



**Stevensville Special Town Council Meeting  
Agenda for  
TUESDAY, JANUARY 11, 2022  
7:00 PM  
208 Main Street, NVPL Community Room**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Please Mute or Turn off all electronic devices including cellular phones, thank you
4. Public Comments (Public comment from citizens on items that are not on the agenda)
5. Correspondence
6. New Business
  - a. Discussion/Decision: Resolution No. 500 A Proposed Temporary Contract Agreement for Financial Services Between Robert Underwood and the Town of Stevensville
  - b. Discussion: Hiring of Temporary Employee for Service Counter
7. Executive Report
8. Town Council Comments
9. 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. Discussion/Decision: Resolution No. 500 A Proposed Temporary Contract Agreement for Financial Services Between Robert Underwood and the Town of Stevensville

**RESOLUTION NO. 500**

**A RESOLUTION ESTABLISHING A TEMPORARY CONTRACT FOR FINANCIAL SERVICES  
FOR THE TOWN OF STEVENSVILLE**

WHEREAS, the Town of Stevensville will enter into a temporary contact with Robert Underwood to perform Financial Services.

WHEREAS, the temporary contract agreement is for,

1. Purpose. The Town wishes to contract with Contractor on a temporary basis as a finance officer until a full-time finance officer has been hired.

2. Relationship of the Parties. Contractor is an independent contractor, not a Town employee.

Contractor acknowledges that all payments to him under this Agreement are gross payments and Contractor is responsible for payment of all taxes arising out of the performance of this Agreement, including but not limited to federal and state income tax, social security tax, and unemployment insurance tax.

3. Scope of Work. Contractor shall perform the following tasks: (a) bi-weekly payroll, (b) monthly payroll, (c) payroll liabilities (bi-weekly and monthly), (d) quarterly and year-end payroll reports, (e) payroll audit, (f) bi-weekly claims processing and payment, (g) reconciliation of bank and credit card statements.

4. Reporting of Concerns. Contractor shall report any concerns or challenges with financial transactions or records to the Town Council and Mayor.

5. Compensation for Services. Town shall pay Contractor \$30 per hour for work performed within the scope of this Agreement. The maximum hours Contractor is authorized to work per week is 20 hours. In no event shall the amount paid to Contractor exceed \$1,499 per month under this month-to-month Agreement.

6. Duration of Agreement. This Agreement is a month-to-month contract. The Town will evaluate the continuation of the Agreement each month.

7. Termination of Agreement. This Agreement is terminable at any time by either party.

8. Entire Agreement. This Agreement constitutes the complete, entire, and final agreement of the parties with respect to the subject matter hereof, and shall supersede any and all previous representations, whether oral or written, with respect to the subject matter hereof.

9. Modification of Agreement. This Agreement can only be modified in a writing signed by both parties.

WHEREAS, due to the Town of Stevensville does not currently have a finance officer and a utility clerk. Payroll and claims still need to be completed in the appropriate time frames.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville to approve or disapprove the temporary contract for financial services.

DATED this 11<sup>th</sup> day of January 2022

APPROVED:

ATTEST:

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Steve Gibson, Mayor

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Jenelle S. Berthoud, Town Clerk

**TOWN OF STEVENSVILLE**

**TEMPORARY INDEPENDENT CONTRACTOR AGREEMENT**

This agreement (“Agreement”) is entered into between the Town of Stevensville (“Town”) and Robert Underwood (“Contractor”).

1. Purpose. The Town wishes to contract with Contractor on a temporary basis as a finance officer until a full-time finance officer has been hired.

2. Relationship of the Parties. Contractor is an independent contractor, not a Town employee.

Contractor acknowledges that all payments to him under this Agreement are gross payments and Contractor is responsible for payment of all taxes arising out of the performance of this Agreement, including but not limited to federal and state income tax, social security tax, and unemployment insurance tax.

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9. Modification of Agreement. This Agreement can only be modified in a writing signed by both parties.

AGREED TO:

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Steve Gibson, Mayor

Date

Robert Underwood

Date

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