



**Stevensville Town Council Meeting
Agenda for
THURSDAY, MAY 11, 2023
6:00 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
5. Approval of Bi-Weekly Claims
 - a. Claims #18331-#18350
6. Administrative Reports
 - a. Airport
 - b. Building Department
 - c. Finance
 - d. Fire Department
 - e. Police Department
 - f. Public Works
7. New Business
 - a. Informational: Hiring a Temporary Administrative Assistant for the Front Office
 - b. Discussion/Decision: Special Event Permit for 2023 Stevensville Creamery Picnic
 - c. Discussion/Decision: Emergency Funds Needed for Pool Repairs
8. Board Reports
9. Town Council Comments
10. Executive Report
11. 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 #18331-#18350

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18331		1758 Ramona Vance	1,000.00					
	May 05/01/23	PD- Lease	1,000.00			1000 420100	530	101000
18332		1436 Maureen M. O'Connor	3,000.00					
	Monthly Compensation \$3000.00							
	May 05/01/23	Monthly Compensation	3,000.00			1000 410360	350	101000
		*** Claim from another period (4/23) ****						
18333		33 NORTHWESTERN ENERGY	15,363.88					
	Apr 23 04/15/23	Geo-Smith Lighting Dist	299.84			2430 430263	340	101000
	Apr 23 04/15/23	206 Buck 90% TH Facility	678.01			1000 411201	340	101000
	Apr 23 04/15/23	206 Buck 10% Bldg Dept	76.53			2394 420531	340	101000
	Apr 23 04/15/23	Peterson Add'n lighting	225.77			2420 430263	340	101000
	Apr 23 04/15/23	Dayton Add'n lighting	310.43			2410 430263	340	101000
	Apr 23 04/15/23	Maplewood Cemetery	12.60*			1000 430900	340	101000
	Apr 23 04/15/23	Main St seasonal lighting	6.00			1000 430263	340	101000
	Apr 23 04/15/23	Orig Town street lights	297.94			1000 430263	340	101000
	Apr 23 04/15/23	ESH - 5th St. lights	544.52			1000 430263	340	101000
	Apr 23 04/15/23	5th St - Lange Park lights	20.47			1000 430263	340	101000
	Apr 23 04/15/23	Add'l Town lighting	185.31			1000 430263	340	101000
	Apr 23 04/15/23	MBF H20 plant	266.72			5210 430520	340	101000
	Apr 23 04/15/23	102 Main St pump #1	101.68			5210 430520	340	101000
	Apr 23 04/15/23	Riverside Cemetery IRR	0.00*			1000 430900	340	101000
	Apr 23 04/15/23	Maplewood Cemetery	0.00*			1000 430900	340	101000
	Apr 23 04/15/23	Sewer lift station W. Central	15.48*			5310 430620	340	101000
	Apr 23 04/15/23	Sewer trtmnt plant	4,608.22*			5310 430620	340	101000
	Apr 23 04/15/23	Truck garage South	264.45			5210 430520	340	101000
	Apr 23 04/15/23	L&C Yard Light	12.60*			1000 460430	340	101000
	Apr 23 04/15/23	L&C Park Irrigation 5hp IRR	0.28*			1000 460430	340	101000
	Apr 23 04/15/23	L&C Park Parking Lot	6.00*			1000 460430	340	101000
	Apr 23 04/15/23	L&C Park Restrooms/Field light	88.51*			1000 460430	340	101000
	Apr 23 04/15/23	214 Buck St. - H2O 25%	20.52			5210 430520	340	101000
	Apr 23 04/15/23	214 Buck St. - Sewer 25%	20.52*			5310 430620	340	101000
	Apr 23 04/15/23	214 Buck St. - PD 50%	40.04*			1000 420100	340	101000
	Apr 23 04/15/23	3rd & Park	15.10			1000 430263	340	101000
	Apr 23 04/15/23	421 Airport Rd - SRE 50%	112.41			5610 430300	340	101000
	Apr 23 04/15/23	421 Airport Rd - FD 50%	112.40*			1000 420422	340	101000
	Apr 23 04/15/23	Crksde Mdws Lighting Dist #4 1	312.38			2440 430263	340	101000
	Apr 23 04/15/23	Crksde Mdws Lighting Dist #4 2	166.76			2440 430263	340	101000
	Apr 23 04/15/23	Pool	50.67			1000 460445	340	101000
	Apr 23 04/15/23	MBF Well Field 305	5,328.98			5210 430520	340	101000
	Apr 23 04/15/23	MBF booster station 346	169.32			5210 430520	340	101000
	Apr 23 04/15/23	Twin Creeks Lighting Dist	537.94			2450 430263	340	101000
	Apr 23 04/15/23	Creamery Park (223 Main)	56.18*			1000 460430	340	101000
	Apr 23 04/15/23	300 Main Street	6.00*			1000 460430	340	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	Apr 23	04/15/23 Stevensville Cutoff Rd Path	6.00			1000 430263	340	101000
	Apr 23	04/15/23 Water 157 Sewer Works Rd Depot	42.66			5210 430520	340	101000
	Apr 23	04/15/23 Sewer 157 Sewer Works Rd Depot	42.65*			5310 430620	340	101000
	Apr 23	04/15/23 Streets 157 Sewer Works Rd Dep	42.65			1000 430200	340	101000
	Apr 23	04/15/23 Dickerson Park	7.73*			1000 460430	340	101000
	Apr 23	04/15/23 206 Buck Fire Dept Lighting	202.32			1000 411201	340	101000
	Apr 23	04/15/23 102 Main Street D-PD	49.29*			1000 420100	340	101000
		*** Claim from another period (4/23) ****						
18334		1176 Western States Equipment	682.36					
	IN00236570	04/18/23 WW Plant Generator Repair	682.36			5310 430640	360	101000
		*** Claim from another period (4/23) ****						
18335		690 Core & Main LP	410.00					
	S695686	04/25/23 S- Connection Saddles	315.24			5310 430630	230	101000
	S695686	04/25/23 W- Repair Tools	94.76			5210 430510	240	101000
		*** Claim from another period (4/23) ****						
18336		1912 Newsom Tire	330.00					
	Apr 2023	04/24/23 Tires For Parks UTV	330.00			1000 430100	232	101000
		*** Claim from another period (3/23) ****						
18337		1913 The Ranch	300.00					
	IN-1230356	05/01/23 Radio Ads for Chili Cookof	300.00*			1000 420100	336	101000
		*** Claim from another period (4/23) ****						
18338		1805 Vantassel Crane	290.00					
	390703	04/26/23 CRANE SERVICE FOR POOL REPAIR	290.00*			2987 460430	359	101000
18339		648 Stacie Barker	29.00					
	Montana City and Town Conference							
	05/08/23	Per diem	29.00*			1000 410360	377	101000
18340		1827 Pintler Billing Services	50.00					
	943	05/01/23 Medical Billing	50.00			2230 420730	350	101000
18341		1433 Robert Michalson	361.92					
	Montana City and Town Conference							
	05/08/23	Per diem	29.00*			1000 410360	377	101000
	05/08/23	Milage	332.92			1000 410360	370	101000
		*** Claim from another period (4/23) ****						
18344		1841 Overstreet Law Group	3,613.50					
	Attorney Services							
	Apr	04/30/23 General Legal Services	3,613.50			1000 411100	352	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18345		1897 Denning, Downey & Associates	60,400.00					
	16281	05/03/23 Audit FY 21 AND FY 22	60,400.00*			1000 410530	350	101000
		*** Claim from another period (4/23) ****						
18346		1711 Office Solutions & Service	30.00					
	113879	03/28/23 C- Printer lease	15.00			1000 410360	320	101000
	113879	03/28/23 FD- Printer lease	15.00			1000 420410	320	101000
		*** Claim from another period (4/23) ****						
18347		1787 Valli Information Systems, Inc.	287.36					
	88097	04/30/23 BDS Service fee	187.36			5210 430510	320	101000
	88097	04/30/23 Online Monthly Maintenance	75.00			5210 430510	320	101000
	88097	04/30/23 OTC Monthly Maintenance	25.00			5210 430510	320	101000
18348		1845 Thomson Reuters-West	210.00					
	848222874	05/01/23 ONLINE SOFTWARE SUBSCRIPTIO	210.00			1000 420100	312	101000
		*** Claim from another period (4/23) ****						
18349		1455 Trevor Motley	194.97					
	04/22/23	Heavy Duty Tote Bags	194.97			1000 420460	212	101000
		*** Claim from another period (4/23) ****						
18350		690 Core & Main LP	664.90					
	S740030	04/27/23 WATER MAIN TAP AND REPAIR	447.82			5210 430550	230	101000
	S746886	04/27/23 WATER MAIN PARTS	217.08			5210 430550	230	101000
		# of Claims	18					
		Total:	87,217.89					

File Attachments for Item:

b. Building Department

MONTHLY REPORT

Building Department

April 2023

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Electrical</u> (2 permits)	
1. NSFR	\$0
2. New Commercial Building	\$90.00
3. Renovation/Remodel	\$66.00
4. Demo	\$0
<u>Mechanical</u> (1 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$565.00
4. Demo	\$0
<u>Plumbing</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
Total permits issued: 3	Total fees collected: \$721.00
<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 – April 2023

Calls for the Month of April: 56

Calls for Stevensville Town: 21

Calls for Stevensville Rural: 32

Mutual Aid: 3

Medical Response: 37

Fire Calls: 15

Motor Vehicle Crash: 4

Total Calls: 56

Calls for the Year to Date: 208

Calls for Stevensville Town: 88

Calls for Stevensville Rural: 116

Mutual Aid: 4

Missed call: 0

Medical Response: 162

Fire Calls: 33

Motor Vehicle Crash: 13

Total Calls: 208

File Attachments for Item:

e.

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT**

April 2023

MONTHLY REPORT: February 2023 - Police Activity Report

Officers executed an Arrest Warrant on an individual multiple times and an arrest was made. There were 7 investigations conducted.

PROACTIVE POLICING, CALLS FOR SERVICE, and Investigations: Call for Service tallies do not include Traffic Citations, Traffic Warnings, Vacation Checks, Extra Patrols or Agency Assists.

PERSONNEL WORKLOAD	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	10/23	11/23	12/23	Total
PATROL													
Arrests	0	0	1	1									2
Traffic Citations	12	19	7	0									38
Traffic Warnings	30	16	10	17									73
Calls for Service	51	38	63	58									210
Calls for Service 2022	59	66	69	48	60	67	66	75	52	47	49	43	701
INVESTIGATIONS													
Robbery/Homicide	0	0	0	0									0
Robbery/Homicide 2022	0	0	0	0	0	0	0	0	0	0	0	0	0
Assault	0	2	0	0									2
Assault 2022	0	1	0	0	1	1	2	1	1	1	0	1	9
Sex Crime	0	0	1	0									1
Sex Crime 2022	0	0	2	0	0	0	0	1	1	1	0	0	5
Burglary/Theft	1	0	0	0									1
Burglary/Theft 2022	4	0	4	2	2	0	0	1	0	0	0	1	14
Crim Mischief	2	2	1	0									5
Crim Mischief 2022	3	1	1	0	1	2	3	2	1	1	1	0	16
Fraud	0	0	2	0									2
Fraud 2022	0	0	0	0	1	1	1	0	1	0	0	1	5
Suspicious Incident	5	2	2	7									16
Suspicious Incident 2022	4	3	5	1	3	6	6	1	6	5	2	5	47
Disturbance	6	3	5	9									23
Disturbance	2	2	6	5	2	2	10	5	3	1	1	3	47
Found Property	0	0	0	0									0
Found Property 2022	0	0	1	0	1	2	0	0	1	1	0	1	7
Traffic Hazard	0	0	0	0									0
Traffic Hazard 2022	0	0	0	0	2	2	0	0	0	0	0	0	4
Traffic Accidents	4	1	0	1									6
Traffic Accident 2022	0	0	3	2	3	2	5	1	0	6	4	3	29
Vacation Checks	0	0	1	1									2
Vacation Checks 2022	0	0	1	0	0	0	1	0	0	1	0	2	5
SPD AGENCY ASSISTS													
Ravalli County S.O	2	1	1	2									6

SPD Monthly Report March 2023

Actual Call Breakdown

Call Type	SPD Response	County Response	Handled by Dispatch
Accident	1		
Agency Assist			
Animal Call	2	1	
Alarm		2	1
Assault			
Assistance			
Traffic	12	5	
CFS	1		
Citizens Assist	1	5	
Civil Papers		23	
Court Transport			
Criminal Mischief			
Disturbance	7	2	
Drug Intel			
Emotionally Disturbed	1	1	
Erratic Driver	1	1	
Extra Patrol			
Fire			
Found Property			
Fraud			
Harassment	1		
Information			
MIP	2		
Missing Person			
Notification			
Officer Advice	2		
Open Door			
Parking			
Suspicious Activity	6	1	
Theft			
Trespass			
Warrant	4	2	
Welfare Check	3		
Hangup 911	8	3	14
Total for the Month	52	46	15
Minus Traffic	40	18	15

File Attachments for Item:

f. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002250	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002249	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
002248	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002246	SCHEDULED	Closed	Check compressor oil level, blow off air and recharge	23-Headworks Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Steve Kruse	Steve Kruse
002243	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
002242	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002241	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002240	SCHEDULED	Closed	Monday Check all trash	Town of Stevensville		Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			can sites for weekend use			
002237	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002236	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002235	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002233	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002232	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002228	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002224	SCHEDULED	Closed	Backhoe Status fluids/tires/air filter/filters/clean exterior and interior		Glenn Bies Ian Murray	Steve Kruse
002222	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002221	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002219	CORRECTIVE	Closed	Burial for Nelson at Riverside Saturday, April 15 at 1:00 p.m.	Town of Stevensville	Glenn Bies Stephen Lassiter	Cody Anderson
002218	SCHEDULED	Closed	Inspect Mini Excavator			Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002216	SCHEDULED	Closed	Inspect skidsteer			Steve Kruse
002215	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002213	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
002211	CORRECTIVE	Closed	Locate six graves for monument company	Town of Stevensville	Stephen Lassiter	Cody Anderson
002210	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002209	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002208	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
002207	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002206	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of		Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
				Stevensville		
002205	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002204	SCHEDULED	Closed	Inspect and sign all plant extinguishers	Town of Stevensville	Steve Kruse	Steve Kruse
002203	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002202	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002201	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002200	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
002199	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002198	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002196	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
					Ian Murray	
002195	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002191	SCHEDULED	Closed	Switch UV banks		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002190	SCHEDULED	Closed	Inspect and document all plant fire extinguishers	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Ian Murray Stephen Lassiter Steve Kruse	Steve Kruse
002189	SCHEDULED	Closed	Remove sediment/rags/rocks from in front of bar screen	23-Headworks Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
002188	SCHEDULED	Closed	Grease Huber sludge press and sludge pump		Glenn Bies	Steve Kruse
002186	SCHEDULED	Closed	Grrease perf screen and influent pumps		Glenn Bies	Steve Kruse
002185	SCHEDULED	Closed	Check the level of hydro at the pump with dipstick, UV building	39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Steve Kruse	Steve Kruse
002178	SCHEDULED	Closed	Monthly DEQ Sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002177	CORRECTIVE	Closed	Remove plumbing from filter at pool, remove sand with vac trailer, cut roof and prep for removal	Water / Town of Stevensville	Cody Anderson Glenn Bies Ian Murray Stephen Lassiter	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002167	CORRECTIVE	Closed	Finish up landscaping work at 510 Mission St	Streets	Cody Anderson Ian Murray Stephen Lassiter	Steve Kruse
002114	CORRECTIVE	Closed	Haul fill from Riverside storage bays back to plant for rock screening	Town of Stevensville	Ian Murray Stephen Lassiter	Steve Kruse
001869	CORRECTIVE	Closed	Locate and repair curb valve at Creamery antiques	Water / Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse

**TOWN OF STEVENSVILLE
PUBLIC WORKS ACTIVITY REPORT
April, 2023**

UTILITIES REPORT

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	16,980,000	18,777,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 138
- 💧 Satisfied Permit reporting and testing requirements

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	6,117,335	6,119,000

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

○

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Meter reads and billing cycle
- 💧 Snow removal and sanding, daily road grid inspections
- 💧 Mission Street pavement repair completed after water leak
- 💧 Park inspections and irrigation valve locates
- 💧 Started interviewing and hiring for pool and seasonal park worker
- 💧 Located numerous curb valves with new metal detector, all non paying utility users are current with their bills
- 💧 Continued to replace defective meters
- 💧 Slash burning, ditch inspection prior to irrigation season
- 💧 Yearly and bi-annual water testing
- 💧 Biosolid testing for land application
- 💧 Central Ave lift station maintenance
- 💧 Grave Locates
- 💧 2 Burials, 1 Urn
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Start of Town clean up, many folks jumped the gun and dumped at Lewis and Clark

- 💧 Splash Pad deck furniture installation
- 💧 Pool repair, removed roof from pump building and removed old filter with Van Tassel Crane service
- 💧 Extensive concrete repair needs to be completed prior to opening, had 4 concrete contractors inspect
- 💧 UV system maintenance
- 💧 Trouble shoot excessive water usage at several properties after meter reads, fixed 1 leaking service
- 💧 Water and Waste plants rounds
- 💧 Utility Locates
- 💧 Utility inspections
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 4 after hours trouble calls
- 💧 Coordinating with engineers, vendors to investigate pumping activity at wellhouse, pumps not keeping up with demand during watering hours. Met with HDR regarding bringing Well 1 permanently on line to address high demand times
- 💧 currently pressing sludge
- 💧 Working with local rancher for biosolid land application
- 💧 Working with water rights attorney and consultant to straighten out rights situation, public comment period on Well
- 💧 Worked with electrician repairing temperature sensor at UV building, required for DEQ compliance
- 💧 Alley maintenance
- 💧 Downtown risk management inspections

File Attachments for Item:

a. Informational: Hiring a Temporary Administrative Assistant for the Front Office



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:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	05/11/2023
Agenda Topic:	Informational: Hiring a Temporary Administrative Assistant for the Front Office
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	
Notes:	Temporary administrative assistant will be 20 hours per week. This employee will assist with accepting phone calls, utility billing payments, and general questions from the public.

File Attachments for Item:

b. Discussion/Decision: Special Event Permit for 2023 Stevensville Creamery Picnic



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:	Sean Doyle
Second Person Submitting the Agenda Item:	
Submitter Title:	Stevensville Civic Club
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	05/11/2023
Agenda Topic:	Discussion/Decision: Special Event Permit for 2023 Stevensville Creamery Picnic
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	05/11/2023
Notes:	

TOWN OF STEVENSVILLE
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: 5-1-23 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: Stevensville Civic Club

CONTACT PERSON: Sean Doyle TELEPHONE: 406-303-9221

ACTIVITY: 2023 Creamery Picnic

LOCATION REQUESTING: Lewis+Clark Park; Main Street (Rawlins-2nd), West 2nd St. (Main-Butt)

DATE: 8/4, 8/5/23 STARTING TIME: 8-4 = 6:00pm ENDING TIME: 10:00pm
8-5 = 9:30am 10:00am

ESTIMATED NUMBER OF PEOPLE ATTENDING: 7,000 - 10,000

ALCOHOL USE? YES NO If yes please attach Alcohol Use Request Form

HIGHWAY OR STREET CLOSURE? YES NO If yes, please attach MDOT Street Closure Permit (Will be filed w/ MDOT by May 5th)

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

IS OVERNIGHT CAMPING REQUESTED? YES NO

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: Security Company (Provided by Civic Club), Stevensville Police Dept. (Walk through as normal)

PLANS FOR CLEAN UP: Civic Club Volunteers

FEE: \$ 570.00 pd. 5/1/23

**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.

Stages - ① Lewis+Clark Park (West End/South of Path)
② Main Street (3rd+Main Street)

Power - to be determined by number of users. (Check-in 7/7/23)



2023 Creamery Picnic Traffic Control Plan

Friday, August 4th

Kids Parade, 6:00 - 6:30 pm

- kids parade goes north on Main Street/MT-269 beginning at Ravalli Street.
- parade then turns west on 2nd St and heads to Lewis & Clark Park.
- Need to block traffic on to Main from east and west bound 2nd, 3rd and 4th streets.
- Southbound Main/269 needs to detour onto westbound Buck then south to Ravalli, and/or to eastbound Eastside Hwy/203, then to Church or College south.
- Northbound Main/269 needs to detour to westbound Central, then north on Buck, and/or to eastbound 5th St, then north on Church or College.

After Kids parade, northbound Main will open back up to 4th Street.

Street Dance/Block Party, 7:00 pm to 10:00 pm

- detour southbound Main/269 to eastbound Eastside Hwy/203, then to College, Church south.
- detour northbound Main/269 to eastbound 4th St to College or Church north.
- block access to Main/269 at east and west 2nd and 3rd streets.
- 4th can access Main/269, southbound only.

All traffic signs moved to the side of the roads and intersections when the event is over at 10pm.

Saturday, August 5th

Grand Parade 11:00 am - 12:00 pm

- Parade entries enter Main/269, northbound from east 6th St, and will then end and turn east on to 2nd St.
- Detour northbound Main/269 to westbound South Ave, then north up Buck.
- Detour southbound Main/269 onto westbound Buck St, then south to South Ave, or onto eastbound Eastside Hwy/203 then south on College.
- block access to Main/269 at east and west 2nd, 3rd, 4th, Ravalli, 5th, Central and 6th streets.

All traffic reopens and signs are moved to the side of the roads and intersections when the event is over at 12pm.

Pick up by Poteet Construction on Monday morning.



2023 Creamery Picnic Security Plan

Friday, August 4th -

Main Street - "Street dance/party"

- 6:30 pm - 10:30 pm (event from 7 – 10)
- Extend north boundary of "alcohol zone".
 - Place "candlesticks" and caution tab across Main between Fuego Stevi and Cenex.
 - Blacksmith Brewery and Fuego would like to participate and be included.
- Extend south end of "alcohol zone" to 4th.
 - Allows Montana Distillery to participate, and patrons to go there.
 - Place "candlesticks" and caution tape across Main between Trapper Peak and Eickert office.
- Security personnel positions –
 - 1 on north end (between Fuego Stevi & Cenex)
 - 1 at Main & 3rd
 - 1 at Main & 4th
 - 1 on south end (between Trapper Peak and Eickert Realty)
 - 2 "roamers"
- basic duties
 - keep people from leaving the area with alcohol.
 - make sure no vehicles attempt to pass street closure signs into area.
 - general crowd "control" by presence - Stevi PD and RSD would handle any incidents, security would act as witnesses and document.

Lewis & Clark Park

- 4 pm - 10:30 pm (event 4 – 10)
- Security personnel positions –
 - 2 at park path and pedestrian entrance
 - 1 at beer tent cash table
 - "2 roamers"
- basic duties
 - keep people from leaving the area with alcohol.
 - stand watch over cash table in beer garden.
 - general crowd "control" by presence - Stevi PD and RSD would handle any incidents, security act as witnesses and document.



Saturday -

Lewis & Clark Park

- 12 pm - 10:30 pm (event 10 – 10)
- Security personnel positions –
 - 2 at park path and pedestrian entrance
 - 1 at beer tent cash table
 - "2 roamers"
- basic duties
 - keep people from leaving the area with alcohol.
 - stand watch over cash table in beer garden.
 - general crowd "control" by presence - Stevi PD and RSD would handle any incidents, security act as witnesses and document.

TOWN OF STEVENSVILLE
ALCOHOL USE REQUEST FORM

Applicant Name Stevensville Civil Club Phone Number 406-3039221

Group/Organization Name SAMEAS ABOVE

Describe Intended Alcohol Use (type, amount, commercial or private, etc.) Fundraising
Aug 4th - 5th, Beer Garden, Lewis + Clark Park

Has an Application to Use/Sell Alcohol been approved by the Montana Department of Revenue? Yes No. If yes, please provide a copy. To Be Filed by May 31 w/ MDR

Describe the Plan to: 1. Contain the alcohol use to a restricted area. Signage to clearly delineate alcohol use area. Security Company patrolling

Describe the Plan to: 2. Prevent the sale or use of alcohol by minors. ID's checked, following state requirements, and signage posted.

Describe the Plan to: 3. Provide for the safety and security of event attendants and other citizens. Paid Security Company and SPD.

Approved _____ Date _____ Denied _____ Date _____

Fee: \$200 Date Paid: 5/1/23



GOVERNOR GREG GIANFORTE
DIRECTOR BRENDAN BEATTY

STEVENSVILLE CIVIC CLUB
PO BOX 676
STEVENSVILLE MT 59870-0676

Letter Date: May 3, 2023

Letter ID: L1885574720

Account ID: 5589384-006-SPP

Account Type: Liquor Special Permit License

License Type: Special Permit
License Number: 5405
Subject: Special Permit for SEAN M. DOYLE

Dear SEAN M. DOYLE:

We have approved your request for a special permit to sell Beer and Table Wine for the 110TH ANNUAL CREAMERY PICNIC - FUNDRAISING FOR COMMUNITY PROJECTS, at LEWIS & CLARK PARK. Your permit will begin on August 4, 2023 and end on August 5, 2023. Please display the enclosed permit and an age placard at the event.

I will be happy to assist you if you have any questions. Please contact me at the address or phone number below.

Sincerely,

Breanna Gill
Alcoholic Beverage Control Division
Licensing and Compliance Bureau
PO Box 1712
Helena, MT 59624-1712
Phone: (406) 444-0710

Encl: Special Permit

Special Permit: 5405

Fee: \$20.00

STATE OF MONTANA
ALCOHOLIC BEVERAGE CONTROL DIVISION

SPECIAL PERMIT
FOR THE PERIOD BELOW

THIS IS TO CERTIFY that Stevensville Civic Club of Stevensville, Montana is hereby granted a special permit to sell Beer and Table Wine to the patrons of the 110TH ANNUAL CREAMERY PICNIC - FUNDRAISING FOR COMMUNITY PROJECTS at LEWIS & CLARK PARK, the location described on the application.

This permit starts on August 4, 2023 and ends August 5, 2023. All permit holders are required to follow the laws and rules of the Montana Alcoholic Beverage Code (MABC) regarding the sale of Beer and Table Wine.

DATED at Helena, Montana this 3rd day of May, 2023.

DEPARTMENT OF REVENUE
Alcoholic Beverage Control Division

Please Note: *Legal hours for sale of Beer and Table Wine are between 8:00 a.m. and 2:00 a.m. except when further restricted by city ordinance.*

File Attachments for Item:

c. Discussion/Decision: Emergency Funds Needed for Pool Repairs



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:	Steve Gibson
Second Person Submitting the Agenda Item:	Steve Kruse, Public Works Supervisor
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	05/11/2023
Agenda Topic:	Discussion/Decision: Emergency Funds Needed for Pool Repairs
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	05/11/2023
Notes:	<p>Information from Public Works Supervisor, Steve Kruse</p> <p>Last season, during our sanitary inspection, we were written up for the condition of the pool decks, specifically the rough finish that could, and has, injured users.</p> <p>This April, as soon as the weather warmed up, we did some investigation and discovered that the concrete in the walls had substantially failed due to age and freeze and thaw.</p> <p>Public Works contacted 5 different contractors, who all agreed that the best course of action is to do some test bores to determine the depth of the rotten concrete, then do a saw cut to remove the bad material and repour new concrete up to the deck.</p> <p>We received 2 estimates for concrete cutting, and plan on going with A-Core for the core, and Shamrock for the cutting, if the Town can find the funds.</p> <p>I would characterize this situation as an emergency if the Town wishes to open the pool on time. The filter and plumbing project is currently underway and on time, Steve</p>



Quote: 13895

Date: 2 May 2023

Expires: 1 Jun 2023

Quoted By: Nicholas Cline
(406) 552-7600
nick@a-core.com

A-Core of Idaho, Inc. | 9125 Futurity Drive Missoula MT 59808
Phone# (406) 543-2305 | Fax # | License#

Customer	Contact	Job Information
Town of Stevensville 206 Buck Street Stevensville, MT 59870 (406) 777-5271	Stephen (406) 493-2344 stephen@townofstevensville.com	Stevensville Pool 306 West 2nd Street Stevensville, MT 59870

Qty	Description		Price	Adj	Total
1	Core Drill Quantity: 4 Diameter: 4" Depth: 12" Material: Concrete Slab 4, vertical test cores on pool walls.		250.00 Min		250.00
214	Hycycle Wall Saw Linear Feet: 214' Depth: 10" Material: Concrete Wall Water Control: No		22.00 Per Ft		4,708.00
1	Demo Demo and disposal of pool wall 1' tall.		1,200.00 LS		1,200.00
2	Mobilization		150.00 Each		300.00
1	Fuel Surcharge		263.00 Each		263.00
				Total	6,721.00

General Terms & Conditions

This document is to be accepted before the expiration date listed above; otherwise, price is subject to change.

- Protection of existing conditions by others
- If we hit extra heavy amounts of rebar/steel or anything else unforeseen buried in the concrete that would cause excessive wear or damage to our diamond bits, blades or equipment, we will charge you accordingly for this.
- A-Core Inc. will not be responsible for repairs from cutting buried utilities or structures.
- Contractor is responsible for all layout of cut lines & holes.
- Overtime will be charged for work over 8 hrs per day, nights, after 5 pm and Saturdays.
- Double time will apply for work on Sundays and holidays.
- If job does not start on start date, price will change.
- Any added work or change order work will not be done without signed and dated authorized change order, regardless of job schedule.
- Price subject to change if conditions and scope on job vary from this quotation.
- If a bond is required there will be a 3% charge of the bond amount.
- A-Core Payments terms are Net 30 with 0% retention.
- A-Core reserves the right to have an escalation clause as part of this estimate.
- THIS SUBCONTRACT IS CONTINGENT ON A LACK OF IMPACT BY THE CORONAVIRUS NATIONAL EMERGENCY.
Given the existence of the coronavirus pandemic, A-Core will use its best efforts to staff and supply this project to meet the scheduled completion date. However, A-Core reserves its right to seek an excusable extension of time if A-Core or its subcontractors and suppliers are unable to maintain planned crew sizes due to the illness, supply shortages or governmental restraints on business, travel and/or assembly. To the extent that the project is suspended pursuant to the terms of the purchase order/subcontract, A-Core intends to seek additional costs associated with the suspension.

Job Exclusions

- All layout to be completed by contractor
- All shoring to be installed and provided by contractor (when applicable)
- X-Raying or scanning by contractor or can be provided by A-Core at an additional charge
- All traffic control, barricades, message boards etc. is to be provided by Contractor
- Any slurry/water control to be provided by & disposed of by Contractor
- Any standby time waiting for access, layout, traffic control, engineer's decision, plant operations, etc., will be charged at an hourly rate
- Contractor to provide all Blue staking & add A-Core Inc. as a duplicate permit holder/rental agreement
- Contractor to provide all access via scaffold, lifts, hoists, etc. to work areas when applicable

Special Instructions

Clarifications:

- Layout with Sharpie, or marking paint by others prior to our arrival
- Measures will be taken to control water and/or slurry at the point it has been produced, however, if there are internal voids or crevasses in the material being cut or drilled, this may not be able to be controlled. A-Core cannot be held responsible for any and all damages if occurred
- Access to coring area (must have area cleared 48" back, 6" below and 12" to either side of area to be cored) provided by others
- Lift/scaffolding if needed provided by others
- Excludes drilling parallel along an existing piece of rebar (needs to be moved by 1"-2")
- Additional depth at additional cost
- Patching of anchor holes by others

Clarifications:

Excludes:

- Layout with stringline or Sharpie/straightedge by others prior to our arrival
- Lift/scaffolding if needed provided by others
- Cutting parallel along an existing piece of rebar (cut line needs to be moved by 1"-2")
- Access to cutting area (must have area cleared 48" back, 12" below and 12" to either side of area to be cut) provided by others

Clarifications:

Excludes:

- Layout of perimeter of trench by others
- Additional depth at additional cost
- Sawcutting by hand at additional cost
- Area cleared of moveable objects by others prior to our arrival
- Trench/Hole cover
- Protection of existing finishes including but not limited to flooring, sheetrock, doors and frames, windows, etc
- Any temporary walls, partitions, or coverings including, but not limited to, noise, dust, security
- Cutting, capping, draining, and making safe any utility system

Clarifications:

Minimum trip to project for one truck is \$ or lineal ft/mob charge, whichever is more

Excludes:

- Layout with stringline by others prior to our arrival

- Additional depth at additional cost
- Water Control
- Traffic Control
- Load/unload saw for multiple locations at additional cost

Accepted By: _____

Shamrock Concrete Cutting Inc

PO Box 18066
Missoula, MT 59808 US
+1 4062393506
shamrockconcretemt@gmail.com



Estimate

ADDRESS
Town Of Stevensville - Pool Project

ESTIMATE 1069
DATE 05/04/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		5/4/23 - meeting date			
		scope: approx 216 linear feet of 8" thick pool wall (perimeter and excluding center dividing wall) horizontal cut of wall approx 6"-12" down from top elevation per elevation requested by customer. concrete cut, chipped, and placed on top elevation for easy cleanup / removal by contractor. No deep clean of slurry included.			
	Sales	8" wall cutting	216	20.00	4,320.00
	Sales	mobilization	2	250.00	500.00
	Sales	scaffolding	2	75.00	150.00
	Sales	incidentals 3%			149.00
TOTAL					\$5,119.00

Accepted By

Accepted Date