establish planning year 2072 water right needs.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

The scope of services to be provided on this Task Order No. 9 is attached as Exhibit A-1.

PART 3.0 OWNER’S RESPONSIBILITIES:

- Provide water rights data.

PART 4.0 PERIODS OF SERVICE:

- The period of service for Task Order No. 9 shall expire June 1, 2021.

PART 5.0 ENGINEER’S FEE:

Fee is time and materials not to exceed \$3,477.00 as further described in Exhibit A-2.

PART 6.0 OTHER:

This Task Order is executed this _____ day of _____, 2021.

Town of Stevensville
“OWNER”

HDR ENGINEERING, INC.
“ENGINEER”

BY: _____

NAME: _____

TITLE: _____

ADDRESS: _____

BY: _____

NAME: _____

TITLE: _____

ADDRESS: 700 SW Higgins, Suite 200
Missoula, MT 59803-1489

EXHIBIT A-1 SCOPE OF SERVICES

TASK 100. PROJECT MANAGEMENT

Objective:

Manage and control the professional services contract to provide efficient completion of the project.

Subtasks:

101: Coordination Meetings/Workshops. Conduct a project kickoff meeting via conference call with key Town staff to establish project goals and objectives; define anticipated work products; and identify information needed to perform the work. A second meeting will be held to review the draft memorandum prior to completion.

102 Project Management and Invoicing. This task includes administrative procedures such as invoicing, communication protocol, and project management.

TASK 200. POPULATION FORECAST

Objective:

Utilize current population served by the Town's water system and growth trends established in the Water System PER Update for the Town of Stevensville to establish the highest reasonable sustained growth rate and project 2072 population to be served.

Subtasks:

201 Establish Current Population. Review current population served by the Town's water system as established in the Water System PER Update and adjust as necessary.

202 2072 Population Projection. Utilize historical census records, connection data, mapping, developable property, zoning, and planning data to establish the highest reasonable sustained growth rate for the Town of Stevensville's potential service area and project 2072 population to be served by the water system. The following will be considered in establishing the growth rate:

- Missoula County population growth rates.
- Ravalli County population growth rates.
- City of Missoula population growth rates.
- Growth rates of other Cities/towns in Ravalli County.
- State of Montana growth rates.

TASK 300 PER CAPITA WATER DEMAND

Objective:

Utilize per capita water demand factors for the Town's water system as established in the Water System PER Update.

Subtasks:

301 Establish Per Capita Water Demand. The Water System PER Update utilizes water production data, connection data, and estimated served population to establish average day, max day, max month and peak hour per capita water demand factors in gallons per capita per day (GPCPD). Maximum historical data will be utilized in development of the highest GPCPD that can be reasonably supported by sound engineering opinion and analysis. Per capita demand factors will be compared to DNRC's standard of 250 GPCPD.

TASK 400. FUTURE WATER RIGHT NEEDS

Objective:

Develop the future water right needs for year 2072 for the Town's water system.

Subtasks:

401 Future Water Right Needs. Estimate water rights need at end of 2072 by multiplying the Town's projected GPCPD by the projected 2072 Population served. Evaluate other water use factors that may increase Town's 2072 water right needs, document such factors and increase the 2072 water right needs as necessary.

TASK 500. SUMMARY MEMORANDUM

Objective:

Summarize work completed to establish current population, future 2072 population, per capita demand factors and future water right needs.

Subtasks:

501 Summary Memorandum. Complete a summary memorandum of work completed to develop current and future population, water demand factors and future water right needs and submit to the Town.

**EXHIBIT A-2
BUDGET**

Task	Task Description	Status	HDR					Other Direct Costs			Total Budget	Task Fraction of Total				
			PJM15 2 - Project Manager General - Craig Capara	EWR10 4 - EIT Water Resources - Luke Thompson	PJM01 3 - Project Controller - Paden Kautman	SGA10 5 - GIS Analyst - Jon Schick	TOTAL HOURS	LABOR COSTS	% of Hrs to Escalate	% Esc.			LABOR INCL. ESCALATION	SUBCONTRACTOR	EXPENSES	TOTAL COST
Task 1	100 - Project Management															
1.1	Coordination Meetings/Workshops		1	2				3	\$ 451	0%	\$ -	\$ 451	\$ -	\$ -	\$ 451	13%
1.2	Project Management and Invoicing		2		4		6	\$ 805	\$ 805	0%	\$ -	\$ 805	\$ -	\$ -	\$ 805	23%
	Subtotal (including optional)		3	2	4	0	9	\$ 1,256	\$ 1,256			\$ 1,256	\$ -	\$ -	\$ 1,256	36%
Task 2	200 - Population Forecast															
2.1	Establish Current Population			1				1	\$ 98	0%	\$ -	\$ 98	\$ -	\$ -	\$ 98	3%
2.2	2072 Population Projection		0.5	2			2.5	\$ 324	\$ 324	0%	\$ -	\$ 324	\$ -	\$ -	\$ 324	9%
	Subtotal (including optional)		0.5	3	0	0	3.5	\$ 423	\$ 423			\$ 423	\$ -	\$ -	\$ 423	12%
Task 3	300 - Per Capita Water Demand															
3.1	Establish Per Capita Water Demand		0.5	1			1.5	\$ 226	\$ 226	0%	\$ -	\$ 226	\$ -	\$ -	\$ 226	6%
	Subtotal (including optional)		0.5	1	0	0	1.5	\$ 226	\$ 226			\$ 226	\$ -	\$ -	\$ 226	6%
Task 4	400 - Future Water Right Needs															
4.1	Future Water Right Needs		1	4			5	\$ 648	\$ 648	0%	\$ -	\$ 648	\$ -	\$ -	\$ 648	19%
	Subtotal (including optional)		1	4	0	0	5	\$ 648	\$ 648			\$ 648	\$ -	\$ -	\$ 648	19%
Task 5	500 - Summary Report															
5.1	Summary Report		1	4		2	7	\$ 925	\$ 925	\$ -	\$ -	\$ 925	\$ -	\$ -	\$ 925	27%
	Subtotal (including optional)		1	4	0	2	7	\$ 925	\$ 925			\$ 925	\$ -	\$ -	\$ 925	27%
	Total		6	14	4	2	26	\$ 3,477	\$ 3,477			\$ -	\$ -	\$ -	\$ 3,477	

File Attachments for Item:

b. Discussion/Decision: Confirmation of Police Officer Jacob Guida



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:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/08/2021
Agenda Topic:	Discussion/Decision: Confirmation of Police Officer Jacob Guida
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/08/2021
Notes:	

File Attachments for Item:

c. Discussion/Decision: Construction contract for the E 3rd Street Improvements Project



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:	Brandon Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/08/2021
Agenda Topic:	Discussion/Decision: Construction contract for the E 3 rd Street Improvements Project
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/08/2021
Notes:	



April 7, 2021

Mayor Brandon Dewey
Town of Stevensville
206 Buck Street
Stevensville, MT 59870

RE: 3rd Street East Improvements

The Town of Stevensville 3rd Street East Improvements project was bid on April 1, 2021. One bid was received. The apparent low bidder was Three Rivers Landworks LLC, with a unit price bid of \$175,919.56. The total contract price listed on the bid form of \$175,966.56 was incorrect due to errors in the bid amount for Item No. 02122 and Item No. 02511. Per section 5.01.C. of the Bid Form, the unit prices shall govern and the revised unit price bid schedule shall be as follows:

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
01000	Mobilization/Demobilization	LS	1	10,500.00	\$10,500
01100	Taxes/Bonds/Insurance	LS	1	5,950.56	\$5,950.56
01570	Construction Traffic Control	LS	1	2,000.00	\$2,000.00
02122	Remove Concrete	SY	130	32.30	\$4,199.00
02511	Install 3" Asphalt	SY	5790	19.00	\$110,010.00
02550	4" Concrete Sidewalk	SF	1365	6.00	\$8,190.00
02551	6" Concrete Pedestrian Ramp	SF	80	15.00	\$1,200.00
02552	Detectable Warning Panels	EA	2	210.00	\$420.00
02660	3/4" Water Service	LF	220	90.00	\$19,800.00
02751	4" Sanitary Service	LF	100	102.00	\$10,200.00
02752	Sewer Service Saddle	EA	5	90.00	\$450.00
02930	Revegetation	LS	1	3,000.00	\$3,000.00
Total of All Unit Price Bid Items					\$175,919.56

HDR has reviewed their bid package and find them to be responsive and responsible. The Contractor has acknowledged Addendum 1, included a bid security, and the proper signatures. Three Rivers Landworks LLC is a newly formed corporation and have registered with the Montana Department of Labor and Industry and are in the process of receiving their registration number. HDR recommends that registration is confirmed prior to executing the contract. The engineer's

estimate was \$150,178.50 and the apparent low bidder indicates a good bid. We recommend that the Town of Stevensville take the necessary steps to award the project to Three Rivers Landworks LLC.

Please let me know if you have any questions.

Sincerely,
HDR Engineering

A handwritten signature in black ink, appearing to read "R. Lubbers", written in a cursive style.

Riley Lubbers, PE
Project Manager

File Attachments for Item:

d. Discussion/Decision: Construction contract for the E 5th Street Improvements Project



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:	Brandon Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/08/2021
Agenda Topic:	Discussion/Decision: Construction contract for the E 5 th Street Improvements Project
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/08/2021
Notes:	



April 5, 2021

Mayor Brandon Dewey
Town of Stevensville
206 Buck Street
Stevensville, MT 59870

RE: 5th Street Improvements

The Town of Stevensville 5th Street Improvements project was bid on April 1, 2021. One bid was received. The apparent low bidder was JAG Grading and Paving LLC, with a bid of \$59,980 for the unit price bid. HDR has reviewed their bid package and find them to be responsive and responsible. The engineer's estimate was \$56,762 and the apparent low bidder indicates a good bid. We recommend that the Town of Stevensville take the necessary steps to award the project to JAG Grading and Paving LLC.

Please let me know if you have any questions.

Sincerely,
HDR Engineering

A handwritten signature in black ink, appearing to read 'R. Lubbers'.

Riley Lubbers, PE
Project Manager