



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, JANUARY 11, 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 11/29/23
  - [b.](#) Town Council Meeting Minutes 12/14/2023
5. Approval of Bi-Weekly Claims
  - [a.](#) Claims #18732, #18741-#18762 (These Claims were Paid out of Cycle due to the Christmas Holiday)
  - [b.](#) Claims #18732, #18763-#18778
6. Administrative Reports
  - [a.](#) Airport
  - [b.](#) Building Department
  - c. Finance
  - d. Fire Department
  - [e.](#) Police Department
  - [f.](#) Public Works
7. Unfinished Business
  - [a.](#) Discussion/Decision: Approval of MR Asphalt as the Lowest Bidder for the Spring Street Project Schedules 1`-3
  - [b.](#) Discussion/Decision: Approval of Spring Street Project Schedules 1-3 as First Priority for HB355
8. New Business
  - a. Discussion/Decision: Consent to the Mayor's Appointment of Levi Weiss as the Assistant Fire Chief
  - [b.](#) Discussion/Decision: Consent to the Mayor's Appointment of Craig Thomas to the Airport Board
  - [c.](#) Discussion/Decision: Consent to the Mayor's Appointment of John Stratton to the Airport Board
  - [d.](#) Discussion/Decision: Stevensville Airport Lease for Block 6 Lot 6
  - [e.](#) Discussion/Decision: Stevensville Airport Land Lease Transfer and Hanger Transfer for Block 2 Lot 10
  - [f.](#) Discussion/Decision: Approval of Matthew Wilkinson as the new Public Works Assistant
  - [g.](#) Discussion/Decision: Approve Contract/Offer Between the Town of Stevensville and Parks Supervisor/Public Works Assistant Position
  - [h.](#) Discussion/Decision: Schedule a C.O.W. Meeting Date and Time to Review Job Descriptions
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 11/29/23

## Stevensville Special Town Council Meeting Minutes

for WEDNESDAY, NOVEMBER 29, 2023, 6:00 PM 206 Buck Street, Town Hall

### CONDENSED MINUTES

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

Mayor Gibson: before we begin, I ask that everyone, please turn off cellphones and other devices.

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

NONE

Mayor Gibson: with the council's permission I would like to do a brief introduction of a guest, it is not on there. It is the first time she had been here since I was sworn in my son and his family, and my two granddaughters are at Disneyland and my daughter, and my grandson went back to Helena after Thanksgiving. So, the person that is here is my wife Debbie of 49 years. 54 years my best friend. (applause).

4. New Business

a. Discussion: Interview of Mayor Applicants, Mr. Howard S. "Scott" Butler and Mr. Bob J. Michalson

Mayor Gibson: introduced the process, that was sent to you some time ago, Bob we will take candidates alphabetically if you could just go in the other room. Jenelle, we have a set number of questions that were reviewed by the attorney, and you will be able to ask questions but remember by protocol you will have to ask both candidates the same questions. We will go in alphabetical order after that, after both interviews, I will ask for a motion and keep in mind that just because you seconded it doesn't mean that you have made a decision. it would be good and then we could go to public comment. Hand out the questions. We will start with Mr. Buttler.

Councilmember Brown: before we get started, I would like to advise the council and the mayor that I was contacted by one of the candidates for mayor on Monday afternoon. The candidate called my home and left a message that he wanted to talk about my view of the town of Stevensville. I returned the phone call as he is a citizen of the town and he does deserve a return call as I would do for any citizen, brief discussion and I informed him that the town of Stevensville was a weak mayor form of government that is the council that has the power in the town. I refrained from any significant discussion pertaining to the interview process. I disclosed



this to the council that this was a causal conversation, and I did send an email to the mayor and Jenelle and council president with the content.

Mayor Gibson: that is fine, I think that anyone can ask questions, I am sure that Mr. Michalson has asked questions. Mr. Butler would you please come up and state your full name.

Howard Scott Butler

Mayor Gibson: Jenelle, if you want to, we have 5 questions and the council you can ask questions as well. With that Jenelle would you ask the first question.

Jenelle Berthoud, Town Clerk: read question number one. "What do you see as your role being as the mayor?"

Howard Butler: answered question number one. "My role as the mayor is the presiding officer over the council. Along with departments within. I also view the mayor position as a weak position weak mayor system. It is also the public face of the community. Representing it as a fine place to live and a good community."

Jenelle Berthoud: read question number two. "You will be responsible for the supervision of 5 people directly and approximately 10 others, how would describe your management style?"

Howard Butler: answered question number two. "it is easy to quote management style, and that is to hire good people and step back and let them do their job. And that is true, you hire good people and sit back and watch what they can do. The difficulty arises when people have egos that come into play. I can assure you that I know very little about the public works department or the chief of police and would not attempt to assume that I knew more about those positions then the people that do the job. Recognize your limitations and acknowledge that the people overseeing those departments know more about them then you do. Listen to the people that you are managing."

Jenelle Berthoud: read question number three. "Who do you see as your employer?"

Howard Butler: answered question number three. "my employer is the town of Stevensville, the citizens of this town. Our responsibility is for the citizens of the town of Stevensville. We need to be responsible and accountable to those people."

Jenelle Berthoud: read question number four. "please elaborate on your educational experience and how that experience will support you as the mayor."

Howard Butler: answered question number four. "I have a bachelor from Pittsburg University and some years ago have taken a number of hours of accounting. My background educationally wise was diverse and allowed me to read up on a lot of areas that I had an interest in. My business career was in sales and required hours and hours of contact, in a lot of ways we are salespeople for the town, we need to be persuasive we need to listen to people. If I am chosen as mayor my door is always open to listen to ideas and listen to that person."

Jenelle Berthoud: asked question number five. " what experience do you have with creating and maintaining a budget?"

Howard Butler: answered question number five. "I have done a lot of accounting and in the service, I was involved in accounting. As a businessman I had to work within my own budget. An issue that is going to come up a lot with this town and what is possible within the budget restraints that we have. A lot of things that we would like to see but may not be able to due to financial restraints.

Councilmember Barker: asked her first question "some people in our community say that we have a traffic problem, what do you think and how would you mitigate those concerns and change the situation."

Howard Butler: answered question number one from Councilmember Barker. "I would agree with you we do have a traffic problem. mitigating that is not easy, I don't have a quick ready answer for you. It is going to be an issue as the town grows and developed."

Councilmember Barker: asked her second question "if someone came to you with a proposal to build a new piece of public infrastructure in our town how would evaluate whether or not the project was worthy of implementing."

Howard Butler: answered question number two from Councilmember Barker. "I think we have to look at the pros and cons, what would be the benefit of that infrastructure, can it pay for itself, is there alternative funding, long term costs. Do we have the money to keep that going."

Councilmember Brown: asked her first question "if appointed as Mayor what would be the first thing that you would do after being sworn in."

Howard Butler: answered question number one from Councilmember Brown. "I think one of the first things as mayor is to introduce myself to the public. Our business community is necessary for a successful town, the business community has the know-how of what is going on in this town. With that development brings development for the town."

Councilmember Brown: asked her second question "are you familiar with the Montana Municipal Officials Handbook and what if not are you willing to attend training seminars and what are your thoughts about the council and employees attending training seminars."

Howard Butler: answered question number two from Councilmember Brown. "I would certainly be in favor of attending training. I believe the more educated a person is the better. We need new ideas, and close ourselves off, we will continue to come with old ideas. I am 100% in favor of that."

Councilmember Brown: asked her third question "tell me one word that sums up who you are professionally and or personally and what do you stand for."

Howard Butler: answered question number three from Councilmember Brown. "I spent four years in the coast guard and the moto is that you have to go out and you don't have to come back, that means do a good job regardless of personal risk. Be accountable, and if I am chosen as mayor, I will be accountable and responsible."

Councilmember Brown: asked her fourth question “tell me one professional or personal accomplishment that you are proud of what steps did you take to make this happen and what did you learn.”

Howard Butler: answered question number four from Councilmember Brown. “after I left AT&T an opportunity arose that an individual could start their own business and I did that. Selling and installing phone systems, I acquired partners, I learned a lot and there are people out there that have knowledge and if you are open then people are willing to share their knowledge. We want people to feel welcome. I want people to say this is my town.

Councilmember Lowell: asked question. “how do you see your daily routine if appointed mayor.”

Howard Butler: answered Councilmember Lowell’s question. “I see my routine in the office is probably not a full-time position but the need to go out and introduce ourselves to the public, I will spend a lot of time in public relations, we need to build community participation in the town. Need to find ways to get citizens involved in our town.

Jenelle Berthoud: read question number one. “What do you see as your role being as the mayor?”

Robert Michalson: answered question number one. “my role as mayor would be as lined out in our town ordinance. Which is basically run the staff, manage the budget, run the meetings for the council, make recommendations to the council, bring anybody in front of the council for review. Other than that, everything would come in front of the council. We work under a weak mayoral system.

Jenelle Berthoud: read question number two. “You will be responsible for the supervision of 5 people directly and approximately 10 others, how would describe your management style?”

Bob Michalson: answered question number two. “I think that my management style would be pretty good, I haven’t done it in a few years. When I was a welder on the railroad, I managed 27 workers at a time. I did have that administration, did the books, did the time and did the payroll.”

Jenelle Berthoud: read question number three. “Who do you see as your employer?”

Bob Michalson: answered question number three. “the Town of Stevensville the taxpayers, they are the ones that hold all the cards them and the council.”

Jenelle Berthoud: read question number four. “please elaborate on your educational experience and how that experience will support you as the mayor.”

Bob Michalson: answered question number four. “I started on the council in 2016 at the time the mayor was Paul Ludington and then Jim Crews and then Brandon Dewey and now Steve. I have worked with four different mayors in my years of service on the council and I think will be good as mayor, I have worked with council, and I would work with staff.”

Jenelle Berthoud: read question number five. “ what experience do you have with creating and maintaining a budget?”

Bob Michalson: answered question number five. "eight years' experience, the first two years was a learning experience. And this year I think that I did pretty well."

Councilmember Barker: asked her first question "some people in our community say that we have a traffic problem, what do you think and how would you mitigate those concerns and change the situation."

Bob Michalson: answered question number one from Councilmember Barker. "traffic issues are not going to get any better, as our county grows, and people come here. There is a clog on 2<sup>nd</sup>, and we have sent letters to the state. Out by Logan and the pharmacy need to looked at."

Councilmember Barker: asked her second question "if someone came to you with a proposal to build a new piece of public infrastructure in our town how would evaluate whether or not the project was worthy of implementing."

Bob Michalson: answered question number two from Councilmember Barker. "my first thing would be to bring it to the council, I would talk to them, but it would need to be brought to the council."

Councilmember Brown: asked her first question "if appointed as Mayor what would be the first thing that you would do after being sworn in."

Bob Michalson: answered question number one from Councilmember Brown. "I would sit back and observe for a while, this staff here they all know what they are doing they know their jobs and I would sit back and observe for a while I would not make any changes; I would like to continue what Steve and all of us have worked on. Fix leaks and streets, it has been put on the back burner and it has to be a priority moving forward."

Councilmember Brown: asked her second question "are you familiar with the Montana Municipal Officials Handbook and what if not are you willing to attend training seminars and what are your thoughts about the council and employees attending training seminars."

Bob Michalson: answered question number two from Councilmember Brown. "I am familiar with the handbook, I have attended most of the trainings, I would recommend councilmembers and staff to attend. Online is okay, but in person is when ideas are shared."

Councilmember Brown: asked her third question "tell me one word that sums up who you are professionally and or personally and what do you stand for."

Bob Michalson: answered question number three from Councilmember Brown. "I stand for the truth, I try to. I can be joking but at the end of the day it is the truth."

Councilmember Brown: asked her fourth question "tell me one professional or personal accomplishment that you are proud of what steps did you take to make this happen and what did you learn."

Bob Michalson: answered question number four from Councilmember Brown. "I am a recovering alcoholic and I have 37 years sobriety. I am very proud of that every day."

Councilmember Lowell: asked question. "how do you see your daily routine if appointed mayor."

Bob Michalson: answered Councilmember Lowell's question. "my life would definitely change; I will spend as much time as I need to do to keep the town running.

b. Discussion/Decision: Appointment of Mayor by the Town Council

Mayor Gibson: as I mentioned before, if we could get a motion with a recommendation and hopefully a second, as you know many times just making a motion and a 2<sup>nd</sup> does not make a decision, but it will allow us to involve the public with public comment on either candidate.

Councilmember Brown: I move that we appoint Bob Michalson as mayor.

Councilmember Barker: 2<sup>nd</sup>.

Mayor Gibson: with that we will go to public comment. Either candidate. Is there anyone that would like to give public comment?

#### PUBLIC COMMENT

William Rowe: I actually reside in Hamilton; but I have two businesses in Stevensville. I am the airport manager, but I am here tonight as a business owner. I started the process to get the first business going a year and four months ago. I have religiously come to council meeting and airport board meetings and in turn became a second business. Years ago, I lived in Stevensville years ago, I have moved but I have chose to have my businesses here. Throughout that year and four months of coming to council meetings you experience a lot, but there really is not an easy way to put this, I have concerns with Bob Michalson taking the mayors position because of his demonstrative past. I am involved with the town and the employees with this town, he has demonstrated that he has a history were a lawsuit was settled over harassment. What is the town financially going to do if we go through that again, we can go through the numbers. \$85,000 settlement and cost the town \$93,000 in legal fees. The insurance went from \$23,000 fiscally to \$73,000 because of this. The town can't afford to go through another instance like that. We know councilmember Michalson because he is on the council and there is comfort there. As a business owner working with a person that you know versus a person that you don't know. But sometimes you have better progress with that breath of fresh air that you don't know. I have had conversations with Mr. Butler, I think that is the best candidate for that position, I am really concerned about having businesses here in this town and what would happen if there is another instance of harassment what is that going to create for this office. I am not here to play favorites; it is just what I see from the outside. The past needs to be taken into consideration when taking over Mayor Gibson's seat.

Mark Adams: 610 E 2<sup>nd</sup> Street. I can understand the former participants concerns about Bob, but I think I have known Bob before he was on the council, and I know Mr. Butler, I used to live right next door to him. I would not recommend Mr. Butler for this position because of the personal problems that he seems to have, I will not present his personal problems in public. But Mr. Michalson has told the public that he is a recovering alcoholic for 30 plus years and that to me means something, I do understand the other persons concerns, but there is more to that sortie. I think that the council would be wise to consider Mr. Michalson and not Mr. Butler.

Mayor Gibson: any further public comment? Seeing none, further discussion by the council. We have a motion and a 2<sup>nd</sup> to appoint Bob Michalson.

Councilmember Barker: I do not know much about Mr. Butler; I have sat on council with Mr. Michalson for some time it is a hard decision to make everybody grows from their mistakes, I was on the council when the lawsuit happened, I was part of that lawsuit and I seen connections change, I wish that I knew Mr. Butler more and I wish everyone knew what happened. People can change we always look in the past and we need to look in the future.

Councilmember Brown: thank you to both of you for putting your names in the hat. I do not know much about Mr. Butler, not to say he is not qualified, because he is qualified. Right now, it is to me the difference is that we have one candidate that is versed in Montana code, the budget procedure and we have one person that would bring in new ideas.

Mayor Gibson: Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: abstain because I am not going to be here.

Mayor Gibson: we have two ayes and an abstain, Bob Michalson has been appointed Mayor. With that Mr. Michalson you can come back up. You will need to submit a letter of resignation by 5:00 pm tomorrow so that you can be sworn in. the judge will swear you in on December 1<sup>st</sup> at 9:00 am.

##### 5. Mayor Update

Mayor Gibson: as you know I usually don't read anything and or say a lot but tonight I am going to read so I don't forget anything. It has been an honor and a privilege to work for the people of Stevensville the last two years, the first day that I started here there was no finance officer, no human resource officer, no utility billing clerk, no park supervisor and audits were three years behind and we were being fined. Information was missing and a budget that blotted and underfunded. We have done pretty well with the budget despite inflation we did not raise water and sewer fees, business permit fees or building permit fees, as many others has done. We actually reduced taxes in lighting districts. Today the budget is in pretty good shape, through cost savings that have been put into place the last two years. Contracts that totaled over \$147,000.00. next year you should be able to look at larger raises especially for the police and I would ask that you look at a 20-year retirement for the police. I have been told that it was really expensive, it is not, I would ask you to consider that. There needs to be more money for equipment upgrades, especially for the fire department. Bids have gone out to fix leaks and street repairs. We are closer than ever to get our water rights. Bob, one of the first things that we need to talk about is water rights. Working with DNRC, Mr. Overstreet was in that meeting. This was neglected for years. The previous administrations were close, but they dropped the ball. Talked about traffic safety, continue to follow through MDOT. Updated personnel policy and subdivision regulations. I would like to thank the staff for their dedication and hard work, the police and the volunteer firefighters and EMT's. I would also like to thank Pam and Mac Sosa who are no longer there. Thank town attorney Greg Overstreet. Thank you, airport manager, Will who has done more in the last three months then what was done in the past three years. I would like to thank the majority of the community who supported me from day one. I

especially want to thank Jenelle. Without her in the beginning I don't think I would have survived, and the town would have been in dire straights. More needs to be done, growth policy, water and sewer projects. For the new mayor I think you need to remember who your employer is, the citizens of the Town of Stevensville. To the new mayor, if you wish feel free to contact me at any time, something that I did not experience.

Councilmember Michalson: I would like to personally thank the outgoing mayor. Steve got on the council, but it took a lot to get him to run for mayor and he stepped up and did the job. I did not want to take this job because I wanted him to stay another two years. I will be contacting you all the time for guidance and support.

Councilmember Lowell: I just think that you have done a wonderful job brining the town together. I have enjoyed being on the council with you.

Councilmember Brown: I would like to say also I do believe that you were the right person at the time, and I appreciate what you did.

Councilmember Barker: I know that I am tough cookie to work with sometimes and I can be pretty harsh. You came in and you proved to the people that you would do the job that you said you would.

6. Adjournment

APPROVE:

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Steve Gibson, Mayor

ATTEST:

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Jenelle S. Berthoud, Town Clerk

**File Attachments for Item:**

b. Town Council Meeting Minutes 12/14/2023



## Stevensville Town Council Meeting Minutes

for THURSDAY, DECEMBER 14, 2023, 6:30 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 and Lowell were present.

2. Pledge of Allegiance

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

NONE

4. Approval of Minutes

a. Town Council Meeting Minutes 11/09/2023

Councilmember Barker: make a motion to approve Town Council Meeting Minutes 11/09/2023.

Councilmember Lowell: 2<sup>nd</sup>

Mayor Michalson: we have a 1<sup>st</sup> and a 2<sup>nd</sup>. Public comments? Further discussion? seeing none Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

5. Approval of Bi-Weekly Claims

a. Claims #18685, #18686, #18688-#18708, #18710-#18713 (These Claims were Paid out of Cycle due to the Thanksgiving Holiday)

Councilmember Barker: make a motion to approve Claims #18685, #18686, #18688-#18708, #18710-#18713.

Councilmember Lowell: I do not have it in front of me but there is one on there for \$20,000 for the audit.

Councilmember Barker: it was on the second set of claims for \$12,000.00.

Councilmember Brown: 2<sup>nd</sup>

Mayor Michalson: motion and a 2<sup>nd</sup> on the claims, any more discussion? Any public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

b. Claims #18715-#18739

Councilmember Barker: make a motion to approve Claims #18715-#18739.

Councilmember Lowell: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Any discussion? I would like to mention on page 4 #18732, this has to do with Central square it is a pass through, and Gina will not pay this until she has a check in hand. Public comment

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

6. Administrative Reports

a. Airport

Will Rowe: gave his report to the council, it was in the packet.

b. Building Department

In the packet.

c. Finance

d. Fire Department

Chief Motley: gave his report to the council, it was in the packet.

e. Police Department

f. Public Works

Stephen Lassiter: nothing to add, report in the packet.

7. New Business

a. Discussion/Decision: Opening of bids for the Town of Stevensville Street Paving Project

Mayor Michalson: read the ordinance of the Town of Stevensville acceptance of bids.

Jenelle Berthoud, Town Clerk: the first one is from Knife River, 4800 Wilkie Rd, Missoula MT, 59808. Total bid on the Streets Project is \$823,949.30. second is from MR Asphalt Inc. 174 Black Lane, Corvallis, MT 59828. Total bid on the Streets Project is \$670,886.70.

Riley Lubbers, HDR: the way that we structured this contract it is going to be the lowest of Schedules 1,2, and 3 will be the lowest bid. Jenelle they might have broken up the schedules and then we can add those three costs.

Jenelle Berthoud: I can add those up, schedules 1-3.

Riley Lubbers: the town set this to be a combination of the schedules.

Jenelle Berthoud: continued by adding schedules 1-3 for Knife River. Total for Schedules 1-3 is \$403,395.05

Jenelle Berthoud: continued by adding schedules 1-3 for MR Asphalt. Total for Schedules 1-3 is \$354,560.00.

Mayor Michalson: by ordinance we take the lowest bidder which is MR Asphalt.

Councilmember Barker: make a motion to award MR Asphalt for Spring Street for \$354,560.00.

Councilmember Lowell: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>.

Councilmember Lowell: isn't this something that Steve would like to go over before we make a decision, we need to go over this with Riley and make sure that it meets the specifications.

Mayor Michalson: so, do we want to have them review it and then bring it back under unfinished business.

Riley Lubbers: we will go through it and make sure that the math adds up and then we will write you a recommendation of award.

Councilmember Barker: rescind the motion for the award for MR Asphalt and have it reviewed by public works and HDR.

Councilmember Lowell: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup> to have it reviewed by public works and HDR. Public comment? Any more comments from the council, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Mayor Michalson: motion passes 3-0.

b. Discussion/Decision: Approval to Move Forward with the Process to Apply for HB355 Funding

Mayor Michalson: introduced new business item b. Approval to Move Forward with the Process to Apply for HB355 Funding. Gina is not here tonight, but she was in a meeting about this, we are eligible for \$140,000.00. It can be used for a multitude of things from streets to water projects. So, tonight we just need your blessing to move forward with prioritizing projects. We have until March 30 of next year to have a public hearing bring it in front of the council

Councilmember Lowell: make a motion to proceed with funding from HB355.

Councilmember Barker: 2<sup>nd</sup>.

Mayor Michalson: there is a motion and a 2<sup>nd</sup> to move forward with HB355 funding. Discussion?

Councilmember Barker: what were the costs for Railroad?

Riley Lubbers: we could add that up, just MR Asphalt. There is a date of December 31<sup>st</sup>.

Jenelle Berthoud: can you tell me what has to be turned in by that date?

Riley Lubbers: pick some projects.

Jenelle Berthoud: then we can bring that back to council for approval.

Mayor Michalson: they do need something by the 31<sup>st</sup> that says this is our priority. After that we can then prioritize what we want to do with it.

Jenelle Berthoud: since Councilmember Barker had asked what that schedule 4 was, MR Asphalt is \$148,431.10.

Mayor Michalson: there is also gas tax money coming in next year to put with that.

Councilmember Barker: if we are awarded the \$140,000.00, we just have to have the \$8,000.00 so we are pretty close to that.

Mayor Michalson: any other discussion from the council? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Mayor Michalson: motion passes 3-0.

c. Discussion/Decision: Consent to the Mayor's Appointment of Jennifer M. Searle as a Volunteer Firefighter

Mayor Michalson: introduce new business item c. Consent to the Mayor's Appointment of Jennifer M. Searle as a Volunteer Firefighter

Councilmember Lowell: make a motion to appoint Jennifer to the fire department.

Councilmember Barker: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council? Public comment?

Chief Motley: Jennifer is here tonight; she has cleared all the hurdles and has enrolled herself in an EMT class.

Mayor Michalson: no more discussion from the public or the council. Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Mayor Michalson: motion passes 3-0.

d. Discussion/Decision: Consent to the Mayor's Appointment of Matthew S. Wilkinson as a Volunteer Firefighter

Mayor Michalson: introduced new business item d. Consent to the Mayor's Appointment of Matthew S. Wilkinson as a Volunteer Firefighter

Chief Motley: once again Matthew is here tonight, from Stevensville, works in town. He comes to us from Missoula Rural Fire has firefighter one training along with other certificates.

Councilmember Lowell: make a motion to accept the mayors appointment of Matthew Wilkinson.

Councilmember Barker: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup> discussion from the council.

Councilmember Barker: I would just like to say thank Jeff for bringing these people in front of us.

Mayor Michalson: any further discussion from the public. Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Mayor Michalson: motion passes 3-0.

e. Discussion: Resignation of Assistant Fire Chief Lee Henderson

Chief Motley: he is just stepping down as assistant fire chief.

f. Discussion/Decision: To Nominate and Elect a Councilmember to Serve as Council President in accordance with Town Council Rules Part XII

Jenelle Berthoud: I have an email, dated Tuesday December 5<sup>th</sup> from Councilmember Brown, she would like to put in her name as council president.

Councilmember Barker: I would like to make a motion to nominate Councilmember Brown as the council president until the end of the year.

Councilmember Lowell: 2<sup>nd</sup>.

Mayor Michalson: there is a motion and a 2<sup>nd</sup> for Councilmember Brown to serve as council president until the end of the year or until a council president is elected by the council. Further discussion, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Bown: abstain.

Councilmember Lowell: aye.

Mayor Michalson: motion passes 3-0

g. Discussion/Decision: Suspension of Town Council Rules to Cancel the December 28, 2023, Town Council Meeting and Authorizing Claims to be Paid out of Cycle

Mayor Michalson: introduced new business item g. Suspension of Town Council Rules to Cancel the December 28, 2023, Town Council Meeting and Authorizing Claims to be Paid out of Cycle

Councilmember Barker: make a motion to Suspend the Town Council Rules to Cancel the December 28, 2023, Town Council Meeting and Authorizing Claims to be Paid out of Cycle

Councilmember Lowell: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council? From the public, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: no

Councilmember Lowell: aye.

Mayor Michalson: motion passes 2-1

h. Discussion: C.O.W. Meetings being held starting in January 2024

Mayor Michalson: introduced new business item h. this one is pretty important to me; we have not had them, and we need to bring them back. COW meetings are workshops. Public can attend but cannot comment. I think that we need to set a date in January and go through the job descriptions. Purchasing policy needs to be updated. Jenelle would know, forms need to be updated. Go through the fee schedule. Personnel policy has a few things to update and the town council rules.

Councilmember Barker: can't we also bring in the department heads.

Mayor Michalson: yes.

## 8. Board Reports

Councilmember Brown: Will had his report. Two people on the airport board that their terms are done at the end of the month. Might have to reschedule the airport board meeting to take care of this. There are actually three, 2 from the board and Kelli has taken a job out of state. Will has found a grant. We also talked about scaling back on some of the projects. There is going to be some scholarships available for high school students interested in aviation. Will contacted MMIA about volunteers operating snowplows. Post on the town website the Santa fly in on December 21, 2023, time??

## 9. Town Council Comments

Councilmember Lowell: I think for years we had a COPS Grant? It basically paid for an officer, I think that it was dropped by James, and I think that we should look into it.

Councilmember Brown: thank you for bringing the C.O.W. meetings back.

Councilmember Barker: I want to thank Ms. Lowell for stepping up and she will be greatly missed. I encourage those that we have the open seat in Ward 2.

10. Executive Report

Mayor Michalson: due to a technical glitch in the ARPA bids, it will be put back out for bids. Public Works Director and I met with water rights attorney Ross Miller. Have some things to discuss about Jesse Reves property.

Stephen Lassiter: there is Swamp Creek that goes through his property.

Mayor Michalson: Ross talked to Jesse's attorney, and it sounds good. I would like to say that 2023 was a good year and 2024 should be as well. If there are any questions about town hall being closed it is on me. Jenelle was out with medical issues, Melanie has been out and will be back next week, and Gina has been out sick. If we do not have anybody for town hall. We do not have anybody. Colette Taylor came down and manned the phones as much as she could. I just want to say that people have to come and pay their bills and be social but there is that drop box outside.

Councilmember Lowell: I just want to say I think that someone needs to be in the office, A2Z might have someone to help out. What if someone has a warrant and wants to pay their ticket. I know that things happen, but I think that A2Z could help.

11. Adjournment

Motion to adjourn.

Councilmember Lowell: so, moved.

Councilmember Barker 2<sup>nd</sup>.

**APPROVE:**

**ATTEST:**

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**Bob Michalson, Mayor**

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**Jenelle S. Berthoud, Town Clerk**

**File Attachments for Item:**

a. Claims #18732, #18741-#18762 (These Claims were Paid out of Cycle due to the Christmas Holiday)



12/28/23  
11:55:46

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 12/23

Page: 1 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18732	C	1854 Central Square	18,029.88					
The state reimburses the \$18,0829.88 as part of the grant we received for the PD. These are for licenses fee and annual subscriptions for year 21 & 22.								
		338153 11/19/21 License & Annual Subscription	11,106.27*			1000 420100	331	101000
		361493 08/18/22 License & Annual Subscription	6,923.61*			1000 420100	331	101000
18741		1978 Montana State Volunteer Annual EMT Membership Dues	65.00					
		NOINV# 12/25/23 Annual EMT Membership Dues	65.00*			1000 420410	330	101000
18742		1978 Montana State Volunteer Firefighters annual payment for 2024	2,500.00					
		122223 12/26/23 FF annual payment 2024	2,500.00			1000 420410	228	101000
18743		1436 Maureen M. O'Connor Court Services	3,000.00					
		010124 01/01/24 Court Services	3,000.00			1000 410360	350	101000
18744		1979 Robert Michalson Mailing of Certified Letter	8.56					
		28777 12/18/23 Mail Certified Letter	8.56			1000 410550	311	101000
18745		23 VALLEY DRUG AND VARIETY Shipping envelope for returning uniforms that dont fit.	10.94					
		647783 12/14/23 Returns	10.94			1000 420100	311	101000
18746		289 MONTANA DEPT. OF ENVIRONMENTAL MT department of Environmental Quality Water Protection Bureau. MPDES Renewal Fee for the Town WWTP Minor Publicly Owned Treatment Works One	1,500.00					
Outfall@ \$1,500.00/outfall								
		MT0022713 11/30/23 MPDES Renewal for WWTP	1,500.00*			5310 430640	335	101000
18747		690 Core & Main LP Water service fittings & couplers	469.92					
		T988637 12/01/23 Repairs & maintenance Water	469.92			5210 430550	230	101000
18748		1626 Yoder Gravel 20 yards 3/4 minus gravel	220.00					
		40006 11/20/23 3/4" crushed gravel	55.00			1000 430200	230	101000
		40011 11/20/23 3/4" crushed gravel	55.00			1000 430200	230	101000
		40015 11/20/23 3/4" crushed gravel	55.00			1000 430200	230	101000
		40020 11/20/23 3/4" crushed gravel	55.00			1000 430200	230	101000

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TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 12/23

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Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18749	C	56 HAWKINS, INC. Polymer for wastewater treatment & fuel surcharge 6636635 11/30/23 Polymer for WWTP	3,341.04 3,341.04*			5310 430610	220	101000
18750	C	728 HDR ENGINEERING, INC. ARPA Water Leak Repair - Completed work - included bidding of the water replacement projects, bid review and scope adjustments post-bid. 1200580453 12/15/23 Prelim Engineering Water L	6,606.99 6,606.99			5230 430550	900	2 101000
18751		107 HACH CO. Reagent packets for PH testing in drinking water. 13823538 11/20/23 Repairs & maintenance	117.38 117.38			5210 430540	222	101000
18752		1956 Legacy Glass Glass installation of the skidsteer. The old one shattered 1794 12/02/23 Windshield repair skidsteer 1794 12/02/23 Windshield repair skidsteer	150.00 75.00 75.00			1000 430100 1000 460430	230	101000 101000
18753		1980 Dog Waste Depot Dog waste roll bags 30 rolls per case for a total of 6000 bags 582095 11/27/23 Dog Waste Bags	213.99 213.99			1000 460430	220	101000
18754		228 Norco, Inc. CO2 for freezing of water line at customers house for repair 39325232 11/30/23 Water Line repair	12.30 12.30			5210 430510	230	101000
18755		23 VALLEY DRUG AND VARIETY Roll of Stamps 646742 12/11/23 Roll of Stamps	66.00 66.00			1000 410360	311	101000
18756		1981 Montana EMS & Trauma Systems EMS ground transport service renewal application (DPHHS Montana) 966 12/21/23 EMS Renewal	35.00 35.00*			1000 420410	330	101000
18757	C	1711 Office Solutions & Service Printer Lease 121344 12/26/23 Printer Lease 121344 12/26/23 Printer Lease	30.00 15.00 15.00*			1000 410360 1000 420410	320	101000 101000

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TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 12/23

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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
18758	E	1702 DE Lage Landen Finance Services, Printer Lease Court and FD	82.00					
		81664197 12/31/23 Court - FD Printer Lease	41.00			1000 410360	320	101000
		81664197 12/31/23 Court - FD Printer Lease	41.00*			1000 420410	320	101000
18759		204 Montana Dept. of Administration	950.00					
		June30-23 12/28/23 AFR Filing fee- Court (5%)	47.50			1000 410360	350	101000
		June30-23 12/28/23 General (15%)	142.50*			1000 410530	350	101000
		June30-23 12/28/23 Police (5%)	47.50			1000 420100	350	101000
		June30-23 12/28/23 Fire Dept (5%)	47.50*			1000 420410	350	101000
		June30-23 12/28/23 Bldg Dept (5%)	47.50			2394 420531	350	101000
		June30-23 12/28/23 Water (30%)	285.00			5210 430510	350	101000
		June30-23 12/28/23 Sewer (30%)	285.00			5310 430610	350	101000
		June30-23 12/28/23 Airport (5%)	47.50			5610 430300	350	101000
*** Claim from another period (10/23) ****								
18760		1897 Denning, Downey & Associates	379.05					
Inv for Dates 6/29, 9/6, 8/28, 10/4 CNC - Trial Balance Report in BMS, create working trial balance. RKD -call with Clerk on balancing issues. JFM - Call with Finance on cash balancing procedures.								
		16624 10/06/23 Consulting Services	379.05			5310 430610	350	101000
18761		1982 Mona Quintieri	906.32					
Refund for faulty reading of November Water Bill. Account # 300948.								
		12/28/23 Refund for over pmt of H20	906.32			5210 343022		101000
18762		34 STEVENSVILLE HARDWARE AND RENTAL	153.21					
Supplies for PW, Parks and Town Hall								
		16104429 11/01/23 Antifreeze for Bathrooms	29.99			1000 460430	230	101000
		16104546 11/01/23 Lightbulb for TH	16.19*			1000 410550	230	101000
		16107208 11/14/23 Skill saw blade	53.08			1000 430100	230	101000
		16107249 11/14/23 Valve cover for H20 shutoff	7.19			5210 430550	230	101000
		16107615 11/16/23 Emergency cloth & sandpaper	17.53			5210 430550	230	101000
		16107861 11/17/23 Snapring Pliers for Nichewal	19.34			1000 430900	220	101000
		16108693 11/21/23 Water pressure guage	9.89			1000 430100	230	101000
# of Claims			23	Total:		38,847.58		
Total Electronic Claims			28,089.91	Total Non-Electronic Claims		10757.67		

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TOWN OF STEVENSVILLE  
Fund Summary for Claims  
For the Accounting Period: 12/23

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Report ID: AP110

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	24,824.86
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	47.50
5210 WATER	
101000 Cash - Operating	1,815.64
5230 ARPA Water Leak Repair Grant	
101000 Cash - Operating	6,606.99
5310 SEWER	
101000 Cash - Operating	5,505.09
5610 AIRPORT	
101000 Cash - Operating	47.50
<b>Total:</b>	<b>38,847.58</b>

12/28/23  
11:55:46

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
For the Accounting Period: 12 / 23

Page: 5 of 5  
Report ID: AP100A

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

\_\_\_\_\_  
Stacie Barker, Councilmember

\_\_\_\_\_  
Bob Michalson, Councilmember

\_\_\_\_\_  
Cindy Brown, Councilmember

\_\_\_\_\_  
Nancy Lowell, Councilmember

\_\_\_\_\_  
Steve Gibson, Mayor

Date Approved \_\_\_\_\_

**File Attachments for Item:**

b. Claims #18732, #18763-#18778

\* ... 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 (12/23) ****								
18732	C	1854 Central Square	18,029.88					
The state reimburses the \$18,0829.88 as part of the grant we received for the PD. These are for licenses fee and annual subscriptions for year 21 & 22.								
		338153 11/19/21 License & Annual Subscription	11,106.27*			1000 420100	331	101000
		361493 08/18/22 License & Annual Subscription	6,923.61*			1000 420100	331	101000
*** Claim from another period (12/23) ****								
18763		1582 Optical Scientific, Inc.	1,982.73					
AWOS Services Performed by OSI Field Engineer Invoice # S423301-AWOSAV								
		S423301 12/27/23 AWOS Svcs	1,982.73			5610 430300	360	101000
*** Claim from another period ( 8/23) ****								
18764	C	1711 Office Solutions & Service	30.00					
Office Solutions & Services for the month of August 2023								
		118025 08/28/23 Printing Svcs	15.00			1000 410360	320	101000
		118025 08/28/23 Printing Svcs	15.00*			1000 420410	320	101000
18765	C	1754 Construct Montana, LLC	9,791.84					
Bldg Inspection consultationj and Plan Review Services.								
		1113 01/02/24 Bldg Ins Consut inspection	8,227.28			2394 420531	350	101000
		1113 01/02/24 Bldg Ins plan review	1,564.56			2394 420531	350	101000
18766	C	1904 Trapper Peak Law, Melanie C	777.00					
Legal Professional Services for TOS								
		667 01/02/24 Legal Svcs	90.00			1000 410364	352	101000
		668 01/02/24 Legal Svcs	105.00			1000 410364	352	101000
		669 01/02/24 Legal Svcs	90.00			1000 410364	352	101000
		670 01/02/24 Legal Svcs	60.00			1000 410364	352	101000
		671 01/02/24 Legal Svcs	75.00			1000 410364	352	101000
		672 01/02/24 Legal Svcs	357.00			1000 410364	352	101000
*** Claim from another period (12/23) ****								
18767	C	1909 BALCO UNIFORM	396.00					
Multiple invoices - Uniiforms for PD.								
		77366-2 12/07/23 Uniform PD	58.00			1000 420100	226	101000
		77646-1 12/14/23 Uniform PD	132.00			1000 420100	226	101000
		77373-1 12/05/23 Uniform PD	136.00			1000 420100	226	101000
		77366-1 12/05/23 Uniform PD	128.00			1000 420100	226	101000
		77366-2 12/05/23 Uniform PD	-58.00			1000 420100	226	101000
*** Claim from another period (12/23) ****								
18768	C	1787 Valli Information Systems, Inc.	808.26					
UB Billing								
		92143 12/31/23 UB Invoicing Svcs	404.13*			5210 430510	331	101000
		92143 12/31/23 UB Invoicing Svcs	404.13*			5310 430610	331	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 (12/23) ****								
18769	E	1823 Visa c/o Rocky Mountain Bank	7,407.18					
Multiple Invoices								
		CC-133 12/01/23 Bitter Root Disposal	237.00			1000 202200		101000
		BITTERROOT DISPOSAL 5411-88770		CC Accounting: 1000-		-430200-340		
		CC-133 12/01/23 Bitter Root Disposal	237.00			5310 202200		101000
		BITTERROOT DISPOSAL 5411-88770		CC Accounting: 5310-		-430610-340		
		CC-133 12/01/23 Reversal of FC	-6.52			1000 202200		101000
		BITTERROOT DISPOSAL 5411-88770		CC Accounting: 1000-		-410550-556		
		CC-137 12/06/23 Digital Recorder	50.99			1000 202200		101000
		AMAZON		CC Accounting: 1000-		-410200-210		
		CC-140 12/11/23 Adobe	33.59			1000 202200		101000
		AB02021200052CUS		CC Accounting: 1000-		-410550-331		
		ADOBE						
		CC-140 12/11/23 Adobe	4.80			1000 202200		101000
		AB02021200052CUS		CC Accounting: 1000-		-420100-331		
		ADOBE						
		CC-140 12/11/23 Adobe	28.79			5210 202200		101000
		AB02021200052CUS		CC Accounting: 5210-		-430510-331		
		ADOBE						
		CC-140 12/11/23 Adobe	28.78			5310 202200		101000
		AB02021200052CUS		CC Accounting: 5310-		-430610-331		
		ADOBE						
		CC-141 12/03/23 GoDaddy	14.99			1000 202200		101000
		52166099		CC Accounting: 1000-		-420410-331		
		GoDaddy						
		CC-142 11/01/23 First Call	69.00			1000 202200		101000
		92140		CC Accounting: 1000-		-410550-331		
		First Call Computer Solutions, Inc						
		CC-142 11/01/23 First Call	92.00			1000 202200		101000
		92140		CC Accounting: 1000-		-420100-331		
		First Call Computer Solutions, Inc						
		CC-142 11/01/23 First Call	34.50			1000 202200		101000
		92140		CC Accounting: 1000-		-410360-331		
		First Call Computer Solutions, Inc						
		CC-142 11/01/23 First Call	57.50			1000 202200		101000
		92140		CC Accounting: 1000-		-420410-331		
		First Call Computer Solutions, Inc						
		CC-142 11/01/23 First Call	92.00			5210 202200		101000
		92140		CC Accounting: 5210-		-430510-331		
		First Call Computer Solutions, Inc						
		CC-142 11/01/23 First Call	92.00			5310 202200		101000
		92140		CC Accounting: 5310-		-430610-331		
		First Call Computer Solutions, Inc						
		CC-142 11/01/23 First Call	92.00			1000 202200		101000
		92140		CC Accounting: 1000-		-410100-331		
		First Call Computer Solutions, Inc						



\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-142	11/01/23 First Call	23.00			1000 202200		101000
92140		First Call Computer Solutions, Inc		CC Accounting:	1000-	-410200-331		
	CC-142	11/01/23 First Call	23.00			5610 202200		101000
92140		First Call Computer Solutions, Inc		CC Accounting:	5610-	-430300-331		
	CC-143	12/01/23 First Call Inv 93157	107.70			1000 202200		101000
93157		First Call Computer Solutions, Inc		CC Accounting:	1000-	-410360-356		
	CC-143	12/01/23 First Call Inv 93157	323.10			1000 202200		101000
93157		First Call Computer Solutions, Inc		CC Accounting:	1000-	-410550-356		
	CC-143	12/01/23 First Call Inv 93157	323.10			1000 202200		101000
93157		First Call Computer Solutions, Inc		CC Accounting:	1000-	-420100-356		
	CC-143	12/01/23 First Call Inv 93157	107.70			1000 202200		101000
93157		First Call Computer Solutions, Inc		CC Accounting:	1000-	-420410-356		
	CC-143	12/01/23 First Call Inv 93157	107.70			2394 202200		101000
93157		First Call Computer Solutions, Inc		CC Accounting:	2394-	-420531-356		
	CC-143	12/01/23 First Call Inv 93157	538.50			5210 202200		101000
93157		First Call Computer Solutions, Inc		CC Accounting:	5210-	-430510-356		
	CC-143	12/01/23 First Call Inv 93157	538.50			5310 202200		101000
93157		First Call Computer Solutions, Inc		CC Accounting:	5310-	-430610-356		
	CC-143	12/01/23 First Call Inv 93157	107.70			5610 202200		101000
93157		First Call Computer Solutions, Inc		CC Accounting:	5610-	-430300-356		
	CC-144	12/16/23 Go Daddy	10.49			5210 202200		101000
52166099		GoDaddy		CC Accounting:	5210-	-430510-331		
	CC-144	12/16/23 Go Daddy	10.50			5310 202200		101000
52166099		GoDaddy		CC Accounting:	5310-	-430610-331		
	CC-145	12/16/23 Finance	69.96			1000 202200		101000
2839408236		GoDaddy		CC Accounting:	1000-	-410550-331		
	CC-145	12/16/23 Finance	69.96			5210 202200		101000
2839408236		GoDaddy		CC Accounting:	5210-	-430510-331		
	CC-145	12/16/23 Finance	69.96			5310 202200		101000
2839408236		GoDaddy		CC Accounting:	5310-	-430610-331		

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-145 12/16/23 PD - Trevor		149.88			1000 202200		101000
2839408236	GoDaddy			CC Accounting: 1000-		-420100-331		
	CC-145 12/16/23 PD - Kristin		209.88			1000 202200		101000
2839408236	GoDaddy			CC Accounting: 1000-		-420100-331		
	CC-145 12/16/23 Mayor		209.88			1000 202200		101000
2839408236	GoDaddy			CC Accounting: 1000-		-410200-331		
	CC-145 12/16/23 PW - UB		104.94			5210 202200		101000
2839408236	GoDaddy			CC Accounting: 5210-		-430510-331		
	CC-145 12/16/23 PW - UB		104.94			5310 202200		101000
2839408236	GoDaddy			CC Accounting: 5310-		-430610-331		
	CC-145 12/16/23 PW - Glenn		47.94			5210 202200		101000
2839408236	GoDaddy			CC Accounting: 5210-		-430510-331		
	CC-145 12/16/23 PW Glenn		47.94			5310 202200		101000
2839408236	GoDaddy			CC Accounting: 5310-		-430610-331		
	CC-145 12/16/23 Airport		209.88			5610 202200		101000
2839408236	GoDaddy			CC Accounting: 5610-		-430300-331		
	CC-145 12/16/23 Council Member		209.88			1000 202200		101000
2839408236	GoDaddy			CC Accounting: 1000-		-410100-331		
	CC-145 12/16/23 Judge		95.88			1000 202200		101000
2839408236	GoDaddy			CC Accounting: 1000-		-410360-331		
	CC-145 12/16/23 Council Member		209.88			1000 202200		101000
2839408236	GoDaddy			CC Accounting: 1000-		-410100-331		
	CC-145 12/16/23 Council Member		95.88			1000 202200		101000
2839408236	GoDaddy			CC Accounting: 1000-		-410100-331		
	CC-145 12/16/23 Airport		95.88			5610 202200		101000
2839408236	GoDaddy			CC Accounting: 5610-		-430300-331		
	CC-145 12/16/23 Fire Chief		209.88			1000 202200		101000
2839408236	GoDaddy			CC Accounting: 1000-		-420410-331		
	CC-145 12/16/23 PW - Stephen		113.94			5210 202200		101000
2839408236	GoDaddy			CC Accounting: 5210-		-430510-331		

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-145	12/16/23 PW - Stephen	113.94			5310 202200		101000
2839408236		GoDaddy		CC Accounting:	5310-	-430610-331		
	CC-145	12/16/23 Town Hall	209.88			1000 202200		101000
2839408236		GoDaddy		CC Accounting:	1000-	-410550-331		
	CC-146	12/16/23 GoDaddy	20.99			1000 202200		101000
2848281405		GoDaddy		CC Accounting:	1000-	-420100-331		
	CC-147	11/22/23 Century Link	68.99			5310 202200		101000
586 Sewer		CENTURYLINK		CC Accounting:	5310-	-430610-345		
	CC-147	11/22/23 Century Link	60.14			5210 202200		101000
767B MBF		CENTURYLINK		CC Accounting:	5210-	-430510-345		
	CC-147	11/22/23 Century Link	52.96			5210 202200		101000
716B		CENTURYLINK		CC Accounting:	5210-	-430510-345		
	CC-148	12/15/23 Ravalli Electric Co-OP	7.20			1000 202200		101000
RAVALLI ELECTRIC CO-OP				CC Accounting:	1000-	-420422-340		
	CC-148	12/15/23 Ravalli Electric Co-OP	136.80			5610 202200		101000
RAVALLI ELECTRIC CO-OP				CC Accounting:	5610-	-430300-340		
	CC-149	12/01/23 Spectrum	79.98			1000 202200		101000
120123		Spectrum		CC Accounting:	1000-	-410550-340		
	CC-149	12/01/23 Spectrum	259.94			1000 202200		101000
120123		Spectrum		CC Accounting:	1000-	-420100-340		
	CC-149	12/01/23 Spectrum	39.99			5310 202200		101000
120123		Spectrum		CC Accounting:	5310-	-430610-340		
	CC-149	12/01/23 Spectrum	49.99			1000 202200		101000
120123		Spectrum		CC Accounting:	1000-	-460445-340		
	CC-150	12/26/23 Spectrum	71.88			1000 202200		101000
GoDaddy				CC Accounting:	1000-	-420410-331		
	CC-151	12/26/23 Amazon	13.48			1000 202200		101000
736416		AMAZON		CC Accounting:	1000-	-430900-220		
	CC-152	12/29/23 Amazo	18.18			1000 202200		101000
AMAZON				CC Accounting:	1000-	-410360-210		
	CC-153	12/10/23 Airport	52.39			5610 202200		101000
9949598173		Verizon Wireless		CC Accounting:	5610-	-430300-345		
	CC-153	12/10/23 Mayor	46.59			1000 202200		101000
9949598173		Verizon Wireless		CC Accounting:	1000-	-410200-345		

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-153	12/10/23 Fire Dept	40.06			1000 202200		101000
9949598173		Verizon Wireless				CC Accounting: 1000-420410-345		
	CC-153	12/10/23 Police Dept	274.83			1000 202200		101000
9949598173		Verizon Wireless				CC Accounting: 1000-420100-345		
	CC-153	12/10/23 Public Works	41.59			5210 202200		101000
9949598173		Verizon Wireless				CC Accounting: 5210-430510-345		
	CC-153	12/10/23 Public Works	41.59			5310 202200		101000
9949598173		Verizon Wireless				CC Accounting: 5310-430610-345		
*** Claim from another period (12/23) ****								
18770	E	852 CENEX FLEETCARD	1,960.89					
Cenex - Fuel for the Town								
	280270CL	12/31/23 Fuel	92.93			1000 420460	231	101000
	280270CL	12/31/23 Fuel	63.59			2230 420730	231	101000
	280270CL	12/31/23 Fuel	64.86			1000 420460	231	101000
	280270CL	12/31/23 Fuel	89.68			1000 420100	231	101000
	280270CL	12/31/23 Fuel	29.90			1000 420100	231	101000
	280270CL	12/31/23 Fuel	181.98			1000 420100	231	101000
	280270CL	12/31/23 Fuel	166.60			1000 420100	231	101000
	280270CL	12/31/23 Fuel	207.44			1000 430100	231	101000
	280270CL	12/31/23 Fuel	139.92			1000 430100	231	101000
	280270CL	12/31/23 Fuel	768.63			1000 430100	231	101000
	280270CL	12/31/23 Fuel	58.41			1000 430100	231	101000
	280270CL	12/31/23 Fuel	27.83			1000 430100	231	101000
	280270CL	12/31/23 Fuel	69.12			1000 430100	231	101000
18771	E	1659 CHS Mountain West CO-OP	61.75					
CHS								
	UVAUK3059	12/31/23 Fuel - CHS	61.75			1000 430100	231	101000
*** Claim from another period (12/23) ****								
18772		1903 RockBo, LCC	232.01					
Car Wash Fleet Card								
	12	12/31/23 Car Wash	232.01			1000 420100	232	101000
*** Claim from another period (12/23) ****								
18773		1164 ATCO International	885.00					
Degreaser for Sewer Mains								
	I0623172	12/14/23 Degreaser for Sewer Manis	885.00			5310 430630	230	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18774	C	1845 Thomson Reuters-West	220.50					
		PD Software Monthly Maintenance						
		849490284 01/01/24 Online Subscription PD	220.50*			1000 420100	331	101000
		*** Claim from another period (12/23) ****						
18775		1983 Cowpoke Ranch Supply	40.00					
		Scale fee for hauling sand for winter roads						
		00004375 12/14/23 Scale Fee	40.00			1000 430200	220	101000
		*** Claim from another period (12/23) ****						
18776	C	1841 Overstreet Law Group	874.50					
		Professional Legal Services						
		121423 12/14/23 Legal Services	874.50			1000 411100	352	101000
		*** Claim from another period (11/23) ****						
18777		108 BITTERROOT STAR	291.00					
		Public Notices						
		33837 11/30/23 Public Notices	63.30*			1000 410200	330	101000
		33837 11/30/23 Public Notices	227.70*			5210 430510	330	101000
18778	E	33 NORTHWESTERN ENERGY	14,501.45					
		Northwestern Energy 36 different accounts						
		01/22/24 721275-6 Light Dist 3	282.67			2430 430263	340	101000
		01/22/24 722451-2 206 Buck 45% TH	353.98			1000 411201	340	101000
		01/22/24 722451-2 206 Buck 45% PD	353.98			1000 420100	340	101000
		01/22/24 722451-2 206 Buck 10% Bldg Dep	79.78			2394 420531	340	101000
		01/22/24 723606-0 Peterson Add'n Lighti	207.12			2420 430263	340	101000
		01/22/24 723607-8 Dayton Add'n Lighting	284.77			2410 430263	340	101000
		01/22/24 724186-2 Maplewood Cemetery	12.04			1000 430900	340	101000
		01/22/24 724187-0 Main St seasonal Lig	80.20			1000 430263	340	101000
		01/22/24 724206-8 Orig Town Street Ligh	289.78			1000 430263	340	101000
		01/22/24 724207-6 ESH - 5th St. Lights	514.50			1000 430263	340	101000
		01/22/24 724208-4 5th St to Lange Park	20.03			1000 430263	340	101000
		01/22/24 724209-2 Add'l Town lighting	180.72			1000 430263	340	101000
		01/22/24 724515-2 MBF H20 plant	230.24			5210 430520	340	101000
		01/22/24 724518-6 102 Main St pump #1	111.25			5210 430520	340	101000
		01/22/24 724755-4 Riverside Cemetery IR	0.00			1000 430900	340	101000
		01/22/24 724756-2 Maplewood Cemetery	0.00			1000 430900	340	101000
		01/22/24 724942-8 Sewer lift station W.	17.55			5310 430620	340	101000
		01/22/24 724944-4 Sewer trtmnt plant	4,289.31			5310 430620	340	101000
		01/22/24 724971-7 Truck garage South	274.50			5210 430520	340	101000
		01/22/24 725036-8 L&C Yard Light	12.04			1000 460430	340	101000
		01/22/24 725041-8 L&C Park 5hp IRR	0.27			1000 460430	340	101000
		01/22/24 725042-6 L&C Park Parking Lot	6.00			1000 460430	340	101000
		01/22/24 725084-8 L&C Park Rest/Field	8.70			1000 460430	340	101000
		01/22/24 782189-5 214 Buck St.- H2O 25%	20.48			5210 430520	340	101000
		01/22/24 782189-5 214 Buck St. - WW 25%	20.48			5310 430620	340	101000

01/09/24  
16:31:27

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 1/24

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Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	01/22/24	782189-5 214 Buck St.- PD 50%	40.95			1000 420100	340	101000
	01/22/24	1447753-3 3rd & Park	14.57			1000 430263	340	101000
	01/22/24	1538216-1 421 Airport Rd - SRE	98.55			5610 430300	340	101000
	01/22/24	1583216-1 421 Airport Rd - FD	98.55			1000 420422	340	101000
	01/22/24	1685436-6 Crksde Mdws Ph 1	289.01			2440 430263	340	101000
	01/22/24	1685994-4 Crksde Mdws ph 2	156.31			2440 430263	340	101000
	01/22/24	2057364-8 Pool	59.89			1000 460445	340	101000
	01/24/24	2079637-1 MBF Well Field 305	5,087.79			5210 430520	340	101000
	01/22/24	2079645-4 MBF booster station	151.29			5210 430520	340	101000
	01/22/24	3148944-6 Twin Creeks Lighting	494.31			2450 430263	340	101000
	01/22/24	3218493-9 223 Main St	53.67			1000 460430	340	101000
	01/22/24	3672984-6 300 Main Street	6.00			1000 460430	340	101000
	01/22/24	3672985-3 Stevensville Cutoff	6.00			1000 430263	340	101000
	01/22/24	3691677-3 157 Sewer Work Rd	24.97			5210 430520	340	101000
	01/22/24	Sewer 157 Sewer Works Rd Depot	24.97			5310 430620	340	101000
	01/22/24	Streets 157 Sewer Works Rd Dep	24.96*			1000 430200	340	101000
	01/22/24	3763580-2 Dickerson Park	7.51			1000 460430	340	101000
	01/22/24	3795194-4 206 Buck St Light	211.76			1000 411201	340	101000
		<b># of Claims 17</b>	<b>Total: 58,289.99</b>					
		<b>Total Electronic Claims</b>	<b>54,859.25</b>	<b>Total Non-Electronic Claims</b>		<b>3430.74</b>		

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	29,096.79
2230 AMBULANCE	
101000 Cash - Operating	63.59
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	9,979.32
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	284.77
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	207.12
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	282.67
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	445.32
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	494.31
5210 WATER	
101000 Cash - Operating	7,693.60
5310 SEWER	
101000 Cash - Operating	7,035.57
5610 AIRPORT	
101000 Cash - Operating	2,706.93
<b>Total:</b>	<b>58,289.99</b>

01/09/24  
16:31:27

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
For the Accounting Period: 1 / 24

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Report ID: AP100A

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

\_\_\_\_\_  
Stacie Barker, Councilmember

\_\_\_\_\_  
Bob Michalson, Councilmember

\_\_\_\_\_  
Cindy Brown, Councilmember

\_\_\_\_\_  
Nancy Lowell, Councilmember

\_\_\_\_\_  
Steve Gibson, Mayor

Date Approved \_\_\_\_\_



**File Attachments for Item:**

a. Airport

## December Airport Managers report

1. We have airport board members that are up for appointment or re- appointment to the board.
2. I am working on a resolution to bring in front of the council, we have some issues that are not addressed in the lease that ties the mayor, town clerk, and the airport manager from fulling preforming their duties with the airport. The resolution is based off the Stevensville Airport hanger owners' packet that is out dated.
3. I am working with the FAA to secure the \$144,000 grant that we got from the airport infostructure Bill.

**File Attachments for Item:**

b. Building Department

# **MONTHLY REPORT**

## **Building Department**

December 2023

<b><u>Permits Issued</u></b>	<b><u>Fees Collected</u></b>
<b><u>Building</u></b> ( 4 permits)	
1. NSFR (3).....	\$7822.80
2. New Commercial Building .....	\$0
3. Renovation/Remodel (1) .....	\$1401.30
4. Demo .....	\$0
<b><u>Electrical</u></b> (3 permits)	
1. NSFR (3).....	\$600.00
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0
<b><u>Mechanical</u></b> (0 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0
<b><u>Plumbing</u></b> (4 permits)	
1. NSFR (3).....	\$399.00
2. New Commercial Building .....	\$0
3. Renovation/Remodel (1).....	\$61.00
4. Demo .....	\$0
<b>Total permits issued: 11</b>	<b>Total fees collected: \$10,284.10</b>
<b><u>Activities</u></b>	
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.	
<b><u>Items of Interest</u></b>	
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:**

e. Police Department

**TOWN OF STEVENSVILLE  
POLICE DEPARTMENT ACTIVITY REPORT**

**JANURARY 2024**

**MONTHLY REPORT: December 2023 - Police Activity Report**

Officers engaged in 28 Warnings, 5 Citations on traffic stops which included 2 DUI arrests. There was 1 Assault, 1 Theft, 1 Disturbance, and 1 Fraud.

**PROACTIVE POLICING, CALLS FOR SERVICE, and Investigations: Call for Service totals 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
<b>PATROL</b>													
Arrests	0	0	1	1	1	1	2	1	1	0	1	4	12
Traffic Citations	12	19	7	0	3	2	7	8	3	3	4	5	73
Traffic Warnings	30	16	10	17	12	38	63	40	33	34	32	28	353
<b>Calls for Service</b>	<b>51</b>	<b>38</b>	<b>63</b>	<b>58</b>	<b>32</b>	<b>38</b>	<b>52</b>	<b>47</b>	<b>36</b>	<b>44</b>	<b>30</b>	<b>25</b>	<b>495</b>
Calls for Service 2022	59	66	69	48	60	67	66	75	52	47	49	43	701
<b>INVESTIGATIONS</b>													
<b>Robbery/Homicide</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Robbery/Homicide 2022	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Assault</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>6</b>
Assault 2022	0	1	0	0	1	1	2	1	1	1	0	1	9
<b>Sex Crime</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>6</b>
Sex Crime 2022	0	0	2	0	0	0	0	1	1	1	0	0	5
<b>Burglary/Theft</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>
Burglary/Theft 2022	4	0	4	2	2	0	0	1	0	0	0	1	14
<b>Crim Mischief</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>12</b>
Crim Mischief 2022	3	1	1	0	1	2	3	2	1	1	1	0	16
<b>Fraud</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>
Fraud 2022	0	0	0	0	1	1	1	0	1	0	0	1	5
<b>Suspicious Incident</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>39</b>
Suspicious Incident 2022	4	3	5	1	3	6	6	1	6	5	2	5	47
<b>Disturbance</b>	<b>6</b>	<b>3</b>	<b>5</b>	<b>9</b>	<b>2</b>	<b>9</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>47</b>
Disturbance	2	2	6	5	2	2	10	5	3	1	1	3	47
<b>Found Property</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>
Found Property 2022	0	0	1	0	1	2	0	0	1	1	0	1	7
<b>Traffic Hazard</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
Traffic Hazard 2022	0	0	0	0	2	2	0	0	0	0	0	0	4
<b>Traffic Accidents</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>25</b>
Traffic Accident 2022	0	0	3	2	3	2	5	1	0	6	4	3	29
<b>Vacation Checks</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>
Vacation Checks 2022	0	0	1	0	0	0	1	0	0	1	0	2	5
<b>SPD AGENCY ASSISTS</b>													
Ravalli County S.O	2	1	1	2	1	3	2	2	6	2	1	3	26

**File Attachments for Item:**

f. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
003242	SCHEDULED	Closed	Inspect, plow and sand all grids as needed	Streets	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse
003236	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
003233	SCHEDULED	Closed	Check oil level on influent pumps	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse
003223	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
003217	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
003216	SCHEDULED	Closed	Early morning Main St sweep	Streets		Steve Kruse
003213	SCHEDULED	Closed	Check oil level on influent pumps	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse
003210	CORRECTIVE	Closed	Renew FCC radio license	Town of Stevensville	Stephen Lassiter	Stephen Lassiter
003193	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
003192	SCHEDULED	Closed	Backhoe Status fluids/tires/air filter/filters/clean exterior and interior		Glenn Bies Ian Murray	Steve Kruse
003190	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Jeff Wilkinson	Steve Kruse



WO Number	Type	Status	Description	Locations	Assigned To	Requester
003189	SCHEDULED	Closed	Inspect all trees in all grids	Streets		Steve Kruse
003185	CORRECTIVE	Closed	Trim fenceline, clean up any debris, and blow old grass off headstones at Riverside Cemetery	Town of Stevensville	Jeff Wilkinson	Stephen Lassiter
003166	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
003162	SCHEDULED	Closed	Check oil level on influent pumps	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse
003161	SCHEDULED	Closed	Inspect, plow and sand all grids as needed	Streets	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse
003158	SCHEDULED	Closed	Inspect, plow and sand all grids as needed	Streets	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse
003153	SCHEDULED	Closed	Inspect, plow and sand all grids as needed	Streets	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse
003152	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
003150	CORRECTIVE	Closed	Remove limbs/yard debris from Charlos street	Streets	Jeff Wilkinson	Stephen Lassiter
003149	CORRECTIVE	Closed	Fill in pot holes on College and near Post Office	Streets	Jeff Wilkinson	Stephen Lassiter
003144	SCHEDULED	Closed	Inspect, plow and sand all	Streets	Cody Anderson	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			grids as needed		Glenn Bies Jeff Wilkinson Stephen Lassiter	
003141	SCHEDULED	Closed	Inspect, plow and sand all grids as needed	Streets	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse
003140	SCHEDULED	Closed	Inspect, plow and sand all grids as needed	Streets	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse
003121	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
003035	CORRECTIVE	Closed	Repair light fixture in court room	Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse

# TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT December 2023

## UTILITIES REPORT

### Domestic Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	18,196,000	17,429,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 162
- 💧 Satisfied Permit reporting and testing requirements

### *Waste Water Treatment*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	5,739,000	5,970,000

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

○

## OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Meter reads and billing cycle
- 💧 Daily road grid inspections
- 💧 Continued leaf and debris removal throughout town
- 💧 Removal of curb weeds Twin Creeks, Geo Smith and other areas
- 💧 Plowing and sanding
- 💧 Burning yard debris as conditions permit
- 💧 Reviewed contractor bids and revised water main project
- 💧 Coordinate with engineers on paving project, Spring and RR Ave
- 💧 Road shoulder repair and maintenance
- 💧 Continued to replace defective meters
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Water and Waste plants rounds
- 💧 3 Utility inspections
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 1 after hours trouble call

- 💧 Cleanup/weed removal Riverside Cemetery
- 💧 Review and update of Riverside Cemetery map
- 💧 Alley maintenance
- 💧 Downtown risk management inspections
- 💧 Renewed FCC license
- 💧 Renewed WWTP DEQ operating license
- 💧 Replaced blade on snowplow on sander truck

**File Attachments for Item:**

a. Discussion/Decision: Approval of MR Asphalt as the Lowest Bidder for the Spring Street Project Schedules 1`-3



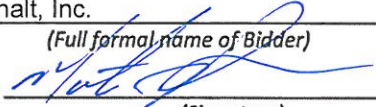
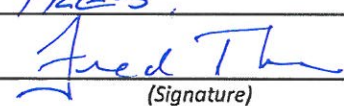
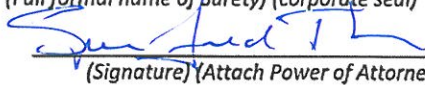

## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Approval of MR Asphalt as the Lowest Bidder for the Spring Street Project Schedules 1` - 3
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/11/2024
<b>Notes:</b>	At the last town council meeting, December 14, 2023, the town clerk opened bids for the Spring Street Project Schedules 1-3. MR Asphalt came in as the lowest bidder for the project. The town council agreed to have the bid reviewed by HDR Engineering to ensure that all the proper paperwork was completed and turned in.

## BID BOND (PENAL SUM FORM)

<b>Bidder</b> Name: MR Asphalt, Inc. Address <i>(principal place of business)</i> : 174 Black Lane Corvallis, MT 59828	<b>Surety</b> Name: Western National Mutual Insurance Company Address <i>(principal place of business)</i> : PO Box 1463 Minneapolis, MN 55440
<b>Owner</b> Name: Town of Stevensville Address <i>(principal place of business)</i> : 206 Buck Street Stevensville, MT 59870	<b>Bid</b> Project <i>(name and location)</i> : Stevensville Street Improvements Project Bid Due Date: December 13, 2023
<b>Bond</b> Penal Sum:            10%        Ten Percent of Amount Bid Date of Bond: December 12, 2023	
Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.	
<b>Bidder</b> MR Asphalt, Inc. _____ <i>(Full formal name of Bidder)</i> By:  _____ <i>(Signature)</i> Name: <u>MARTIN ROMANELLO</u> _____ <i>(Printed or typed)</i> Title: <u>PRES.</u> _____ Attest:  _____ <i>(Signature)</i> Name: <u>Fred Thomas</u> _____ <i>(Printed or typed)</i> Title: <u>Agent</u> _____	<b>Surety</b> Western National Mutual Insurance Company _____ <i>(Full formal name of Surety) (corporate seal)</i> By:  _____ <i>(Signature) (Attach Power of Attorney)</i> Name: <u>Spencer Fred Thomas</u> _____ <i>(Printed or typed)</i> Title: <u>Attorney-In-Fact</u> _____ Attest:  _____ <i>(Signature)</i> Name: <u>JACK TOMEMAKER</u> _____ <i>(Printed or typed)</i> Title: <u>Account Manager</u> _____
Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.	

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond will be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder occurs upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation will be null and void if:
  - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
  - 3.2. All Bids are rejected by Owner, or
  - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions does not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action will be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety, and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond will be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder must be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Postal Service registered or certified mail, return receipt requested, postage pre-paid, and will be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond will be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute governs and the remainder of this Bond that is not in conflict therewith continues in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.



**POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That Western National Mutual Insurance Company, a Minnesota mutual insurance company, does make, constitute, and appoint: Kelly Tenold, Spencer Fred Thomas and Kyle Hager

Paynewest Insurance Inc #9174

Its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the Company as surety, to execute and deliver and affix the seal of the Company thereto (if a seal is required) bond, undertakings, recognizances or other written obligations in the nature thereof, **(other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, hazardous waste remediation bonds or black lung bonds)**, as follows:

All written instruments in an amount not to exceed an aggregate of Seven Million Five Hundred Thousand and 00/100 Dollars (\$7,500,000.00) for any single obligation, regardless of the number of instruments issued for the obligation.

and to bind Western National Mutual Insurance Company thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a meeting held on September 28, 2010. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of Western National Mutual Insurance Company on September 28, 2010:

RESOLVED that the president, any vice president, or assistant vice president in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the Company to bonds, undertakings, recognizances, and suretyship obligations of all kinds, and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the Company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, Western National Mutual Insurance Company has caused these presents to be signed by its proper officer and its corporate seal to be affixed this 16th day of December, 2020.

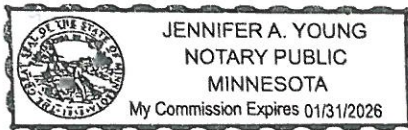
Jon R. Hebeisen, Secretary



Larry A. Byers, Sr. Vice President

STATE OF MINNESOTA, COUNTY OF HENNEPIN

On this 16th day of December, 2020, personally came before me, Jon R. Hebeisen and Larry A. Byers and to me known to be the individuals and officers of the Western National Mutual Insurance Company who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally dispose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Jennifer A. Young, Notary Public  
My commission expires January 31, 2026

CERTIFICATE

I, the undersigned, assistant secretary of the Western National Mutual Insurance Company, a Minnesota corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

Jennifer A. Young, Assistant Secretary



Signed and sealed at the City of Edina, MN this 12 day of December, 2023



# BID SUBMITTAL PACKAGE

## Stevensville Street Improvements

BID SUBMITTED BY:

MAR ASPHALT, INC.

THESE DOCUMENTS MUST BE EXECUTED FOR  
BID

- BID FORM (COMPLETED)
- ADDENDUMS (ACKNOWLEDGED IN BID FORM)
- 10% BID SECURITY (ENCLOSED)

- Bids submitted via mail shall have any of the bid securities included. Mailed bids should be sent to Town of Stevensville: Town Clerk, 206 Buck Street, Stevensville, MT 59870.
- Bids submitted via hand delivery shall have any of the bid securities included. Hand delivered bids should be delivered to Town of Stevensville, 206 Buck Street, Stevensville, MT 59870.

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SECTION 00300

BID FORM

PROJECT IDENTIFICATION:

Stevensville Street Improvements
Town of Stevensville, MT

CONTRACT IDENTIFICATION AND NUMBER:

Stevensville Street Improvements

THIS BID SUBMITTED TO:

Town of Stevensville
Town Clerk
Jenelle Berthoud
206 Buck St.
Stevensville, MT 59870
jenelle@townofstevensville.com

1.01 The undersigned Bidder proposes and agrees if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents, to perform and furnish all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

2.01 Bidder accepts all of the terms and conditions of the Advertisement or Invitation to Bid, and Instructions to Bidders, including without limitations those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for sixty (60) days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

A. Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged:

Table with 2 columns: Addendum No. and Addendum Date. Row 1: 1, 12-12-23

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work

C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site, if any, and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in the Special Provisions as provided in paragraph 4.02 of the General Conditions, and (2) reports and drawings of a Hazard Environmental Condition, if any, which has been identified in the Special Provisions as provided in paragraph 4.06 of the General Conditions.

E. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface,

subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.

F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of the Work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies and data with the Bidding Documents.

I. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.

J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

4.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

The Bidder certifies that no official of the Owner, Engineer or any member of such official's immediate family, has direct or indirect interest in the pecuniary profits or Contracts of the Bidder.

5.01 The Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

### Town of Stevensville Street Improvements

BID ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
<b>SCHEDULE 1</b>					
<b>0100 General</b>					
0101	Mobilization / Demobilization	LS	1	2,530.	2,530.00
0102	Taxes / Bonds / Insurance	LS	1	4,393.	4,393.00
0103	Construction Traffic Control	LS	1	16,192.	16,192.00
<b>0200 Site Preparation</b>					
0201	Construction Survey and Layout	LS	1	2,605.	2,605.00
0202	Temporary Erosion Control	LS	1	600.	600.00
0203	Street Grading and Surface Preparation	SY	2400	5.10	12,240.00
0204	Rubbish Removal	LS	1	800.	800.00
0206	Adjust Manhole	EA	2	600.	1,200.00
0207	Manhole Concrete Collar	EA	2	1,005.	2,010.00
0208	Adjust Sewer Cleanout	EA	1	300.	300.00
<b>0300 Earthwork</b>					



0301	3/4" Minus Crushed Base Course	CY	28	193.50	5,418.00
<b>0400 Paving and Surfacing</b>					
0401	Asphalt Concrete Pavement – Type C (PG 64-28)	TON	470	128.25	60,277.50
0402	Tack	GAL	200	5.06	1,012.00
0403	White Waterborne Paint (Pavement Markings)	SF	23	6.75	155.25
<b>0500 Landscaping</b>					
0501	Topsoil and Seeding	LS	1	1,842.	1,842.00
<b>SCHEDULE 2</b>					
<b>0100 General</b>					
0101	Mobilization / Demobilization	LS	1	1,350.	1,350.00
0102	Taxes / Bonds / Insurance	LS	1	5,763	5,763.00
0103	Construction Traffic Control	LS	1	22,670.	22,670.00
<b>0200 Site Preparation</b>					
0201	Construction Survey and Layout	LS	1	3,158.	3,158.00
0202	Temporary Erosion Control	LS	1	825.	825.00
0203	Street Grading and Surface Preparation	SY	3200	5.10	16,320.00
0204	Rubbish Removal	LS	1	1,060.	1,060.00
0207	Manhole Concrete Collar	EA	1	1,005.	1,005.00
<b>0300 Earthwork</b>					
0301	3/4" Minus Crushed Base Course	CY	35	193.50	6,772.50
0302	Install New Basic Manhole	EA	1	14,300.	14,300.00
0303	Additional Manhole Depth	VF	3	300.	900.00
0304	Miscellaneous Work	UN	10,000	.80	8,000.00
<b>0400 Paving and Surfacing</b>					
0401	Asphalt Concrete Pavement – Type C (PG 64-28)	TON	640	128.25	82,080.00
0402	Tack	GAL	275	5.10	1,402.50
0403	White Waterborne Paint (Pavement Markings)	SF	35	6.75	236.25
<b>0500 Landscaping</b>					
0501	Topsoil and Seeding	LS	1	4,605.	4,605.00
<b>SCHEDULE 3</b>					
<b>0100 General</b>					
0101	Mobilization / Demobilization	LS	1	1,350.	1,350.00
0102	Taxes / Bonds / Insurance	LS	1	2,470.	2,470.00
0103	Construction Traffic Control	LS	1	11,596.	11,596.00
<b>0200 Site Preparation</b>					
0201	Construction Survey and Layout	LS	1	2,183.	2,183.00
0202	Temporary Erosion Control	LS	1	430.	430.00
0203	Street Grading and Surface Preparation	SY	1600	5.10	8,160.00
0204	Rubbish Removal	LS	1	500.	500.00
0206	Adjust Manhole	EA	1	600.	600.00
0207	Manhole Concrete Collar	EA	1	1,005.	1,005.00
<b>0300 Earthwork</b>					
0301	3/4" Minus Crushed Base Course	CY	20	193.50	3,870.00



0400 Paving and Surfacing					
0401	Asphalt Concrete Pavement – Type C (PG 64-28)	TON	290	128.25	37,192.50
0402	Tack	GAL	130	5.10	663.00
0403	White Waterborne Paint (Pavement Markings)	SF	32	6.75	216.00
0500 Landscaping					
0501	Topsoil and Seeding	LS	1	2,302.50	2,302.50
SCHEDULE 4					
0100 General					
0101	Mobilization / Demobilization	LS	1	9,511.	9,511.00
0102	Taxes / Bonds / Insurance	LS	1	5,038.	5,038.00
0103	Construction Traffic Control	LS	1	20,900	20,900.00
0200 Site Preparation					
0201	Construction Survey and Layout	LS	1	4,585.	4,585.00
0202	Temporary Erosion Control	LS	1	2,260	2,260.00
0203	Street Grading and Surface Preparation	SY	2700	7.95	21,465.00
0204	Rubbish Removal	LS	1	500.	500.00
0205	Cold Milling	SY	2500	4.68	11,700.00
0206	Adjust Manhole	EA	1	600.	600.00
0207	Manhole Concrete Collar	EA	1	1,005.	1,005.00
0209	Adjust Water Valve Box	EA	3	175.	525.00
0210	Water Valve Concrete Collar	EA	3	275.00	825.00
0213	Install New Sign Post and Signs	EA	1	500.	500.00
0300 Earthwork					
0301	3/4" Minus Crushed Base Course	CY	160	58.12	9,299.20
0400 Paving and Surfacing					
0401	Asphalt Concrete Pavement – Type C (PG 64-28)	TON	430	124.58	53,569.40
0402	Tack	GAL	260	5.10	1,326.00
0403	White Waterborne Paint (Pavement Markings)	SF	180	14.00	2,520.00
0500 Landscaping					
0501	Topsoil and Seeding	LS	1	2,302.50	2,302.50
SCHEDULE 5					
0100 General					
0101	Mobilization / Demobilization	LS	1	7,018.	7,018.00
0102	Taxes / Bonds / Insurance	LS	1	2,429.	2,429.00
0103	Construction Traffic Control	LS	1	7,600.	7,600.00
0200 Site Preparation					
0201	Construction Survey and Layout	LS	1	2,000.	2,000.00
0202	Temporary Erosion Control	LS	1	400.	400.00
0203	Street Grading and Surface Preparation	SY	2000	1.25	2,500.00
0204	Rubbish Removal	LS	1	240.	240.00
0205	Cold Milling	SY	1700	8.65	14,705.00
0206	Adjust Manhole	EA	1	600.	600.00
0207	Manhole Concrete Collar	EA	1	1,005.	1,005.00

0209	Adjust Water Valve Box	EA	1	175.	175.00
0210	Water Valve Concrete Collar	EA	1	275.	275.00
0211	Adjust Storm Drain	EA	1	175.	175.00
0212	Concrete Apron	EA	1	1,005.	1,005.00
<b>0300 Earthwork</b>					
0301	3/4" Minus Crushed Base Course	CY	5	193.50	967.50
<b>0400 Paving and Surfacing</b>					
0401	Asphalt Concrete Pavement – Type C (PG 64-28)	TON	200	137.71	27,542.00
0402	Tack	GAL	180	5.10	918.00
0403	White Waterborne Paint (Pavement Markings)	SF	28	6.75	189.00
<b>0500 Landscaping</b>					
0501	Topsoil and Seeding	LS	1	1,612.	1,612.00
<b>SCHEDULE 6</b>					
<b>0100 General</b>					
0101	Mobilization / Demobilization	LS	1	7,018.	7,018.00
0102	Taxes / Bonds / Insurance	LS	1	3,287.	3,287.00
0103	Construction Traffic Control	LS	1	9,500.	9,500.00
<b>0200 Site Preparation</b>					
0201	Construction Survey and Layout	LS	1	2,000.	2,000.00
0202	Temporary Erosion Control	LS	1	200.	200.00
0203	Street Grading and Surface Preparation	SY	2000	1.25	2,500.00
0204	Rubbish Removal	LS	1	200.	200.00
0205	Cold Milling	SY	1800	8.50	15,300.00
0214	Pavement Excavation and Sidewalk Removal	SY	130	38.10	4,953.00
0215	Remove and Reset Sign Posts	EA	3	375.00	1,125.00
0216	Remove and Reset Concrete Parking Barriers	EA	8	92.50	740.00
<b>0300 Earthwork</b>					
0301	3/4" Minus Crushed Base Course	CY	5	193.50	967.50
<b>0400 Paving and Surfacing</b>					
0401	Asphalt Concrete Pavement – Type C (PG 64-28)	TON	210	137.71	28,919.10
0402	Tack	GAL	190	5.10	969.00
0403	White Waterborne Paint (Pavement Markings)	SF	100	6.75	675.00
0404	4" Concrete Sidewalk	SY	55	109.00	5,995.00
0405	6" Concrete Sidewalk	SY	25	112.50	2,812.50
0406	Detectable Warning Panel	SY	4	412.50	1,650.00
0407	Curb and Gutter	LF	150	36.70	5,505.00
<b>0500 Landscaping</b>					
0501	Topsoil and Seeding	LS	1	400.	400.00
0502	3" Landscaping Rock	CY	12	152.00	1,824.00

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**TOTAL ESTIMATED BID PRICE \$** 670,886.70  
(Figures)



1 TOTAL ESTIMATED BID PRICE

SIX HUNDRED SEVENTY THOUSAND,  
(Words)

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5 EIGHT HUNDRED EIGHTY SIX DOLLARS & SEVENTY CENTS.  
6

7 Basis of Award: the contract will be awarded to the lowest responsive combined total bid for Schedules 1, 2,  
8 and 3.

9 A. Unit Prices have been computed in accordance with paragraph 11.03.B. of the General Conditions.

10 B. Bidder acknowledges that estimated quantities are not guaranteed and are solely for the purpose of  
11 comparison of Bids, and final payment for all Unit Price Bid items will be based on actual quantities provided, determined  
12 as provided in the Contract Documents.

13 C. The undersigned agrees that the unit prices shall govern in checking the Bid, and should a discrepancy exist  
14 in the Total Estimated Price and Total Amount of Unit Prices Bid as listed above after extensions are checked and  
15 corrections made, if any, the Total Amount of Unit Prices Bid as corrected shall be used in awarding this Contract.

16 D. The owner reserves the right to reject any or all bids.

17 **6.01** Bidder agrees that the Work will be substantially completed and completed and ready for final payment in  
18 accordance with 14.07 of the General Conditions on or before the dates or within the number of calendar days indicated  
19 in the Agreement.

20 **6.02** Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the  
21 Work within the times specified above, which shall be stated in the Agreement.

22 **7.01** The following documents are attached to and made a condition of the Bid:

23 A. Required Bid security in the amount of 10% of the maximum Bid price including alternates, if any, and in the  
24 form identified in the Instructions To Bidders.

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**A Corporation:** MAR ASPHALT, INC.  
(Corporation Name)

State of Incorporation: MONTANA

Type (General Business, Professional, Service, Limited Liability): S corp.

By: [Signature]  
(Signature of person authorized to sign)

Title: PRES.

Attest: [Signature]  
(Signature)

Business Address: 174 BLACK LN  
CORVALLIS, MT. 59828

Phone No.: (406) 531-1595 FAX No: \_\_\_\_\_

Date of Qualification To Do Business Is: JUNE, 2007

\_\_\_\_\_  
(Corporate Seal)

**A Joint Venture:** Each Joint Venture Must Sign

Joint Venturer Name: \_\_\_\_\_  
(Name)

By: \_\_\_\_\_  
(Signature of Joint Venture Partner)

Name: \_\_\_\_\_  
(Name, printed or typed)

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_ FAX No: \_\_\_\_\_

1 **8.01** The terms used in this Bid with the initial capital letters have the meanings indicated in the Instructions To Bidders,  
2 General Conditions, and the Supplementary Conditions.

3  
4 SUBMITTED on 12/13 \_\_\_\_\_, 2,023  
5 (Date)

6  
7 Montana Contractor's Registration # (if any) 1755762

8  
9 Montana Contractor's Gross Receipts Account # ?  
10 (Example: XXXXXX-XXX-CGR)

11 Employer's Tax ID No. 26-0162753  
12  
13

14 **If BIDDER is:**

15  
16 **An Individual:** \_\_\_\_\_  
17 (Name typed or printed)

18 By: \_\_\_\_\_  
19 (Individual's Signature)

20 Doing business as: \_\_\_\_\_

21  
22 Business Address: \_\_\_\_\_  
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24 \_\_\_\_\_

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26 Phone No.: \_\_\_\_\_ FAX No: \_\_\_\_\_  
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30 **A Partnership:** \_\_\_\_\_  
31 (Partnership Name)

32 By: \_\_\_\_\_  
33 (Signature)

34 \_\_\_\_\_  
35 (Name, typed or printed)

36 Business Address: \_\_\_\_\_  
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40 Phone No.: \_\_\_\_\_ FAX No: \_\_\_\_\_  
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1 Joint Venturer Name: \_\_\_\_\_  
2 (Name)

3 By: \_\_\_\_\_  
4 (Signature of Joint Venture Partner)

5 Name: \_\_\_\_\_  
6 (Name, printed or typed)

7 Title: \_\_\_\_\_  
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9 Business Address: \_\_\_\_\_  
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11 \_\_\_\_\_  
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13 Phone No.: \_\_\_\_\_ FAX No: \_\_\_\_\_  
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16 Address of Joint Venture for Receipt of Official Communication:  
17 Address: \_\_\_\_\_  
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21 Phone No.: \_\_\_\_\_ FAX No: \_\_\_\_\_  
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24 (Each Joint Venture must sign. The manner of signing for each individual, partnership and corporation that is a party to  
25 the joint venture should be in the manner indicated above.)  
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27  
28 **END OF SECTION**  
29





January 3, 2024

Stephen Lassiter, PWD  
Town of Stevensville  
206 Buck Street  
Stevensville, MT 59833

**RE: Stevensville Street Improvements**

The Town of Stevensville Street Improvements project was bid on December 13, 2023. Two bids were received. The apparent low bidder based on the cumulative total of Schedules 1, 2 and 3 was MR Asphalt, with a unit price bid of \$354,560.00. The bids for both Contractors have been attached for reference.

HDR has reviewed MR Asphalt's bid package and find them to be responsive and responsible. The Contractor has acknowledged one addendum, included a bid security, and the proper signatures. HDR has successfully worked with MR Asphalt on the E. 3<sup>rd</sup> Street project. In addition, MR Asphalt has performed numerous successful projects for the Town of Stevensville and are familiar with the Town's standards and expectations. We recommend that the Town of Stevensville take the necessary steps to award the project to MR Asphalt.

Please let me know if you have any questions.

Sincerely,  
HDR Engineering

Riley Lubbers, PE  
Project Manager



Stevensville Street Improvements  
 Project No. 10380766  
 Cost Estimate  
 BASE BID



1/3/2024

BID ITEM	DESCRIPTION	UNIT	QUANTITY	MR Asphalt		Knife River	
				Unit Cost	Total Price	Unit Cost	Total Price
<b>SCHEDULE 1</b>							
101	MOBILIZATION/DEMobilIZATION	LS	1	\$ 2,530.00	\$ 2,530.00	\$ 23,000.00	\$ 23,000.00
102	TAXES/BONDS/INSURANCE	LS	1	\$ 4,393.00	\$ 4,393.00	\$ 350.00	\$ 350.00
103	TRAFFIC CONTROL	LS	1	\$ 16,192.00	\$ 16,192.00	\$ 10,000.00	\$ 10,000.00
201	CONSTRUCTION SURVEY & LAYOUT	LS	1	\$ 2,605.00	\$ 2,605.00	\$ 500.00	\$ 500.00
202	TEMPORARY EROSION CONTROL	LS	1	\$ 600.00	\$ 600.00	\$ 3,220.00	\$ 3,220.00
203	STREET GRADING AND SURFACE PREPARATION	SY	2,400	\$ 5.10	\$ 12,240.00	\$ 1.85	\$ 4,440.00
204	RUBBISH REMOVAL	LS	1	\$ 800.00	\$ 800.00	\$ 2,220.00	\$ 2,220.00
206	ADJUST MANHOLE	EA	2	\$ 600.00	\$ 1,200.00	\$ 775.00	\$ 1,550.00
207	MANHOLE CONCRETE COLLAR	EA	2	\$ 1,005.00	\$ 2,010.00	\$ 930.00	\$ 1,860.00
208	ADJUST SEWER CLEANOUT	EA	1	\$ 300.00	\$ 300.00	\$ 475.00	\$ 475.00
301	3/4" MINUS CRUSHED BASE COURSE	CY	28	\$ 193.50	\$ 5,418.00	\$ 255.00	\$ 7,140.00
401	ASPHALT CONCRETE PAVEMENT - TYPE C (PG64-28)	TON	470	\$ 128.25	\$ 60,277.50	\$ 130.00	\$ 61,100.00
402	TACK	GAL	200	\$ 5.06	\$ 1,012.00	\$ 12.00	\$ 2,400.00
403	WHITE WATERBORNE PAINT (PAVEMENT MARKINGS)	SF	23	\$ 6.75	\$ 155.25	\$ 20.75	\$ 477.25
501	TOPSOIL AND SEEDING	LS	1	\$ 1,842.00	\$ 1,842.00	\$ 980.00	\$ 980.00
<b>SUBTOTAL:</b>						<b>\$111,574.75</b>	<b>\$119,712.25</b>
<b>SCHEDULE 2</b>							
101	MOBILIZATION/DEMobilIZATION	LS	1	\$ 1,350.00	\$ 1,350.00	\$ 33,000.00	\$ 33,000.00
102	TAXES/BONDS/INSURANCE	LS	1	\$ 5,763.00	\$ 5,763.00	\$ 500.00	\$ 500.00
103	TRAFFIC CONTROL	LS	1	\$ 22,670.00	\$ 22,670.00	\$ 15,000.00	\$ 15,000.00
201	CONSTRUCTION SURVEY & LAYOUT	LS	1	\$ 3,158.00	\$ 3,158.00	\$ 500.00	\$ 500.00
202	TEMPORARY EROSION CONTROL	LS	1	\$ 825.00	\$ 825.00	\$ 3,220.00	\$ 3,220.00
203	STREET GRADING AND SURFACE PREPARATION	SY	3,200	\$ 5.10	\$ 16,320.00	\$ 1.85	\$ 5,920.00
204	RUBBISH REMOVAL	LS	1	\$ 1,060.00	\$ 1,060.00	\$ 2,220.00	\$ 2,220.00
207	MANHOLE CONCRETE COLLAR	EA	1	\$ 1,005.00	\$ 1,005.00	\$ 930.00	\$ 930.00
301	3/4" MINUS CRUSHED BASE COURSE	CY	35	\$ 193.50	\$ 6,772.50	\$ 255.00	\$ 8,925.00
302	INSTALL NEW BASIC MANHOLE	EA	1	\$ 14,300.00	\$ 14,300.00	\$ 16,920.00	\$ 16,920.00
303	ADDITIONAL MANHOLE DEPTH	VF	3	\$ 300.00	\$ 900.00	\$ 3,340.00	\$ 10,020.00
304	MISCELLANEOUS WORK	UNIT	10,000	\$ 0.80	\$ 8,000.00	\$ 1.00	\$ 10,000.00
401	ASPHALT CONCRETE PAVEMENT - TYPE C (PG64-28)	TON	640	\$ 128.25	\$ 82,080.00	\$ 130.00	\$ 83,200.00
402	TACK	GAL	275	\$ 5.10	\$ 1,402.50	\$ 12.00	\$ 3,300.00
403	WHITE WATERBORNE PAINT (PAVEMENT MARKINGS)	SF	35	\$ 6.75	\$ 236.25	\$ 13.60	\$ 476.00
501	TOPSOIL AND SEEDING	LS	1	\$ 4,605.00	\$ 4,605.00	\$ 980.00	\$ 980.00
<b>SUBTOTAL:</b>						<b>\$170,447.25</b>	<b>\$195,111.00</b>
<b>SCHEDULE 3</b>							
101	MOBILIZATION/DEMobilIZATION	LS	1	\$ 1,350.00	\$ 1,350.00	\$ 21,800.00	\$ 21,800.00
102	TAXES/BONDS/INSURANCE	LS	1	\$ 2,470.00	\$ 2,470.00	\$ 350.00	\$ 350.00
103	TRAFFIC CONTROL	LS	1	\$ 11,596.00	\$ 11,596.00	\$ 10,000.00	\$ 10,000.00
201	CONSTRUCTION SURVEY & LAYOUT	LS	1	\$ 2,183.00	\$ 2,183.00	\$ 500.00	\$ 500.00
202	TEMPORARY EROSION CONTROL	LS	1	\$ 430.00	\$ 430.00	\$ 3,220.00	\$ 3,220.00
203	STREET GRADING AND SURFACE PREPARATION	SY	1,600	\$ 5.10	\$ 8,160.00	\$ 1.85	\$ 2,960.00
204	RUBBISH REMOVAL	LS	1	\$ 500.00	\$ 500.00	\$ 2,220.00	\$ 2,220.00
206	ADJUST MAHOLE	EA	1	\$ 600.00	\$ 600.00	\$ 775.00	\$ 775.00
207	MANHOLE CONCRETE COLLAR	EA	1	\$ 1,005.00	\$ 1,005.00	\$ 930.00	\$ 930.00
301	3/4" MINUS CRUSHED BASE COURSE	CY	20	\$ 193.50	\$ 3,870.00	\$ 255.00	\$ 5,100.00
401	ASPHALT CONCRETE PAVEMENT - TYPE C (PG64-28)	TON	290	\$ 128.25	\$ 37,192.50	\$ 130.00	\$ 37,700.00
402	TACK	GAL	130	\$ 5.10	\$ 663.00	\$ 12.00	\$ 1,560.00
403	WHITE WATERBORNE PAINT (PAVEMENT MARKINGS)	SF	32	\$ 6.75	\$ 216.00	\$ 14.90	\$ 476.80
501	TOPSOIL AND SEEDING	LS	1	\$ 2,302.50	\$ 2,302.50	\$ 980.00	\$ 980.00
<b>SUBTOTAL:</b>						<b>\$72,538.00</b>	<b>\$88,571.80</b>
<b>BASEBID TOTAL:</b>						<b>\$354,560.00</b>	<b>\$403,395.05</b>





1/3/2024

BID ITEM	DESCRIPTION	UNIT	QUANTITY	MR Asphalt		Knife River	
				Unit Cost	Total Price	Unit Cost	Total Price
<b>SCHEDULE 4</b>							
101	MOBILIZATION/DEMOLITION	LS	1	\$ 9,511.00	\$ 9,511.00	\$ 22,000.00	\$ 22,000.00
102	TAXES/BONDS/INSURANCE	LS	1	\$ 5,038.00	\$ 5,038.00	\$ 350.00	\$ 350.00
103	TRAFFIC CONTROL	LS	1	\$ 20,900.00	\$ 20,900.00	\$ 10,000.00	\$ 10,000.00
201	CONSTRUCTION SURVEY & LAYOUT	LS	1	\$ 4,585.00	\$ 4,585.00	\$ 500.00	\$ 500.00
202	TEMPORARY EROSION CONTROL	LS	1	\$ 2,260.00	\$ 2,260.00	\$ 3,220.00	\$ 3,220.00
203	STREET GRADING AND SURFACE PREPARATION	SY	2,700	\$ 7.95	\$ 21,465.00	\$ 1.85	\$ 4,995.00
204	RUBBISH REMOVAL	LS	1	\$ 500.00	\$ 500.00	\$ 2,220.00	\$ 2,220.00
205	COLD MILLINGS	SY	2,500	\$ 4.68	\$ 11,700.00	\$ 8.35	\$ 20,875.00
206	ADJUST MANHOLE	EA	1	\$ 600.00	\$ 600.00	\$ 775.00	\$ 775.00
207	MANHOLE CONCRETE COLLAR	EA	1	\$ 1,005.00	\$ 1,005.00	\$ 930.00	\$ 930.00
209	ADJUST WATER VALVE BOX	EA	3	\$ 175.00	\$ 525.00	\$ 475.00	\$ 1,425.00
210	WATER VALVE CONCRETE COLLAR	EA	3	\$ 275.00	\$ 825.00	\$ 670.00	\$ 2,010.00
213	INSTALL NEW SIGN POST AND SIGNS	EA	1	\$ 500.00	\$ 500.00	\$ 1,965.00	\$ 1,965.00
301	3/4" MINUS CRUSHED BASE COURSE	CY	160	\$ 58.12	\$ 9,299.20	\$ 155.00	\$ 24,800.00
401	ASPHALT CONCRETE PAVEMENT - TYPE C (PG64-28)	TON	430	\$ 124.58	\$ 53,569.40	\$ 130.00	\$ 55,900.00
402	TACK	GAL	260	\$ 5.10	\$ 1,326.00	\$ 12.00	\$ 3,120.00
403	WHITE WATERBORNE PAINT (PAVEMENT MARKINGS)	SF	180	\$ 14.00	\$ 2,520.00	\$ 14.50	\$ 2,610.00
501	TOPSOIL AND SEEDING	LS	1	\$ 2,302.50	\$ 2,302.50	\$ 980.00	\$ 980.00
<b>SUBTOTAL:</b>						<b>\$148,431.10</b>	<b>\$158,675.00</b>
<b>SCHEDULE 5</b>							
101	MOBILIZATION/DEMOLITION	LS	1	\$ 7,018.00	\$ 7,018.00	\$ 22,000.00	\$ 22,000.00
102	TAXES/BONDS/INSURANCE	LS	1	\$ 2,429.00	\$ 2,429.00	\$ 350.00	\$ 350.00
103	TRAFFIC CONTROL	LS	1	\$ 7,600.00	\$ 7,600.00	\$ 10,000.00	\$ 10,000.00
201	CONSTRUCTION SURVEY & LAYOUT	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00
202	TEMPORARY EROSION CONTROL	LS	1	\$ 400.00	\$ 400.00	\$ 3,220.00	\$ 3,220.00
203	STREET GRADING AND SURFACE PREPARATION	SY	2,000	\$ 1.25	\$ 2,500.00	\$ 1.85	\$ 3,700.00
204	RUBBISH REMOVAL	LS	1	\$ 240.00	\$ 240.00	\$ 2,220.00	\$ 2,220.00
205	COLD MILLINGS	SY	1,700	\$ 8.65	\$ 14,705.00	\$ 8.35	\$ 14,195.00
206	ADJUST MANHOLE	EA	1	\$ 600.00	\$ 600.00	\$ 775.00	\$ 775.00
207	MANHOLE CONCRETE COLLAR	EA	1	\$ 1,005.00	\$ 1,005.00	\$ 930.00	\$ 930.00
209	ADJUST WATER VALVE BOX	EA	1	\$ 175.00	\$ 175.00	\$ 475.00	\$ 475.00
210	WATER VALVE CONCRETE COLLAR	EA	1	\$ 275.00	\$ 275.00	\$ 465.00	\$ 465.00
211	ADJUST STORM DRAIN	EA	1	\$ 175.00	\$ 175.00	\$ 475.00	\$ 475.00
212	CONCRETE APRON	EA	1	\$ 1,005.00	\$ 1,005.00	\$ 930.00	\$ 930.00
301	3/4" MINUS CRUSHED BASE COURSE	CY	5	\$ 193.50	\$ 967.50	\$ 255.00	\$ 1,275.00
401	ASPHALT CONCRETE PAVEMENT - TYPE C (PG64-28)	TON	200	\$ 137.71	\$ 27,542.00	\$ 130.00	\$ 26,000.00
402	TACK	GAL	180	\$ 5.10	\$ 918.00	\$ 12.00	\$ 2,160.00
403	WHITE WATERBORNE PAINT (PAVEMENT MARKINGS)	SF	28	\$ 6.75	\$ 189.00	\$ 17.00	\$ 476.00
501	TOPSOIL AND SEEDING	LS	1	\$ 1,612.00	\$ 1,612.00	\$ 980.00	\$ 980.00
<b>SUBTOTAL:</b>						<b>\$71,355.50</b>	<b>\$91,126.00</b>
<b>SCHEDULE 6</b>							
101	MOBILIZATION/DEMOLITION	LS	1	\$ 7,018.00	\$ 7,018.00	\$ 28,500.00	\$ 28,500.00
102	TAXES/BONDS/INSURANCE	LS	1	\$ 3,287.00	\$ 3,287.00	\$ 350.00	\$ 350.00
103	TRAFFIC CONTROL	LS	1	\$ 9,500.00	\$ 9,500.00	\$ 45,000.00	\$ 45,000.00
201	CONSTRUCTION SURVEY & LAYOUT	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 8,340.00	\$ 8,340.00
202	TEMPORARY EROSION CONTROL	LS	1	\$ 200.00	\$ 200.00	\$ 3,220.00	\$ 3,220.00
203	STREET GRADING AND SURFACE PREPARATION	SY	2,000	\$ 1.25	\$ 2,500.00	\$ 1.85	\$ 3,700.00
204	RUBBISH REMOVAL	LS	1	\$ 200.00	\$ 200.00	\$ 2,220.00	\$ 2,220.00
205	COLD MILLINGS	SY	1,800	\$ 8.50	\$ 15,300.00	\$ 8.35	\$ 15,030.00
214	PAVEMENT EXCAVATION AND SIDEWALK REMOVAL	SY	130	\$ 38.10	\$ 4,953.00	\$ 35.15	\$ 4,569.50
215	REMOVE AND RESET SIGN POSTS	EA	3	\$ 375.00	\$ 1,125.00	\$ 1,220.00	\$ 3,660.00
216	REMOVE AND RESET CONCRETE PARKING BARRIERS	EA	8	\$ 92.50	\$ 740.00	\$ 255.00	\$ 2,040.00
301	3/4" MINUS CRUSHED BASE COURSE	CY	5	\$ 193.50	\$ 967.50	\$ 255.00	\$ 1,275.00
401	ASPHALT CONCRETE PAVEMENT - TYPE C (PG64-28)	TON	210	\$ 137.71	\$ 28,919.10	\$ 130.00	\$ 27,300.00
402	TACK	GAL	190	\$ 5.10	\$ 969.00	\$ 12.00	\$ 2,280.00
403	WHITE WATERBORNE PAINT (PAVEMENT MARKINGS)	SF	100	\$ 6.75	\$ 675.00	\$ 4.80	\$ 480.00
404	4" CONCRETE SIDEWALK	SY	55	\$ 109.00	\$ 5,995.00	\$ 125.75	\$ 6,916.25
405	6" CONCRETE SIDEWALK	SY	25	\$ 112.50	\$ 2,812.50	\$ 146.70	\$ 3,667.50
406	DETECTABLE WARNING PANEL	SY	4	\$ 412.50	\$ 1,650.00	\$ 410.00	\$ 1,640.00
407	CURB AND GUTTER	LF	150	\$ 36.70	\$ 5,505.00	\$ 53.50	\$ 8,025.00
501	TOPSOIL AND SEEDING	LS	1	\$ 400.00	\$ 400.00	\$ 980.00	\$ 980.00
502	3" LANDSCAPING ROCK	CY	12	\$ 152.00	\$ 1,824.00	\$ 130.00	\$ 1,560.00
<b>SUBTOTAL:</b>						<b>\$96,540.10</b>	<b>\$1,126,000.00</b>
<b>BASEBID TOTAL:</b>						<b>\$316,326.70</b>	



**File Attachments for Item:**

b. Discussion/Decision: Approval of Spring Street Project Schedules 1-3 as First Priority for HB355



## 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).**

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Gina Crowe, Finance Director
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Approval of Spring Street Project Schedules 1-3 as First Priority for HB355
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/11/2024
<b>Notes:</b>	At the last town council meeting the town council approved to proceed with the process to apply for HB355 funding. A meeting was held with HDR Engineering, Stephen Lassiter Public Works Supervisor, Mayor Bob Michalson and Gina Crowe, Finance Director to review projects that the town is currently working on or reviewing. Through this meeting they were able to identify the Spring Street Project as first priority for the HB355 funding. Public comment is always welcome.



Stevensville Street Impr  
 Project No. 10380766  
 Cost Estimate  
 BASE BID



12/28/2023

BID ITEM	DESCRIPTION	UNIT	QUANTITY	MR Asphalt		Knife River	
				Unit Cost	Total Price	Unit Cost	Total Price
<b>SCHEDULE 1</b>							
101	MOBILIZATION/DEMobilIZATION	LS	1	\$ 2,530.00	\$ 2,530.00	\$ 23,000.00	\$ 23,000.00
102	TAXES/BONDS/INSURANCE	LS	1	\$ 4,393.00	\$ 4,393.00	\$ 350.00	\$ 350.00
103	TRAFFIC CONTROL	LS	1	\$ 16,192.00	\$ 16,192.00	\$ 10,000.00	\$ 10,000.00
201	CONSTRUCTION SURVEY & LAYOUT	LS	1	\$ 2,605.00	\$ 2,605.00	\$ 500.00	\$ 500.00
202	TEMPORARY EROSION CONTROL	LS	1	\$ 600.00	\$ 600.00	\$ 3,220.00	\$ 3,220.00
203	STREET GRADING AND SURFACE PREPARATION	SY	2,400	\$ 5.10	\$ 12,240.00	\$ 1.85	\$ 4,440.00
204	RUBBISH REMOVAL	LS	1	\$ 800.00	\$ 800.00	\$ 2,220.00	\$ 2,220.00
206	ADJUST MANHOLE	EA	2	\$ 600.00	\$ 1,200.00	\$ 775.00	\$ 1,550.00
207	MANHOLE CONCRETE COLLAR	EA	2	\$ 1,005.00	\$ 2,010.00	\$ 930.00	\$ 1,860.00
208	ADJUST SEWER CLEANOUT	EA	1	\$ 300.00	\$ 300.00	\$ 475.00	\$ 475.00
301	3/4" MINUS CRUSHED BASE COURSE	CY	28	\$ 193.50	\$ 5,418.00	\$ 255.00	\$ 7,140.00
401	ASPHALT CONCRETE PAVEMENT - TYPE C (PG64-28)	TON	470	\$ 128.25	\$ 60,277.50	\$ 130.00	\$ 61,100.00
402	TACK	GAL	200	\$ 5.06	\$ 1,012.00	\$ 12.00	\$ 2,400.00
403	WHITE WATERBORNE PAINT (PAVEMENT MARKINGS)	SF	23	\$ 6.75	\$ 155.25	\$ 20.75	\$ 477.25
501	TOPSOIL AND SEEDING	LS	1	\$ 1,842.00	\$ 1,842.00	\$ 980.00	\$ 980.00
<b>SUBTOTAL:</b>						<b>\$111,574.75</b>	<b>\$119,712.25</b>
<b>SCHEDULE 2</b>							
101	MOBILIZATION/DEMobilIZATION	LS	1	\$ 1,350.00	\$ 1,350.00	\$ 33,000.00	\$ 33,000.00
102	TAXES/BONDS/INSURANCE	LS	1	\$ 5,763.00	\$ 5,763.00	\$ 500.00	\$ 500.00
103	TRAFFIC CONTROL	LS	1	\$ 22,670.00	\$ 22,670.00	\$ 15,000.00	\$ 15,000.00
201	CONSTRUCTION SURVEY & LAYOUT	LS	1	\$ 3,158.00	\$ 3,158.00	\$ 500.00	\$ 500.00
202	TEMPORARY EROSION CONTROL	LS	1	\$ 825.00	\$ 825.00	\$ 3,220.00	\$ 3,220.00
203	STREET GRADING AND SURFACE PREPARATION	SY	3,200	\$ 5.10	\$ 16,320.00	\$ 1.85	\$ 5,920.00
204	RUBBISH REMOVAL	LS	1	\$ 1,060.00	\$ 1,060.00	\$ 2,220.00	\$ 2,220.00
207	MANHOLE CONCRETE COLLAR	EA	1	\$ 1,005.00	\$ 1,005.00	\$ 930.00	\$ 930.00
301	3/4" MINUS CRUSHED BASE COURSE	CY	35	\$ 193.50	\$ 6,772.50	\$ 255.00	\$ 8,925.00
302	INSTALL NEW BASIC MANHOLE	EA	1	\$ 14,300.00	\$ 14,300.00	\$ 16,920.00	\$ 16,920.00
303	ADDITIONAL MANHOLE DEPTH	VF	3	\$ 300.00	\$ 900.00	\$ 3,340.00	\$ 10,020.00
304	MISCELLANEOUS WORK	UNIT	10,000	\$ 0.80	\$ 8,000.00	\$ 1.00	\$ 10,000.00
401	ASPHALT CONCRETE PAVEMENT - TYPE C (PG64-28)	TON	640	\$ 128.25	\$ 82,080.00	\$ 130.00	\$ 83,200.00
402	TACK	GAL	275	\$ 5.10	\$ 1,402.50	\$ 12.00	\$ 3,300.00
403	WHITE WATERBORNE PAINT (PAVEMENT MARKINGS)	SF	35	\$ 6.75	\$ 236.25	\$ 13.60	\$ 476.00
501	TOPSOIL AND SEEDING	LS	1	\$ 4,605.00	\$ 4,605.00	\$ 980.00	\$ 980.00
<b>SUBTOTAL:</b>						<b>\$170,447.25</b>	<b>\$195,111.00</b>
<b>SCHEDULE 3</b>							
101	MOBILIZATION/DEMobilIZATION	LS	1	\$ 1,350.00	\$ 1,350.00	\$ 21,800.00	\$ 21,800.00
102	TAXES/BONDS/INSURANCE	LS	1	\$ 2,470.00	\$ 2,470.00	\$ 350.00	\$ 350.00
103	TRAFFIC CONTROL	LS	1	\$ 11,596.00	\$ 11,596.00	\$ 10,000.00	\$ 10,000.00
201	CONSTRUCTION SURVEY & LAYOUT	LS	1	\$ 2,183.00	\$ 2,183.00	\$ 500.00	\$ 500.00
202	TEMPORARY EROSION CONTROL	LS	1	\$ 430.00	\$ 430.00	\$ 3,220.00	\$ 3,220.00
203	STREET GRADING AND SURFACE PREPARATION	SY	1,600	\$ 5.10	\$ 8,160.00	\$ 1.85	\$ 2,960.00
204	RUBBISH REMOVAL	LS	1	\$ 500.00	\$ 500.00	\$ 2,220.00	\$ 2,220.00
206	ADJUST MAHOLE	EA	1	\$ 600.00	\$ 600.00	\$ 775.00	\$ 775.00
207	MANHOLE CONCRETE COLLAR	EA	1	\$ 1,005.00	\$ 1,005.00	\$ 930.00	\$ 930.00
301	3/4" MINUS CRUSHED BASE COURSE	CY	20	\$ 193.50	\$ 3,870.00	\$ 255.00	\$ 5,100.00
401	ASPHALT CONCRETE PAVEMENT - TYPE C (PG64-28)	TON	290	\$ 128.25	\$ 37,192.50	\$ 130.00	\$ 37,700.00
402	TACK	GAL	130	\$ 5.10	\$ 663.00	\$ 12.00	\$ 1,560.00
403	WHITE WATERBORNE PAINT (PAVEMENT MARKINGS)	SF	32	\$ 6.75	\$ 216.00	\$ 14.90	\$ 476.80
501	TOPSOIL AND SEEDING	LS	1	\$ 2,302.50	\$ 2,302.50	\$ 980.00	\$ 980.00
<b>SUBTOTAL:</b>						<b>\$72,538.00</b>	<b>\$88,571.80</b>
<b>BASEBID TOTAL:</b>						<b>\$354,560.00</b>	<b>\$403,395.05</b>

**File Attachments for Item:**

a.



## 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).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Chief Jeff Motley
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/11/2024
<b>Agenda Topic:</b>	
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	Discussion/Decision: Consent to the Mayor's Appointment of Assistant Fire Chief Levi Weiss
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/11/2024
<b>Notes:</b>	



# Stevensville Fire Department

206 Buck Street  
Stevensville, MT 59870

January 11, 2024

Fire Chief Jeff Motley is recommending that Levi Weiss, Captain with the Stevensville Fire Department, be promoted to Assistant Fire Chief for the Town of Stevensville. Captain Weiss will replace Lee Henderson, former Assistant Fire Chief.

Captain Weiss has been a member of the Stevensville Volunteer Fire Department since 2012. The experience, training, and knowledge he brings with him moving into this role will serve the community well.

Respectfully submitted,

A handwritten signature in black ink that reads "Jeff Motley".

Jeff Motley, Chief  
Stevensville Fire Department

**File Attachments for Item:**

b. Discussion/Decision: Consent to the Mayor's Appointment of Craig Thomas to the Airport Board



## 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).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Consent to the Mayor's Appointment of Craig Thomas to the Airport Board
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/11/2024
<b>Notes:</b>	



BOARD APPLICATION FORM  
STEVENSVILLE, MONTANA

\*Disclosure: any information on this application is available for public view

Name: Craig E Thomas Home Phone: 406-369-8742  
Address: 4189 Emberlan Work/Cell Phone: same  
City: Stevensville State: Montana Zip: 59870  
Email Address: cyber@bigsky.net  
Business or Occupation: retired  
Board or Committee applying for: Airport board chairman

Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):

attached

Why do you wish to serve on this Board or Committee?

[Handwritten scribble]

Additional information which you feel is pertinent:

[Blank lines]

Signature: \_\_\_\_\_

[Handwritten Signature]

Date: \_\_\_\_\_

26 Dec 2023

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

Pilot since 1970 SFI 1995004  
Repairman cert. 3847275  
FAA 102643  
AOPA 01750856

Associated with the Stevensville airport 32S since 1978.

Hanger owner and lease built our hanger 1994 lot 6 block 2.

Aircraft owner since 1983 currently N4546F and N13XZ. Wife owns N9466A

Designed built and test flew N13XZ through phase 1.

Builder and owner of FAA approved airport MT 32 September 1980.

Member of the airport board for several years.

Airport board chair since 2016.

In 2016. During several administration and managerial changes guided reconstruction of 32S and received an excellent award from the F A A

Currently on good terms with FAA.

Currently on good terms with the town staff.

Personally familiar with many aspects of 32S and it's history.

Worked closely with the FAA and M and M to obtain 100% match for new taxi way and 2 aprons during several administrative changes.

Volunteered personal equipment for mowing and snow plowing for many years

Desire to continue as chair to complete several projects. Runway maintenance taxi way rebuild entrance rehabilitation and develop better

relationships the town residents.

The airport manager has special skills and energy to improve 32S. And I will assist in completion of these tasks.

New mayor has an excellent understanding of town activities, and this will be an opportunity to improve airport relations with the town while improving the airport.

I love Stevensville and the airport.

**File Attachments for Item:**

c. Discussion/Decision: Consent to the Mayor's Appointment of John Stratton to the Airport Board



## 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).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Consent to the Mayor's Appointment of John Stratton to the Airport Board
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/11/2024
<b>Notes:</b>	

BOARD APPLICATION FORM  
STEVENSVILLE, MONTANA

\*Disclosure: any information on this application is available for public view

Name: John Stratton Home Phone: (406) 550-2460

Address: 4975 Joslin Trail Work/Cell Phone: \_\_\_\_\_

City: Darby State: MT Zip: 59829

Email Address: jastrutt@gmail.com


Business or Occupation: Big Sky Rigging, LLC

Board or Committee applying for: Airport

✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):  
I'm an FAA Senior Rigger, local small business owner,  
and Marine Corps Veteran.

✓ Why do you wish to serve on this Board or Committee?  
As a small business owner I'd like to be more  
involved with airport business.

✓ Additional information which you feel is pertinent:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: 

Date: 12/1/23

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

**File Attachments for Item:**

d. Discussion/Decision: Stevensville Airport Lease for Block 6 Lot 6



## 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).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Will Rowe, Airport Manager
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Stevensville Airport Lease for Block 6 Lot 6
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/11/2024
<b>Notes:</b>	



## Stevensville Airport Land Lease

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This land lease is made and entered into this 12<sup>th</sup> day of January 2024, pursuant to Stevensville Town Resolution (attached as Exhibit A) and incorporated by reference herein, between the TOWN OF STEVENSVILLE, hereafter “Lessor” and \_\_\_\_\_ hereafter “Lessee”.

### *I. Purpose*

1. Lessor agrees to lease to the Lessee 5,250 **square feet** of land described as **Block 6, Lot No. 6** (attached as Exhibit B) of the Stevensville Airport, hereafter “Premises” subject to the terms and conditions set forth herein.
2. The parties agree that the Lessee shall use Premises for general aviation-related purposes such as storing, maintaining, repairing, rebuilding, and inspecting aircraft.

### *II. Term and Renewal of Lease*

3. **Term.** This lease shall be for a twenty (20) year period, beginning upon execution of the agreement and ending on the **11<sup>th</sup> day** of **January 2044** unless terminated as set forth by the terms of this lease.
4. **Renewal.** If Lessee has made all required lease payments and has remained in full compliance with all terms and obligations of this lease the Lessee shall have the option to renew the lease under similar terms and conditions and as mutually agreed upon with the Lessor.

### *III. Payment*

5. **Annual Rate.** Lessee agrees to pay Lessor **\$.14 per square foot** annually for **5,250 square feet** in the amount of **\$735.00** beginning upon the effective date of this lease. Annual lease payments shall be due on July 1 of each year until its expiration or termination date, with the first year of the lease and final year prorated to July 1 and/or the expiration date.
  - 5.1. **Location.** Lessee agrees to pay all obligations of the lease in check, cash, or money order at the Office of the Town Clerk at 206 Buck Street, Stevensville, Montana 59870.

## Stevensville Airport Land Lease

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6. **Rate Increases.** Lessor, at its discretion may annually increase the rate charged in this lease. Lessor shall give notice to Lessee of any such increase on or before June 1 of any given year, which rate shall be effective on July 1; provided that that no single rate increase shall exceed ten (10) percent and that any rate increase shall apply uniformly to

all leases at the airport. Failure to give such notice shall prohibit Lessor from increasing the rate for that year.

7. **Infrastructure Fee.** Lessee agrees to a one-time infrastructure fee of **\$.65 per square foot** of building size, 50x50 to be paid at the time of the execution of this lease for a total sum of **\$1,625.00**.

#### *IV. Terms and Conditions*

8. **Condition of Premises.** Lessee has inspected and accepts Premises in its present condition.
9. **Compliance with Law.** Lessee shall utilize the land in compliance with all applicable state and federal laws, town ordinances and resolutions, and FAA regulations in effect as of the execution of this agreement. Lessee further agrees to observe and obey all new rules and regulations that Lessor may from time-to-time promulgate during the term of this lease and any successive renewals.
10. **Hangar Construction.** Lessor acknowledges that Lessee will construct hanger on Premises and that the same will conform to the existing building codes enforced in the Town of Stevensville and requirements set forth by the FAA.
  - 10.1. **Additional Construction or Modification of Existing Structures.** Lessee may, during the term of this lease, including renewals, erect other buildings and improvements only with Lessor's prior written consent. Lessee further agrees that any such building shall also conform to the existing building codes enforced in the Town of Stevensville and requirements set forth by the FAA. Lessee shall not modify any existing structure or land on the lease premises, except as expressly permitted by Lessor in writing.
11. **Maintenance.** Lessee shall keep all buildings and improvements well painted and in good repair and good maintenance. Lessee shall store all trash, debris, and waste matters in metal containers and shall keep the area Lessee may use around such structures in neat and clean appearance.
12. **Hazards.** Lessee shall not permit hazards or anything that might be defined as a hazard by Lessor to exist on the Premises. Lessor reserves the right to abate any hazard considered immediate by the Lessor without notice. In the event of abatement by Lessor, Lessee shall be liable to Lessor for the costs of such abatement. The term "hazard" shall mean any course of conduct or condition which might subject the Stevensville Airport or any person using the same, to loss of life, limb, or property, or any course of conduct or condition which is or may be defined by Lessor as constituting a hazard.

## Stevensville Airport Land Lease

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13. **Indemnification.** Lessee agrees to indemnify and hold Lessor harmless from and against all liability for injuries to persons or damage to property cause by Lessee's negligent use or occupancy of the Premises; provided however, that Lessee shall not be liable for any injury, damage, or loss occasioned the negligence of the Lessor.

14. **Notice of Lawsuit.** Lessor agrees to give prompt and timely notice of any claim made or suit instituted which in anyway directly or indirectly, contingently, or otherwise, affects or might affect Lessee, and Lessee shall have the right to compromise and defend the same to the extent of Lessee's own interest.
15. **Inspection of Property.** Lessor reserves the right, for itself and its agents, to enter upon and inspect the Premises and any improvements constructed thereon, provided that such inspection shall occur during normal business hours and shall be preceded by reasonable notice to Lessee.
16. **Violations of Terms.** In case of violation of any terms by Lessee, and upon Lessee's failure to cure or discontinue such violation within ten (10) days after written notice is delivered to Lessee, then this lease shall become null, void, and terminated and Lessor or its agents may immediately re-enter and take possession of the Premises without further demand or notice.
17. **Failure to Pay/Late Fees.** Failure on the part of Lessee to make a lease payment within 30 days of its due date shall result in a ten (10) percent penalty being assessed against the Lessee. If payment of the full amount due, plus any penalty assessment, is not made within 60 days of the original due date, the Lessee shall be considered in default of the lease.
18. **Termination.** In case of Lessee's failure to cure such default within ten (10) days after written notice is delivered to Lessee, then this lease shall become null, void, and terminated.
19. **Attorney's Fees.** Should any action be brought by either Lessee or Lessor to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to such reasonable attorney fees as the court shall determine
20. **Severability.** In the event that any term(s) or provision(s) is held to be invalid by any court of competent jurisdiction, the invalidity of any such term or provision shall not materially prejudice either Lessor or Lessee in their respective rights and obligations contained in the remaining and valid terms and provisions of this agreement.
21. **Waiver.** No failure by Lessor to exercise any right contained in this agreement shall be construed as a waiver of any such right.
22. **Assignment and Subleasing.** This Agreement shall bind the parties and their respective heirs, personal representatives, and successors in title; provided however that the Lessee hereunder may not assign his or her rights, sublease, or delegate its obligations hereunder without the prior written consent of the Lessor and a new lease entered into.

## Stevensville Airport Land Lease

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23. **Notice and Service.** Service of any notice required may be made personally or by written notice. Written notice shall be deemed given when hand delivered or when mailed by first class mail, postage pre-paid, to the addresses specified below:

If notice to the Lessor:	If notice to the Lessee:
Town of Stevensville PO Box 30 206 Buck Street Stevensville, MT 59870	

*V. Termination of Lease*

24. **Termination of Lease.** Upon expiration or other termination of this agreement, or any renewal, Lessee’s rights to use the premises, facilities, rights, licenses, services, and privileges herein shall cease and upon expiration Lessee shall surrender the same.
- 24.1. **Removal of Buildings.** Lessee is specifically allowed to remove the steel hangar that Lessee caused to be erected on the premises. Lessee shall not be obligated to remove the concrete foundation upon which the hangar is situated if the foundation is in good repair.
- 24.2. **Damage from Removal.** Lessee shall, upon removal of the building, concrete foundation, and other personal property, repair all damages resulting from such removal.
- 24.3. **Time for Removal.** Any property not removed by Lessee shall, within thirty (30) days after the expiration or termination of the lease, become a part of the real property and title shall vest in Lessor.

*VI. Modification and Completeness*

25. **Modification.** This instrument contains the full text of the lease agreement between the parties and may not be altered or modified except by a written agreement signed by both parties.
26. **Entire Agreement.** This instrument is an integrated agreement (i.e. an integrated contract) that constitutes the final, entire, and complete expression of the agreement of the parties. No prior, subsequent, or additional terms, conditions, or representations are to be considered as part of the contract between the parties. This agreement supersedes all prior negotiations, understandings, and agreements between the parties with respect to the subject matter hereof, and the parties intend that no parol or extrinsic evidence shall be admitted to vary or supplement its terms. There are no other subsisting agreements or understandings between the parties, either oral or written, with respect to the subject matter hereof.

## Stevensville Airport Land Lease

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IN WITNESS WHEREOF, the parties hereto have signed this agreement this 12<sup>th</sup> day of January, 2024.

Lessor:  
Town of Stevensville

Attest:

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Town Clerk

Lessee:

\_\_\_\_\_

\_\_\_\_\_  
Print name

**File Attachments for Item:**

e. Discussion/Decision: Stevensville Airport Land Lease Transfer and Hanger Transfer for Block 2 Lot 10



## 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).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Will Rowe, Airport Manager
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Stevensville Airport Land Lease Transfer and Hanger Transfer for Block 2 Lot 10
<b>Backup Documents Attached?</b>	Choose an item.
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/11/2024
<b>Notes:</b>	

**File Attachments for Item:**

f. Discussion/Decision: Approval of Matthew Wilkinson as the new Public Works Assistant





## 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).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Approval of Matthew Wilkinson as the new Public Works Assistant
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/11/2024
<b>Notes:</b>	Full time position, rate of pay is \$18.00 per hour with benefits.

## **TOWN OF STEVENSVILLE**

### **PUBLIC WORKS POSITION DESCRIPTION**

Class Title: Public Works Assistant

Department: Public Works

Date: 02/01/2023

#### **GENERAL PURPOSE**

Position is participates all aspects of the operation of water and waste water plants and all of the associated infrastructures, and assists in all other tasks of Public Works, roads, parks, sidewalks, trees, cemeteries, repairs, heavy equipment, snow removal etc. Position performs a variety of technical tasks relative to assigned areas of responsibility.

#### **SUPERVISION RECEIVED**

Works under the supervision of the Public Works Supervisor.

#### **SUPERVISION EXERCISED**

None.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs skilled maintenance and operation work, and operates specialized automotive and/or maintenance equipment, in addition to a wide variety of other equipment. Performs a variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

Assist in the implementation of goals and objectives; identify maintenance problems and areas; provide park, tree, weed, cemetery, road maintenance, water and wastewater services; implement policies and procedures.

Perform park, cemetery, road repair and maintenance, water and wastewater repair and maintenance projects; select appropriate equipment and materials to complete the work according to specifications, written and/or verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished; use hand and power tools; communicate; operate heavy equipment; drive trucks; have good depth

Adopted by Council 8/27/2018

Revised:

PW Assistant Job Description

perception; walk distances on uneven ground; visually inspect areas for safety; lift 50 pounds or more and climb ladders.

Conduct appropriate wastewater tests, take wastewater and water samples, and file reports as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

This position requires the ability to perform all tasks as outlined in position description, and others as assigned. The Assistant position presents the opportunity to learn new skills through ongoing education and on the job experience. A MT commercial drivers license must be obtained within 1 year of hire date. \

Position requires a valid drivers license.

### **Necessary Knowledge, Skills and Abilities:**

#### **Knowledge:**

This position is required to learn the processes of wastewater/water treatment, operation of heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys and water and sewer mains.

#### **Skill to:**

Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools;

Watch gauges, dials or other indicators to make sure machines are working properly.

#### **Ability to:**

Use a variety of hand and power tools.

Perform the variety of skills needed to perform major duties.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Operate a computer.

Perform strenuous manual labor under adverse conditions when necessary.

Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Communicate effectively both verbally and in writing.

Maintain certifications and ongoing education

**PHYSICAL DEMANDS**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**File Attachments for Item:**

g. Discussion/Decision: Approve Contract/Offer Between the Town of Stevensville and Parks Supervisor/Public Works Assistant Position



## 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).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Approve Contract/Offer Between the Town of Stevensville and Parks Supervisor/Public Works Assistant Position
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/11/2024
<b>Notes:</b>	

**TOWN OF STEVENSVILLE**  
**PARKS SUPERVISOR/PUBLIC WORKS ASSISTANT POSITION**

**Position Title:** Parks Supervisor/Public Works Assistant

**Department:** Public Works

**Supervisor:** Public Works Director

**General Purpose**

Responsibilities of this position include leadership, coordination, and oversight of Stevensville's Parks, as well as operation and maintenance of the water treatment plant and wells, wastewater plant, water and sewer mains, and performance of a variety of technical tasks relative to assigned areas of responsibilities.

Performs skilled maintenance work and operates various equipment, to include heavy machinery such as a backhoe, skidsteer, excavator, and dump truck.

Also provides skilled abilities in grounds maintenance of all Parks and Cemeteries, to include mowing, trimming, tree planting and care, weed control, garbage pickup, play structure inspection and maintenance, and other special duties requisite to the safe enjoyment of Town Parks by the general public.

Assists other Public Works staff in all aspects of street maintenance, including pothole repair, leaf sweeping and pick up, sidewalk repair, and installation/replacement of street signs.

Assists various other organizations in placing road barriers, signs, and stages to accommodate Special Events in Town.

## **Supervision**

This position supervises all Park and Pool staff.

## **Essential Duties**

Assist in the implementation of goals and objectives, identify maintenance problems and areas, provide Park, tree, weed, cemetery, road maintenance, water and wastewater services.

Assume management responsibilities for all services and activities of Parks, Pool, and Splash Pad.

Lead and/or assist in all water and sewer repairs and maintenance, which requires knowledge of the proper fittings used in such repairs.

Town interface with the Park Board.

Supplies and equipment inventory and ordering through Public Works Director

Supervise, promote, implement, and evaluate Park and Pool programs.

Use hand and power tools appropriate to the task at hand, communicate, operate heavy equipment, drive trucks, have good depth perception, walk distances on uneven ground, inspect areas for safety, lift 50 pounds or more and climb ladders.

Act as interface with certain vendors and the local Health Department for Pool and Splashpad inspections.

Maintain Pool and Splashpad pumps, filters, and chlorination to ensure a safe environment for all users.

Conduct appropriate water and wastewater tests, take samples, and file reports as required.

Recruit, select, train, and motivate Pool staff.

Performs all other duties as assigned by Public Works Director.



Assist in burial services in the Cemeteries, to include digging graves, setting up the lowering device, and proper backfilling of graves.

### **Necessary Knowledge, Skills, and Abilities**

A working knowledge, based upon experience, of the following:

Program planning and execution.

Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation and water treatment facilities.

Principles of management, supervision, training, and performance feedback and evaluation.

Computer skills.

Operate pertinent equipment and perform routine inspection and maintenance tasks using a variety of hand, power tools, and heavy equipment.

Strong ability to communicate effectively with the public, including negative feedback, while maintaining a positive, helpful attitude.

Watch gauges, dials, or other indicators to ensure machines and monitoring systems are working properly.

### **Special Requirements**

CPR and first aid

Possession of a valid Montana driver's license and acceptable driving record

Ability to pass a comprehensive background check

Certified Pool Operator experience is preferred

This position requires Wastewater Treatment Class 1 and Water Treatment and Distribution certifications

Montana Class B CDL license is required within one year of hire

Steve Gibson  
Mayor of Stevensville

Gina M. Crowe  
Finance & HR Director



Stevensville Town Hall  
206 Buck Street  
Stevensville, MT 59870  
Phone: 406-777-5271  
Fax: 406-777-4284

Mr. Cody Anderson  
3035 Eastside Highway  
Stevensville, MT 59870

Dear Mr. Anderson,

The Town of Stevensville is pleased to offer you the position of Parks Supervisor/Public Works Assistant. Your skills and experience will be an ideal fit for our department, and we appreciate your interest in the position.

The Town is offering you a salary of \$50,960.00 or \$24.50/hour, paid on a bi-weekly basis. This position is classified as an hourly position. Full Medical coverage is provided through our employee benefit plan along with Dental and Vision. The Town offers a flexible paid time-off plan which includes vacation and sick leave and participates in the Montana Public Employee Retirement System (PERS).

This position requires the following Licenses or Certificates:

1. Wastewater treatment Class 1 Certification – required within two (2) years provided class schedules and testing centers.
2. Water Treatment and Distributions Certification – required within one (1) year provided class schedules and testing centers.
3. CPR & First Aid Certificates within 1 year.
4. CDL – within 1 year.

If you choose to accept this job offer, please sign the second copy of this letter, and return it to me at your earliest convenience.

Please let me know if you have any questions or I can provide any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Gibson".

Steven Gibson  
Mayor  
Town of Stevensville

Steve Gibson  
Mayor of Stevensville

Gina M. Crowe  
Finance & HR Director



Stevensville Town Hall  
206 Buck Street  
Stevensville, MT 59870  
Phone: 406-777-5271  
Fax: 406-777-4284

Effective November 27<sup>th</sup>, 2023, I hereby accept this position of Parks Supervisor/Public Works Assistant with the Town of Stevensville.

A handwritten signature in blue ink, consisting of a large, stylized letter 'A' followed by a horizontal line and a short vertical stroke.

\_\_\_\_\_  
Signature

11-27-23

\_\_\_\_\_  
Date

**File Attachments for Item:**

h. Discussion/Decision: Schedule a C.O.W. Meeting Date and Time to Review Job Descriptions



## 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).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Schedule a C.O.W. Meeting Date and Time to Review Job Descriptions
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/11/2024
<b>Notes:</b>	At the last town council meeting, December 14, 2023, the town council was informed that Committee of the Whole Meetings could begin in January 2024.