



**Stevensville Town Council Meeting
Agenda for
THURSDAY, AUGUST 25, 2022
7:00 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
5. Approval of Bi-Weekly Claims
 - a. Claims: #17880-#17899
6. Administrative Reports
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
 - a. Discussion/Decision: Reconsider the Tabled Action, Park Ave. Sewer Main Change Order #1
11. New Business
 - a. Discussion/Decision: Per Council Rules, Requesting a Change to Town Council Meeting Times for 9/1/22 and 9/8/2022
 - b. Discussion/Decision: Resolution No. 507, Resolution Establishing Mill Levies for the Town of Stevensville FY 22/23
 - c. Discussion/Decision: Resolution No. 508, Resolution Establishing Lighting District Taxes for the Town of Stevensville FY 22/23
12. Town Council Comments
13. Board Reports
14. Executive Report
15. Adjournment

Welcome to Stevensville Town Council Chambers

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

Guidelines for Public Comment

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

Thank you for observing these guidelines.

File Attachments for Item:

a. Claims: #17880-#17899

08/23/22
17:05:28

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 8/22
For Pay Date: 08/25/22

Page: 1 of 3
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
17880		1823 Visa c/o Rocky Mountain Bank	9,736.09					
.3201								
	07/12/22	Admin-Homebase time clock	576.00			1000 410550	330	101000
	07/28/22	C- AC adapter replacement	65.00			1000 410360	210	101000
	07/14/22	Admin-Post office box rental	224.00			1000 410550	311	101000
	07/19/22	A- lidt arm pins for tractor	22.98*			5610 430300	230	101000
	04/06/22	A- AWOS radio repair	259.82*			5610 430300	230	101000
	07/13/22	A -lock washers	5.87*			5610 430300	230	101000
	06/30/22	TH-microphone set	299.00*			1000 410550	212	101000
	05/15/22	WW- blowers, supplies, etc	51.55			5310 430640	220	101000
	07/05/22	TH- Bitterroot Disposal	106.55*			1000 410550	340	101000
	07/02/22	Admin First Call	400.00			1000 410550	356	101000
	07/02/22	PD First Call	400.00			1000 420100	356	101000
	07/02/22	Court First Call	110.00			1000 410360	356	101000
	07/02/22	Bldg First Call	110.00			2394 420531	356	101000
	07/02/22	FD First Call	110.00			1000 420410	356	101000
	07/02/22	Sewer First Call	535.00			5310 430610	356	101000
	07/02/22	Water First Call	535.00			5210 430510	356	101000
	07/15/22	Ravalli Electric- Airport	228.00			5610 430300	340	101000
	07/07/22	Verizon-Mayor phone	46.61			1000 410200	340	101000
	07/07/22	Verizon- PD cell phone	201.52			1000 420100	340	101000
	07/07/22	Verizon- H20 cell phone	41.03			5210 430510	345	101000
	07/07/22	Verizon- Sewer cell phone	41.02			5310 430610	345	101000
	07/07/22	Verizon- Airport cell phone	84.12			5610 430300	340	101000
	07/07/22	Verizon-Mobile internet	20.04			5610 430300	340	101000
	07/07/22	Verizon Mobile internet ambula	9.94*			2230 420730	340	101000
	07/21/22	Spectrum- Admin	37.17*			1000 410550	340	101000
	07/21/22	Spectrum- Police	139.97			1000 420100	340	101000
	07/21/22	Spectrum-Fire Dept	40.53			1000 420410	340	101000
	07/21/22	Spectrum-Eco Development	37.42*			2940 410550	340	101000
	07/21/22	Spectrum-Water Dept	101.72*			5210 430510	340	101000
	07/21/22	Spectrum-Sewer Dept	101.72*			5310 430610	340	101000
	07/21/22	Spectrum-Pool	46.36			1000 460445	340	101000
	06/13/22	A- Tractor rental	3,335.00*			5610 430300	230	101000
	06/02/22	P- Drip depot irrigation suppl	86.93*			5210 460410	230	101000
	07/01/22	P- Bitterroot Disposal	235.91			1000 460430	340	101000
	07/01/22	Bldg-Bitterroot Disposal	48.13			2394 420531	340	101000
	07/01/22	TH-Bitterroot Disposal	142.16*			1000 410550	340	101000
	07/12/22	TH- Adobe acropro	50.97			1000 410550	330	101000
	07/18/22	TH- Adobe products	19.98			1000 410550	330	101000
	07/22/22	W- DEQ licensing 50%	50.00			5210 430510	335	101000
	07/22/22	S- DEQ licensing 50%	50.00			5310 430610	335	101000
	07/01/22	PD- National night out supp.	184.78*			1000 420100	336	101000
		Reimbursement from 59870						

08/23/22
17:05:28

TOWN OF STEVENSVILLE
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Page: 2 of 3
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
	07/26/22	FD-Motel for driver training	129.52			1000 420410	370	101000
	07/20/22	P- shelter for guards	31.15			1000 460445	220	101000
	07/31/22	Interest charge	230.39*			1000 410550	620	101000
	08/02/22	A- carwash	11.00*			5610 430300	231	101000
	07/11/22	TH- office supplies	72.67			1000 410550	220	101000
	07/23/22	A- office supplies	69.56*			5610 430300	220	101000
17881		1251 Bags N' Packs	35.00					
	3052 08/12/22	P- Regulatory sign	35.00			1000 460445	220	101000
17882		107 HACH CO.	210.84					
	13186735 08/10/22	W- Reagents for chlorine sen	210.84*			5210 430530	220	101000
17883		1880 Advanced Pump & Equipment, Inc	292.71					
	INVAPE1260 08/16/22	W- chlorine & ortho pump r	292.71*			5210 430530	212	101000
17884		1703 North Ridge Fire Equipment	21.69					
	19107 08/16/22	FD- Structure glove (Returned)	-85.99			1000 420460	226	101000
	19107 08/16/22	FD- Firedex leather glove	107.68			1000 420460	226	101000
17885		77 THATCHER COMPANY OF MONTANA	4,155.79					
	08/01/22	W- Disinfection chemicals	4,155.79			5210 430540	222	101000
17886		1711 Office Solutions & Service	53.70					
	Printer lease							
	107149 07/31/22	FD-Printer lease (black)	5.10			1000 410360	320	101000
	107149 07/31/22	FD-Printer lease (color)	48.60			1000 420410	320	101000
17887		1701 Cote and Associates, CPAs, PPL	1,170.00					
	2738 08/10/22	APF- July hours (26)	1,170.00*			1000 410100	356	101000
17888		1722 Local Government Serices	75.00					
	4719 09/03/22	AFR late fee (Public fee)	75.00			1000 410550	350	101000
17889		115 BURNT FORK COMMISSION	73.05					
	July 22 08/05/22	1100" H2O delivered	73.05			1000 430900	342	101000
17890		1031 MR ASPHALT, INC.	1,800.00					
	Pavement patches for Spring Street and 7th Street water leak							
	3383 08/11/22	Pavement patches	1,800.00*			2820 430200	350	101000

08/23/22
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17892		74 STEVENSVILLE RURAL FIRE DISTRICT	56.26					
	116 07/20/22	FD- Meal split	56.26			1000 420410	229	101000
17893		74 STEVENSVILLE RURAL FIRE DISTRICT	2,500.00					
	119 07/20/22	FD- Lease for North Bays Buck	2,500.00			1000 420421	530	101000
17894		228 Norco, Inc.	12.09					
	67665 07/31/22	PW- Cylinder rental	12.09			1000 430100	231	101000
17895		1881 Civic Plus	225.00					
	232099 08/09/22	A- for archived info/document	225.00			1000 410550	330	101000
17896		23 VALLEY DRUG AND VARIETY	10.68					
	08/15/22	FD- Postage for return meter	10.68			1000 420410	311	101000
17897		29 STEVENSVILLE NAPA AUTO PARTS	11.37					
	696438 08/02/22	A- Linkage pin repair	11.37*			5610 430300	230	101000
17898		1448 Bitter Root Laundry & Cleaners	42.68					
	114967 08/08/22	P- Pool carpets	42.68			1000 460445	350	101000
17899		1677 Robert Underwood	1,492.50					
Hours		of work 49.75						
	105 08/19/22	Finance work (49.75 hours)	1,492.50			1000 410550	350	101000
		# of Claims	19					
		Total:	21,974.45					

File Attachments for Item:

- a. Discussion/Decision: Reconsider the Tabled Action, Park Ave. Sewer Main Change Order #1

J & J Excavating and Trucking Inc.



PO Box 1068 Hamilton, MT 59840
406-961-1511 Office
406-961-4117 Fax
jjexcavating@montana.com (email)
jjexcavatingandtrucking.com (website)

August 4, 2022

Town of Stevensville
Attn: Town Council

Park Ave Sewer Main Change Order #1 Scope of Work Includes:

1. Additional traffic control for temporary street closure.
2. Additional 438 LF of asphalt saw cutting.
3. Deducted 746 SY of asphalt demo, prep for new asphalt, and asphalt paving.
4. Additional 13 days' time for excavation, installation, and backfill of new 8" sewer main.
5. Deduct (1) Manhole.
6. Additional 6 days' time for excavation, installation, and backfill of (3) manholes.
7. North Western Energy Pole holding truck and crew for (5) poles.

For the amount of: \$56,713.00

Total Add: \$68,965.00	Total Deduct: -\$12,252.00	Total Days Added to project: 19
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Mutual Understandings:

- North Western Energy must complete replacement of their distribution pole prior to start of project. The new distribution pole will be taller, which would help us get to the 10' minimum distance required in between our equipment and the lines.
- Project will be scheduled to start at a mutually agreeable time.

SECTION 00300
BID FORM

PROJECT IDENTIFICATION:

Park Avenue Sewer Main Extension
Town of Stevensville, MT

THIS BID SUBMITTED TO:

Town of Stevensville
206 Buck Street
Stevensville, MT 59870

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:

<u>Addendum No.</u>	<u>Addendum Date</u>
<u>A-1</u>	<u>9/24/21</u>
<u>A-2</u>	<u>9/27/21</u>
<u>A-3</u>	<u>9/29/21</u>

- 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 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):

UNIT PRICE BID – SCHEDULE OF PRICES

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization	LS	1	\$ 1,490.00	\$ 1,490.00
2	Taxes/Bonds/Insurance	LS	1	\$ 11,583.00	\$ 11,583.00
3	8-inch Sanitary Sewer Installation	LF	1,290	\$ 64.27	\$ 82,908.30
4	4-inch Sanitary Lateral Installation	LF	60	\$ 74.82	\$ 4,489.20
5	Manhole Installation (4' Diameter)	EA	7	\$ 8,021.15	\$ 56,148.05
6	2-inch Water Service, Curb Stop and saddle connection to Main	LS	1	\$ 4,362.00	4,362.00
7	Pavement Restoration	SY	1,375	\$ 49.47	\$ 68,021.25
8	Traffic Control	EA	1	\$ 14,703.00	\$ 14,703.00
Total of All Bid Prices					\$ 243,704.80

Total Contract Price for All Bid Schedules, including all State and Local Taxes: in the amount of

Two Hundred Forty Three Thousand Seven Hundred and Four dollars
(words)

and Eighty cents
(words)

(243,704.80)
(figures)

Unit Prices have been computed in accordance with Paragraph 11.03.B of the General Conditions.

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

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

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

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

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

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

SUBMITTED on September 30, 2021

HDR Project No. 10256142

Town of Stevensville
Park Avenue Sewer Main Extension
BID FORM
00300 - 3

(Date)

Montana Contractor's Registration # (if any) 3269

Employer's Tax ID No. 84-1426820

If BIDDER is:

An Individual:

(Name typed or printed)

By:

(Individual's Signature)

Doing business as:

Business Address:

Phone No.: _____ FAX No: _____

A Partnership:

(Partnership Name)

By:

(Signature)

(Name, typed or printed)

Business Address: _____

Phone No.: _____ FAX
No.: _____

A Corporation: J & J Excavating and Trucking, Inc
(Corporation
Name)

State of Incorporation: Montana

Type (General Business, Professional, Service, Limited Liability): Service

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

Title: President

Attest: [Signature]
(Signature)

Business Address: P.O. Box 1068
Hamilton, MT 59840

Phone No.: 406-961-1511 FAX No.: 406-961-4117

Date of Qualification To Do Business Is: 1987



(Corporate Seal)



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/25/2022
Agenda Topic:	Discussion/Decision: Reconsider the Tabled Action, Park Ave. Sewer Main Change Order #1
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/25/2022
Notes:	

File Attachments for Item:

a. Discussion/Decision: Per Council Rules, Requesting a Change to Town Council Meeting Times for 9/1/22 and 9/8/2022



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	Bob Michalson
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/25/2022
Agenda Topic:	Discussion/Decision: Per Council Rules, Requesting a Change to Town Council Meeting Times for 9/1/22 and 9/8/2022
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/25/2022
Notes:	Requesting a time change from 7:00 pm to 6:00 pm

File Attachments for Item:

b. Discussion/Decision: Resolution No. 507, Resolution Establishing Mill Levies for the Town of Stevensville FY 22/23



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/25/2022
Agenda Topic:	Discussion/Decision: Resolution No. 507, Resolution Establishing Mill Levies for the Town of Stevensville FY 22/23
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/25/2022
Notes:	

RESOLUTION NO. 507

**A Resolution Establishing Mill Levies for
the Town of Stevensville, Montana
Fiscal Year 2022-2023**

WHEREAS, MCA 7-6-4036 provides the governing body shall fix the tax levy for the municipality sufficient to generate revenue to meet its budgetary needs subject to certain limitation; and

WHEREAS, MCA 15-10-420 sets the levy limitation; and

WHEREAS, the current property tax revenue limitation under MCA 15-10-420 for year ending June 30, 2023, is calculated at \$344,476.00

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Stevensville, Montana, do hereby levy upon all taxable property of the Town the authorized levy of 96.18 mills in accordance with MCA 15-10-420.

BE IT FURTHER RESOLVED, that 96.18 mills of said tax shall be collected and credited to the General Fund of the Town of Stevensville, Montana; and

BE IT FURTHER RESOLVED, that 96.18 mills of said tax shall be collected and credited to the Capital Improvement Fund of the Town of Stevensville, Montana.

DATED this day 25th of August 2022, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

c. Discussion/Decision: Resolution No. 508, Resolution Establishing Lighting District Taxes for the Town of Stevensville FY 22/23



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/25/2022
Agenda Topic:	Discussion/Decision: Resolution No. 508, Resolution Establishing Lighting District Taxes for the Town of Stevensville FY 22/23
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/25/2022
Notes:	

RESOLUTION NO. 508

**A Resolution Establishing Lighting District Taxes for
the Town of Stevensville, Montana
Fiscal Year 2022-2023**

WHEREAS, MCA 7-12-4301 provides the governing body is authorized to establish special improvements districts for lighting streets.

WHEREAS, the current Lighting Districts are as follows:

Peterson Lighting District
Twin Creeks Lighting District
Creekside Lighting District
Geo Smith Lighting District
Dayton Lighting District

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Stevensville, Montana, do hereby establish the following taxes for each lighting district;

Peterson Lighting District \$.00
Twin Creeks Lighting District \$4800.00
Creekside Lighting District \$2400.00
Geo Smith Lighting District \$800.00
Dayton Lighting District \$800.00

DATED this day 25th of August 2022, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk