



Stevensville Town Council Meeting
Agenda for
THURSDAY, FEBRUARY 10, 2022
7:00 PM
AMENDED AGENDA

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.](#) Town Council Meeting Minutes, 01/27/2022
5. Approval of Bi-Weekly Claims
 - [a.](#) Claims #17260-#17282
6. Administrative Reports
 - [a.](#) Airport
 - [b.](#) Building Department
 - [c.](#) City Court
 - [d.](#) Finance
 - [e.](#) Fire Department
 - [f.](#) Police Department
 - [g.](#) Public Works
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
 - [a.](#) Discussion/Decision: Appointment of Ward 2 Vacant Seat, Tabled from 2/7/2022 Special Town Council Meeting; Per: Town Council Rules Part IV Section 1
11. New Business
 - [a.](#) Discussion/Decision: To Nominate and Elect a Councilmember to Serve as Council President in Accordance with Town Council Rules Part XII
 - [b.](#) Discussion/Decision: Appointment of Councilperson to Serve on Planning & Zoning Board in Accordance with Stevensville Municipal Code §2-313
 - [c.](#) Discussion/Decision: Appointment of Councilperson to serve on TIFID/TEDD Board in Accordance with Stevensville Municipal Code §2-330
 - [d.](#) Discussion/Decision: Appointment of Councilperson to Serve on Park Board
 - [e.](#) Discussion/Decision: Appointment of Councilperson to Serve on the Airport Board in Accordance with Stevensville Municipal Code §3-33
 - [f.](#) Discussion/Decision: Appointment of Councilperson to Serve on the Climate Action Ad. Board
 - [g.](#) Discussion/Decision: Renewal of Monthly (30 day) Contract Between Town of Stevensville and Robert Underwood
 - [h.](#) Discussion/Decision: Resolution 501, Time Change of Town Council Meetings
12. Executive Report
13. Town Council Comments
14. Board Reports

15. Adjournment

Welcome to Stevensville Town Council Chambers

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

Guidelines for Public Comment

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

Thank you for observing these guidelines.

File Attachments for Item:

a. Town Council Meeting Minutes, 01/27/2022

Stevensville Town Council Meeting Minutes for

THURSDAY, JANUARY 27, 2022 7:00 PM

CONDENSED MINUTES

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Please Mute or Turn off all Electronic Devices and Cellular Phones, thank you.
3. Public Comments (Public comment from citizens on items that are not on the agenda)

Jim Crews: 316 9th Street, public comment was given about the following, this is general for the mayor, council, clerk and the citizens. We have council rules, our government is made up of these rules. Mr. Crews discussed town council rules. I am bringing this up for the future council meetings that will be coming up.

4. Approval of Minutes

a. Special Town Council Meeting Minutes, January 11, 2022

b. Town Council Meeting Minutes, January 13, 2022

Mayor Gibson: introduced approval of minutes. January 11, 2022

Councilmember Brown: make a motion.

Councilmember Barker: 2nd

Mayor Gibson: Moved by Ms. Brown and 2nd by Ms. Barker, council comments? Public comment? Jenelle call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Motion Passes

Mayor Gibson: introduced approval of minutes, January 13, 2022.

Councilmember Barker: make a motion.

Councilmember Brown: 2nd.

Mayor Gibson: moved by Ms. Barker and 2nd by Ms. Brown. council comments? Public comment? Jenelle call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Motion Passes

5. Approval of Bi-Weekly Claims

a. Claims #17234-#17258

Mayor Gibson: introduced the claims.

Councilmember Barker: make a motion

Councilmember Brown: 2nd.

Mayor Gibson: moved by Ms. Barker and 2nd by Ms. Brown, any discussion or public comment?
Jenelle call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Motion Passes

6. Administrative Reports

NONE

7. Guests

a. Joan Mell

Greg Overstreet introduced Joan Mell, guest tonight. One thing that I love about Montana is how everyone pitches in. Joan Mell spoke to her profession and our town government along with Mr. Overstreet.

8. Correspondence

NONE

9. Public Hearings

NONE

10. Unfinished Business

NONE

11. New Business

a. Discussion/Decision: Consent to the Mayor's appointment of Pamela Sosa as Finance and Human Resources Officer

Mayor Gibson: introduced new business item a.

Councilmember Barker: made a motion.

Councilmember Brown: 2nd.

Mayor Gibson: moved by Ms. Barker and 2nd by Ms. Brown, council comment?

Councilmember Barker: I would like to say that I reached out to the town attorney and Dan Clark with Montana League of Cities and Towns in regards to nepotism. I did get responses back from both of them and that this would not be nepotism.

Mayor Gibson: is there any public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Mayor Gibson: thank you, tomorrow we will swear in Pam at town hall.

Motion Passes

b. Discussion/Decision: : Consent to the Mayor's Appointment of Dustin Tribby as Firefighter Cadet

Mayor Gibson: introduced new business item b.

Councilmember Barker: make a motion.

Councilmember Brown: 2nd

Mayor Gibson: moved by Ms. Barker and 2nd by Ms. Brown council comments? Public comments? Jenelle, will you call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Motion Passes

c. Discussion: Time Change of Regular Scheduled Town Council Meetings

Mayor Gibson: introduced the discussion on new business item c. we are not making a decision on this when we bring it forward, we will bring it forth with a resolution. Any public comment?

PUBLIC COMMENT

Jim Crews: my only concern is a couple of your council members do work. Take into consideration that some councilmembers if it is a resolution, council rules also have to be changed. I know why that happened; it was declared but not changed.

Mayor Gibson: thank you any further public comment?

PUBLIC COMMENT

Vickie Motley: 318 9th Street, I suggest that you don't change the time.

d. Discussion: Refinancing of Water and Sewer Bonds

Mayor Gibson: introduced the discussion on new business item d. at one of our March meetings I will have him present to the council what it will cost.

PUBLIC COMMENT

Bob Michalson: 222 Turner Street, I would like to add that I was on the council at the time when this was talked about, I think that it is a good idea.

12. Executive Report

Mayor Gibson: a groundbreaking for the new clinic, I have talked to the CEO, many jobs for the area, they plan to have it completed in 14 months. Coffee with the mayor on the first Tuesday of the month at CJ's. Introduced new utility billing clerk, Shelly Block.

Shelly Block: introduced herself to the town and the council.

13. Town Council Comments

Councilmember Barker: I would like to welcome Shelly and Pam to the town. Now it is getting the council filled. Still taking applications through tomorrow.

Councilmember Brown: thank everyone for coming out tonight, looks like we are starting to move forward.

14. Board Reports

NONE

15. Adjournment

APPROVE:

Steve Gibson, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Claims #17260-#17282

02/08/22
16:21:34

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 2/22

Page: 1 of 5
Report ID: AP100

All Bank Accounts
* ... Over spent expenditure

| Claim | Check | Invoice | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|-------|--------|----------|--|-------------------------|---------|------|------|--------|------|--------|------|-----------------|
| 17260 | Jan 22 | 01/17/21 | 33 NORTHWESTERN ENERGY Spec lighting #3 | 13,347.96 245.67 | | | 2430 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | 206 Buck 90% TH Facility | 672.97 | | | 1000 | 411201 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | 206 Buck 10% Bldg Dept | 74.78 | | | 2394 | 420531 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Peterson Add'n lighting | 182.00 | | | 2420 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Dayton Add'n lighting | 250.27 | | | 2410 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Maplewood Cemetery | 10.42 | | | 1000 | 430900 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Main St seasonal lighting | 126.45 | | | 1000 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Orig Town street lights | 239.75 | | | 1000 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | ESH - 5th St. lights | 433.74 | | | 1000 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | 5th St - Lange Park lights | 34.61 | | | 1000 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Add'l Town lighting | 157.27 | | | 1000 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | NW LDS parking lot | 0.00 | | | 2430 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | MBF H20 plant | 231.85 | | | 5210 | 430520 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | 102 Main St pump #1 | 208.42 | | | 5210 | 430520 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Riverside Cemetery IRR | 0.00 | | | 1000 | 430900 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Maplewood Cemetery | 0.00 | | | 1000 | 430900 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Sewer lift station W. Central | 13.00* | | | 5310 | 430620 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Sewer trtmnt plant | 4,627.92* | | | 5310 | 430620 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Truck garage South | 275.80 | | | 1000 | 430100 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | L&C Yard Light | 10.42 | | | 1000 | 460430 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | L&C Park Irrigation 5hp IRR | 0.26 | | | 1000 | 460430 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | L&C Park Parking Lot | 6.00 | | | 1000 | 460430 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | L&C Park Restrooms/Field light | 43.52 | | | 1000 | 460430 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | 214 Buck St. - H20 25% | 21.64 | | | 5210 | 430520 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | 214 Buck St. - Sewer 25% | 21.64* | | | 5310 | 430620 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | 214 Buck St. - PD 50% | 43.28 | | | 1000 | 420100 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | 3rd & Park | 12.52 | | | 1000 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | 421 Airport Rd - SRE 50% | 89.68* | | | 5610 | 430300 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | 421 Airport Rd - FD 50% | 89.67 | | | 1000 | 420422 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Pool | 49.10 | | | 1000 | 460445 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | MBF Well Field | 3,887.94 | | | 5210 | 430520 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | MBF booster station | 134.40 | | | 5210 | 430520 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Creamery Park (223 Main) | 61.83 | | | 1000 | 460430 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | 102 Main Street D-PD | 50.22 | | | 1000 | 420100 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Dickerson Park | 6.56 | | | 1000 | 460430 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Water 157 Sewer Works Rd Depot | 3.27 | | | 5210 | 430520 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Sewer 157 Sewer Works Rd Depot | 3.27* | | | 5310 | 430620 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Streets 157 Sewer Works Rd Dep | 3.27 | | | 1000 | 430200 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Crksde Mdws Lighting Dist #4 1 | 251.41 | | | 2440 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Crksde Mdws Lighting Dist #4 2 | 135.60 | | | 2440 | 430263 | | 340 | | 101000 |
| | Jan 22 | 11/01/17 | Stevensville Cutoff Rd Path | 6.00 | | | 1000 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | Twin Creeks Dist #5 | 430.99 | | | 2450 | 430263 | | 340 | | 101000 |
| | Jan 22 | 01/17/21 | 300 Main St seasonal lighting | 6.00 | | | 1000 | 430263 | | 340 | | 101000 |

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TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 2/22

Page: 2 of 5
Report ID: AP100

All Bank Accounts
* ... Over spent expenditure

| Claim | Check | Invoice | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|-------|----------|----------|---|-------------------------|---------|------|------|-----|--------|--------|------|-----------------|
| | Jan 22 | 01/17/21 | 206 Buck Fire Dept Lighting | 194.55 | | | 1000 | | 411201 | 340 | | 101000 |
| 17261 | Feb 2022 | 02/01/22 | 1790 Taz Properties Rent Feb 2022 | 300.00 300.00* | | | 5610 | | 430300 | 530 | | 101000 |
| 17262 | Feb 2022 | 02/01/22 | 1758 Ramona Vance Police Office Lease Feb 22 | 1,000.00 1,000.00 | | | 1000 | | 420100 | 530 | | 101000 |
| 17263 | Feb 22 | 01/26/22 | 1436 Maureen M. O'Connor Monthly Compensation Feb | 1,500.00 1,500.00 | | | 1000 | | 410360 | 350 | | 101000 |
| 17264 | FY 18-19 | Annual | 228 Norco, Inc. Community Connection Fee | 11.47 | | | | | | | | |
| | 34124243 | 02/01/22 | Cylinder Rental Streets | 3.82* | | | 1000 | | 430200 | 231 | | 101000 |
| | 34124243 | 02/01/22 | Cylinder Rental Water | 3.82 | | | 5210 | | 430510 | 220 | | 101000 |
| | 34124243 | 02/01/22 | Cylinder Rental Sewer | 3.83 | | | 5310 | | 430610 | 220 | | 101000 |
| 17265 | | 1121 a2z | Supply Corp Blank Guardian carrier | 2,540.00 370.00* | | | 1000 | | 420100 | 226 | | 101000 |
| | 0119238 | 01/19/22 | Point Blank Guardian carrier | 490.00* | | | 1000 | | 420100 | 226 | | 101000 |
| | 0119238 | 01/19/22 | Concealable Carrier | 1,680.00* | | | 1000 | | 420100 | 226 | | 101000 |
| 17266 | JAN22 | 01/31/22 | 1841 Overstreet Law Group Town Legal Services | 6,585.00 5,340.00* | | | 1000 | | 411100 | 350 | | 101000 |
| | JAN22 | 01/31/22 | Prosecuting Atty Services | 1,245.00* | | | 1000 | | 410364 | 350 | | 101000 |
| 17267 | 1036 | 02/04/22 | 1754 Construct Montana, LLC Building Inspections | 1,044.80 1,024.80* | | | 2394 | | 420531 | 350 | | 101000 |
| | 1036 | 02/04/22 | Plan Review | 20.00* | | | 2394 | | 420531 | 350 | | 101000 |
| 17268 | 382 | 02/01/22 | 1827 Pintler Billing Services Maintenance Fee for Clearingho | 50.00 50.00 | | | 2230 | | 420730 | 350 | | 101000 |
| 17269 | FY21-22 | 12/30/21 | 224 STEVENSVILLE FIREFIGHTERS FF Reimbursement Fund | 2,500.00 2,500.00 | | | 1000 | | 420410 | 228 | | 101000 |
| 17270 | 75212163 | 01/22/22 | 1702 DE Lage Landen Finance Services, Printer lease | 55.02 27.51 | | | 1000 | | 410360 | 320 | | 101000 |
| | 75212163 | 01/22/22 | Printer lease | 27.51 | | | 1000 | | 420410 | 320 | | 101000 |

All Bank Accounts
* ... Over spent expenditure

| Claim | Check | Invoice #/Inv Date/Description | Vendor #/Name/ | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|------------|--|--------------------------------------|-------------------------|---------|--------|---------------|-------------|-----------------|
| 17271 | | Annual fee 2/1/22 to 1/31/23 | 386 MONTANA RAIL LINK, INC. | 125.00 | | | | | |
| | 462188 | 02/01/22 U/G Water Pipeline Xing | | 100.00* | | | 5210 430550 | 340 | 101000 |
| | 462043 | 02/01/22 U/G Sewer Pipeline Xing | | 25.00* | | | 5310 430610 | 340 | 101000 |
| 17272 | | | 16 MONTANA ENVIRONMENTAL LAB LLC | 886.00 | | | | | |
| | 2113908 | 01/05/22 Sewer Testing | | 347.80 | | | 5310 430640 | 355 | 101000 |
| | 2200208 | 01/17/22 Sewer Testing | | 179.40 | | | 5310 430640 | 355 | 101000 |
| | 2113307 | 01/18/22 Sewer Testing | | 179.40 | | | 5310 430640 | 355 | 101000 |
| | 2200675 | 01/27/22 Sewer Testing | | 179.40 | | | 5310 430640 | 355 | 101000 |
| 17273 | | FF yearly physicals | 1849 StoryBrook Medicine | 1,796.05 | | | | | |
| | FFPhysical | 01/02/22 Firefighters yearly physic | | 1,796.05 | | | 1000 420410 | 351 | 101000 |
| 17274 | | | 83 KOOTENAI GARAGE | 273.78 | | | | | |
| | 1001777 | 02/01/22 Repairs #2002 | | 273.78 | | | 1000 420460 | 232 | 101000 |
| 17279 | | | 85 CENTURYLINK | 171.03 | | | | | |
| | December | 12/22/21 WWTP Internet #0185 | | 52.90* | | | 5310 430640 | 340 | 101000 |
| | December | 12/22/21 H2O Plant Phone #7132 | | 68.99* | | | 5210 430540 | 340 | 101000 |
| | December | 12/22/21 MBF Reservoir #9934 | | 49.14* | | | 5210 430530 | 340 | 101000 |
| 17280 | | | 85 CENTURYLINK | 370.05 | | | | | |
| | January | 02/13/22 WWTP Internet #0185 | | 120.43* | | | 5310 430640 | 340 | 101000 |
| | January | 02/13/22 H2O Plant Phone #7132 | | 111.64* | | | 5210 430540 | 340 | 101000 |
| | January | 02/13/22 MBF Reservoir #9934 | | 137.98* | | | 5210 430530 | 340 | 101000 |
| 17282 | | Online Maintenance Water & Sewer Billing | 1787 Valli Information Systems, Inc. | 100.00 | | | | | |
| | 79575 | 01/30/22 Online maintenance Water Bill | | 50.00 | | | 5210 430510 | 320 | 101000 |
| | 79575 | 01/30/22 Online maintenance Sewer Bill | | 50.00 | | | 5310 430610 | 320 | 101000 |
| | | | | # of Claims | 18 | Total: | 32,656.16 | | |

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TOWN OF STEVENSVILLE
Fund Summary for Claims
For the Accounting Period: 2/22

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Report ID: AP110

| Fund/Account | Amount |
|--|-------------|
| 1000 GENERAL | |
| 101000 Cash - Operating | \$18,787.88 |
| 2230 AMBULANCE | |
| 101000 Cash - Operating | \$50.00 |
| 2394 BUILDING CODE ENFORCEMENT | |
| 101000 Cash - Operating | \$1,119.58 |
| 2410 DAYTON LIGHTING #1 DISTRICT 55 | |
| 101000 Cash - Operating | \$250.27 |
| 2420 PETERSON ADDN LIGHTING #2 DISTRICT 80 | |
| 101000 Cash - Operating | \$182.00 |
| 2430 GEO SMITH LIGHTING #3 DISTRICT 76 | |
| 101000 Cash - Operating | \$245.67 |
| 2440 CREEKSIDE LIGHTING #4 DISTRICT 77 | |
| 101000 Cash - Operating | \$387.01 |
| 2450 TWIN CREEKS LIGHTING #5 DISTRICT | |
| 101000 Cash - Operating | \$430.99 |
| 5210 WATER | |
| 101000 Cash - Operating | \$5,009.09 |
| 5310 SEWER | |
| 101000 Cash - Operating | \$5,803.99 |
| 5610 AIRPORT | |
| 101000 Cash - Operating | \$389.68 |
| Total: | \$32,656.16 |

02/08/22
16:21:34

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 2 / 22

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

_____, Councilmember

Cindy Brown, Councilmember

_____, Councilmember

Steve Gibson, Mayor

Date Approved _____

File Attachments for Item:

b. Building Department

MONTHLY REPORT

Building Department

January 2022

Permits Issued

Fees Collected

Building (2 permits)

| | |
|----------------------------------|----------|
| 1. NSFR | \$0 |
| 2. New Commercial Building | \$0 |
| 3. Renovation/Remodel | \$100.00 |
| 4. Demo | \$0 |

Electrical (2 permits)

| | |
|----------------------------------|----------|
| 1. NSFR | \$200.00 |
| 2. New Commercial Building | \$0 |
| 3. Renovation/Remodel | \$93.00 |
| 4. Demo | \$0 |

Mechanical (4 permits)

| | |
|----------------------------------|----------|
| 1. NSFR | \$635.00 |
| 2. New Commercial Building | \$0 |
| 3. Renovation/Remodel | \$145.00 |
| 4. Demo | \$0 |

Plumbing (2 permits)

| | |
|----------------------------------|----------|
| 1. NSFR | \$0 |
| 2. New Commercial Building | \$0 |
| 3. Renovation/Remodel | \$108.00 |
| 4. Demo | \$0 |

Total permits issued: 10

Total fees collected: \$1281.00

Activities

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.

Items of Interest

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:

c. City Court

**IN THE CITY COURT, TOWN OF STEVENSVILLE
RAVALLI COUNTY, STATE OF MONTANA
BEFORE MAUREEN O'CONNOR, CITY JUDGE
206 Buck Street, P.O. Box 30
Stevensville, MT 59870
(406) 777-5271**

To: Mayor and Council

From: Judge O'Connor

Date: January 26, 2022

Re: Annual Court Report, 2021

The following is the annual report for the Stevensville City Court of Record for calendar year 2021.

The Court has continued to remain operational during the pandemic and returned to normal operating procedure in 2021. From January 1, 2021, through December 31, 2021 ninety-six (96) new criminal cases were filed with the Court. The majority of criminal filings were traffic including ordinance violations. Disorderly conduct, partner family member assaults, DUI and theft were among the non-traffic criminal filings. The Court collected a total of \$12,651.01 in fines and fees and distributed \$1,681.34 in restitution.

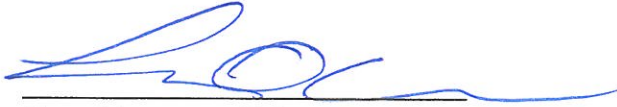
Each month, funds are allocated and transferred to the Town Treasurer and County Treasurer in accordance with legal requirements. The Court is completely integrated with the State of Montana court case tracking system and in December 2021 was transitioned to the State's new system, Full Court Enterprise. Balances in the Court's trust account are reconciled each month with the final report filed with the Supreme Court Administrative Office.

In addition to the new cases cited above, the Court has continued its review of older cases where fines, fees and/or restitution are outstanding. The Court is in an ongoing process of reviewing the records and determining the appropriate course of action for those matters. This includes but is not limited to summoning individuals back before the Court, initiating contempt proceedings, modifying previous time pay orders, and referring cases to collections among other actions.

The process of review and revision of court forms and documents to ensure compliance with procedural and legal requirements continues as necessary.

It is my pleasure to serve the citizens of Stevensville as their Judge. Please do not hesitate to contact the Court if you have additional questions.

Thank you.

A handwritten signature in blue ink, appearing to read 'Maureen O'Connor', with a horizontal line drawn underneath it.

Hon. Maureen O'Connor

File Attachments for Item:

e. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – January 2022

Calls for the Month of January: 46

Calls for Stevensville Town: 21

Calls for Stevensville Rural: 25

Mutual Aid: 0

Medical Response: 43

Fire Calls: 3

Motor Vehicle Crash: 0

Total Calls: 46

Calls for the Year to Date: 46

Calls for Stevensville Town: 21

Calls for Stevensville Rural: 25

Mutual Aid: 0

Missed call: 0

Medical Response: 43

Fire Calls: 3

Motor Vehicle Crash: 0

Total Calls: 46

File Attachments for Item:

f. Police Department

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT**

January 2022

MONTHLY REPORT: October 2021 - Police Activity Report

Officer engaged in 1 arrest and two citations for the month of December. We began covering Stevensville 24/7 in the month of January with on call officers to supplement coverage. The officers have opted to earn compensatory time, which will help our budget. We are now capturing all incidents and crime data for the town, which will allow us to develop crime reduction approaches based on 24/7 data. We will be adding two new officers on February 7, 2022, which will allow for more coverage.

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

| PERSONNEL WORKLOAD | 1/22 | 2/22 | 3/22 | 4/22 | 5/22 | 6/22 | 7/22 | 8/22 | 9/22 | 10/22 | 11/22 | 12/22 | Total |
|---------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|------------|
| PATROL | | | | | | | | | | | | | |
| Arrests | 1 | | | | | | | | | | | | 1 |
| Traffic Citations | 2 | | | | | | | | | | | | 2 |
| Traffic Warnings | 25 | | | | | | | | | | | | 25 |
| Calls for Service 2021 | 55 | 59 | 63 | 76 | 58 | 95 | 72 | 103 | 83 | 50 | 34 | 36 | 784 |
| Calls for Service | 59 | | | | | | | | | | | | 59 |
| INVESTIGATIONS | | | | | | | | | | | | | |
| Robbery/Homicide 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery/Homicide | 0 | | | | | | | | | | | | 0 |
| Assault 2021 | 0 | 2 | 0 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 0 | 11 |
| Assault | 3 | | | | | | | | | | | | 3 |
| Sex Crime 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Crime | 0 | | | | | | | | | | | | 0 |
| Burglary/Theft 2021 | 2 | 2 | 1 | 1 | 1 | 2 | 1 | 2 | 4 | 0 | 2 | 1 | 19 |
| Burglary/Theft | 4 | | | | | | | | | | | | 4 |
| Crim Mischief 2021 | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 1 | 0 | 0 | 0 | 1 | 6 |
| Crim Mischief | 3 | | | | | | | | | | | | 3 |
| Fraud 2021 | 2 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 9 |
| Fraud | 0 | | | | | | | | | | | | 0 |
| Suspicious Incident 2021 | 0 | 0 | 3 | 3 | 1 | 6 | 3 | 1 | 7 | 6 | 0 | 2 | 32 |
| Suspicious Incident | 4 | | | | | | | | | | | | 4 |
| Disturbance 2021 | 2 | 2 | 6 | 5 | 2 | 2 | 10 | 5 | 3 | 1 | 1 | 3 | 42 |
| Disturbance | 4 | | | | | | | | | | | | 4 |
| Found Property 2021 | 0 | 0 | 1 | 0 | 1 | 2 | 1 | 1 | 0 | 0 | 1 | 1 | 9 |
| Found Property | 0 | | | | | | | | | | | | 0 |
| Traffic Hazard 2021 | 2 | 0 | 1 | 0 | 0 | 2 | 3 | 0 | 1 | 0 | 1 | 0 | 10 |
| Traffic Hazard | 0 | | | | | | | | | | | | 0 |
| Traffic Accidents 2021 | 0 | 0 | 0 | 0 | 2 | 1 | 3 | 4 | 2 | 1 | 0 | 0 | 13 |
| Traffic Accident | 0 | | | | | | | | | | | | 0 |
| Vacation Checks 2021 | 0 | 0 | 0 | 0 | 0 | 4 | 10 | 2 | 1 | 2 | 0 | 0 | 19 |
| Vacation Checks | 0 | | | | | | | | | | | | 0 |
| SPD AGENCY ASSISTS | | | | | | | | | | | | | |
| Ravalli County S.O | 4 | | | | | | | | | | | | 4 |

File Attachments for Item:

g. Public Works

| WO Number | Type | Status | Description | Locations | Assigned To | Requester |
|-----------|------------|--------|---|--|---|-------------|
| 000537 | CORRECTIVE | Closed | plow and sand all grids, all parks and sidewalks | Streets | Glenn Bies Ian Murray Steve Kruse | Steve Kruse |
| 000534 | SCHEDULED | Closed | Backup the SCADA Computer | Town of Stevensville Water / Town of Stevensville | | Steve Kruse |
| 000529 | SCHEDULED | Closed | Backup the SCADA Computer | Town of Stevensville Water / Town of Stevensville | Steve Kruse | Steve Kruse |
| 000527 | SCHEDULED | Closed | Monthly Meter Reads entire distribution system | Water / Town of Stevensville | Cody Anderson Dustin Tribby Steve Kruse | Steve Kruse |
| 000523 | CORRECTIVE | Closed | Replace front tires on backhoe, siodewall damage | | Ian Murray | Steve Kruse |
| 000522 | CORRECTIVE | Closed | Meter reads all grids | Water / Town of Stevensville | Cody Anderson Dustin Tribby Ian Murray | Steve Kruse |
| 000521 | CORRECTIVE | Closed | Recon Box Bird to see if we can get access to meter/ backhoe? | Water / Town of Stevensville | Cody Anderson | Steve Kruse |
| 000520 | SCHEDULED | Closed | Garbage removal and bag replacement | Town of Stevensville | Ian Murray | Steve Kruse |
| 000519 | CORRECTIVE | Closed | Repair potholes on 2nd St, College and Pine area | Streets | Cody Anderson Ian Murray | Steve Kruse |
| 000517 | SCHEDULED | Closed | Wednesday Manhole Inspection and degreasing and bio treatment | Town of Stevensville Wastewater / Town of Stevensville | Ian Murray | Steve Kruse |
| 000516 | SCHEDULED | Closed | weekly/biweekly cleaning of channels, clarifiers and bar screen brush | 24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville | Cody Anderson Glenn Bies | Steve Kruse |

| WO Number | Type | Status | Description | Locations | Assigned To | Requester |
|-----------|------------|--------|---|--|---|-------------|
| | | | | 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville | | |
| 000514 | 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 |
| 000513 | SCHEDULED | Closed | Backup the SCADA Computer | Town of Stevensville Water / Town of Stevensville | | Steve Kruse |
| 000512 | CORRECTIVE | Closed | Trouble call 318 Buck meter did not read | Water / Town of Stevensville | Cody Anderson | Steve Kruse |
| 000511 | CORRECTIVE | Closed | Inspect/Change out meter at 318 Buck St | Water / Town of Stevensville | Cody Anderson Dustin Tribby Steve Kruse | Steve Kruse |
| 000510 | CORRECTIVE | Closed | Investigate trouble call at FR Park, removed stakes and discarded poly pipe | Town of Stevensville | Steve Kruse | Steve Kruse |
| 000509 | CORRECTIVE | Closed | Pull RAS 1 B, reconditioned unit failed after 4 hours of operation | | Cody Anderson Dustin Tribby Steve Kruse | Steve Kruse |
| 000508 | CORRECTIVE | Closed | Casket burial Riverside 3:00 | Town of Stevensville | Cody Anderson Dustin Tribby Ian Murray | Steve Kruse |
| 000507 | SCHEDULED | Closed | Backup the SCADA Computer | Town of Stevensville Water / Town of Stevensville | | Steve Kruse |
| 000506 | SCHEDULED | Closed | Monday Check all trash can sites for weekend use | Town of Stevensville | Ian Murray | Steve Kruse |

| WO Number | Type | Status | Description | Locations | Assigned To | Requester |
|-----------|------------|--------|--|--|--|-------------|
| 000505 | SCHEDULED | Closed | Garbage removal and bag replacement | Town of Stevensville | Ian Murray | Steve Kruse |
| 000503 | CORRECTIVE | Closed | Troubleshoot meter at 313 Main, datalog | Water / Town of Stevensville | Steve Kruse | Steve Kruse |
| 000502 | SCHEDULED | Closed | Wednesday Manhole Inspection and degreasing and bio treatment | Town of Stevensville Wastewater / Town of Stevensville | | Steve Kruse |
| 000501 | SCHEDULED | Closed | weekly/biweekly cleaning of channels, clarifiers and bar screen brush | 24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville | Cody Anderson Glenn Bies | Steve Kruse |
| 000500 | 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 |
| 000499 | SCHEDULED | Closed | Backup the SCADA Computer | Town of Stevensville Water / Town of Stevensville | | Steve Kruse |
| 000498 | SCHEDULED | Closed | Backup the SCADA Computer | Town of Stevensville Water / Town of Stevensville | | Steve Kruse |
| 000497 | SCHEDULED | Closed | Monday Check all trash can sites for weekend use | Town of Stevensville | Ian Murray | Steve Kruse |
| 000495 | SCHEDULED | Closed | Backhoe Status fluids/tires/air filter/filters/clean exterior and interior | | Glenn Bies Ian Murray | Steve Kruse |

| WO Number | Type | Status | Description | Locations | Assigned To | Requester |
|-----------|------------|--------|--|---|---|-------------|
| 000494 | CORRECTIVE | Closed | Replace dome light in dump truck | | Ian Murray | Steve Kruse |
| 000493 | CORRECTIVE | Closed | Dial in sweeper, nozzles, change all brushes get ready for spring operation | | Dustin Tribby Ian Murray | Steve Kruse |
| 000492 | CORRECTIVE | Closed | Troubleshoot wiring issue with Rtside running lights on sander, put 10 amp fuse back in sweeper and replace with fuses in shop | | Glenn Bies Ian Murray | Steve Kruse |
| 000491 | SCHEDULED | Closed | Garbage removal and bag replacement | Town of Stevensville | Ian Murray | Steve Kruse |
| 000490 | CORRECTIVE | Closed | Inspect settling at cluster mailbox near 508 Charlos when snow melts, may need some gravel/roadbase to fix | Streets | Cody Anderson Dustin Tribby Steve Kruse | Steve Kruse |
| 000487 | CORRECTIVE | Closed | Replace relay and waterproof enclosure at Booster Station telemetry panel | | Steve Kruse | Steve Kruse |
| 000486 | CORRECTIVE | Closed | Check backup batteries in all panels/cabinets at WWTP | Wastewater / Town of Stevensville | Cody Anderson Dustin Tribby Glenn Bies | Steve Kruse |
| 000484 | SCHEDULED | Closed | Inspect skidsteer | | Ian Murray | Steve Kruse |
| 000483 | SCHEDULED | Closed | Wednesday Manhole Inspection and degreasing and bio treatment | Town of Stevensville Wastewater / Town of Stevensville | Cody Anderson Ian Murray | Steve Kruse |
| 000481 | CORRECTIVE | Closed | Lead and Copper consumer confidence report | Water / Town of Stevensville | Dustin Tribby | Steve Kruse |
| 000480 | 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 |

| WO Number | Type | Status | Description | Locations | Assigned To | Requester |
|-----------|------------|--------|---|--|---|-------------|
| 000477 | CORRECTIVE | Closed | Get more sand from County Pit | Streets | Dustin Tribby | Steve Kruse |
| 000476 | CORRECTIVE | Closed | Sanding all town grids | Streets | Dustin Tribby | Steve Kruse |
| 000475 | SCHEDULED | Closed | Backup the SCADA Computer | Town of Stevensville Water / Town of Stevensville | | Steve Kruse |
| 000473 | CORRECTIVE | Closed | Sanding and snow removal all Town grids bikepath and parks | Streets | Cody Anderson Dustin Tribby Glenn Bies Ian Murray | Steve Kruse |
| 000471 | CORRECTIVE | Closed | Heavy snow removal and sanding in all grids, bike path parks | Streets | Cody Anderson Dustin Tribby Glenn Bies Ian Murray Steve Kruse | Steve Kruse |
| 000468 | CORRECTIVE | Closed | Snow rremoval and sanding all Town Grids | Streets | Cody Anderson Dustin Tribby Glenn Bies Steve Kruse | Steve Kruse |
| 000467 | SCHEDULED | Closed | Wednesday Manhole Inspection and degreasing and bio treatment | Town of Stevensville Wastewater / Town of Stevensville | Cody Anderson | Steve Kruse |
| 000466 | SCHEDULED | Closed | weekly/biweekly cleaning of channels, clarifiers and bar screen brush | 24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville | Cody Anderson Glenn Bies | Steve Kruse |
| 000465 | CORRECTIVE | Closed | Plow and sand all town | Streets | Cody Anderson | Steve Kruse |

| WO Number | Type | Status | Description | Locations | Assigned To | Requester |
|-----------|------------|--------|--|--|---|-------------|
| | | | grids | | Glenn Bies Ian Murray | |
| 000463 | CORRECTIVE | Closed | Pump CL2 at wellhouse | 11-Well Field / Water / Town of Stevensville | Cody Anderson Dustin Tribby Ian Murray Steve Kruse | Steve Kruse |
| 000460 | CORRECTIVE | Closed | No water at 213 and 219 Charlos, possible frozen pipes | Water / Town of Stevensville | Dustin Tribby | Steve Kruse |
| 000459 | SCHEDULED | Closed | Backup the SCADA Computer | Town of Stevensville Water / Town of Stevensville | Steve Kruse | Steve Kruse |
| 000458 | SCHEDULED | Closed | Monday Check all trash can sites for weekend use | Town of Stevensville | Ian Murray | Steve Kruse |
| 000455 | SCHEDULED | Closed | Monthly Meter Reads entire distribution system | Water / Town of Stevensville | Cody Anderson Dustin Tribby Steve Kruse | Steve Kruse |
| 000453 | SCHEDULED | Closed | Garbage removal and bag replacement | Town of Stevensville | Ian Murray | Steve Kruse |
| 000452 | 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 |
| 000451 | CORRECTIVE | Closed | Pick up Christmas trees from L and C park | Town of Stevensville | Ian Murray | Steve Kruse |
| 000449 | CORRECTIVE | Closed | Troubleshoot scum pit high alarms, floats and pumps | 30-Secondary Scum Pump Station / Wastewater / Town of Stevensville | Dustin Tribby Glenn Bies Steve Kruse | Steve Kruse |
| 000448 | CORRECTIVE | Closed | Troubleshoot ISAACS comm loss at Booster station/wellhouse | 01-Booster Station / Water / Town of Stevensville | Steve Kruse | Steve Kruse |

| WO Number | Type | Status | Description | Locations | Assigned To | Requester |
|-----------|------------|--------|--|--|---|---------------|
| 000447 | CORRECTIVE | Closed | Fabricate polymer mixing paddle, talk to Glenn for specifics | | Glenn Bies Ian Murray | Steve Kruse |
| 000444 | CORRECTIVE | Closed | Remove shroud from AB 1 blower and check alignment and belt tension | | Cody Anderson Dustin Tribby Glenn Bies Steve Kruse | Steve Kruse |
| 000442 | CORRECTIVE | Closed | Simulate draw down of reservoir to determine timing for tank inspection on Jan 4th | 02-Infiltration Gallery / Water / Town of Stevensville 11-Well Field / Water / Town of Stevensville | Cody Anderson Dustin Tribby Steve Kruse | Steve Kruse |
| 000424 | CORRECTIVE | Closed | learn the rounds at the water and wastewater plants to prepare for on call | Town of Stevensville Water / Town of Stevensville Wastewater / Town of Stevensville | | Dustin Tribby |
| 000414 | CORRECTIVE | Closed | Replace RAS 1 B pump, one in place failing, using a new Flygt | | Cody Anderson Dustin Tribby Steve Kruse | Steve Kruse |

TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT January 2022

UTILITIES REPORT

Water Production

| | <i>This Month</i> | <i>Last Month</i> |
|-------------------------|-------------------|-------------------|
| <i>Gallons Produced</i> | 17,378,000 | 14,646,000 |

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 143
- 💧 Satisfied Permit reporting and testing requirements

Waste Water Treatment

| | <i>This Month</i> | <i>Last Month</i> |
|------------------------|-------------------|-------------------|
| <i>Gallons Treated</i> | 5,801,109 | 5,322,911 |

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Started polymer pres, 70,000 gal sludge produced
- 💧 Satisfied Permit reporting, testing and regulatory requirements

○

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Snow removal and sanding in all grids following Town snow removal protocol
- 💧 Meter reads and billing cycle
- 💧 Street repair Grid NE27
- 💧 3 Burials
- 💧 Utility Locates
- 💧 Street sweeper prep for summer
- 💧 2 3rd party contractor locates
- 💧 Ongoing meter replacements
- 💧 Satisfied lead and copper consumer confidence report requirements DEQ
- 💧 Well Field generator repair scheduled for early February
- 💧 Repaired communications fault at Creekside booster station
- 💧 Vehicle Maintenance
- 💧 Finished Christmas tree clean up
- 💧 Tree removal
- 💧 Meetings with Mayor and developers
- 💧 Water distribution system repairs and improvements
- 💧 Trouble Calls
- 💧 Street sign repairs and replacements,

- 💧 WWTP maintenance and repair, clarifiers, aeration basin blowers, RaS and Scum pumps and floats
- 💧 Repaired slip/fall hazard at Charlos and Central

File Attachments for Item:

a. Discussion/Decision: Appointment of Ward 2 Vacant Seat, Tabled from 2/7/2022 Special Town Council Per: Town Council Rules Part IV Section 1

received
1-14-22

3:24 pm
WARD

TOWN OF STEVENSVILLE APPLICATION – COUNCIL MEMBER

APPLICANT INFORMATION

| | | | | | | |
|----------------|----------------|-------|----------------|------|-------|---------|
| Last Name | Michalson | First | BOB | M.I. | Date | 1-14-22 |
| Street Address | 222 Turner ST. | | | | | |
| City | Stevensville, | State | MT. | ZIP | 59870 | |
| Phone | | | E-mail Address | | | |
| Date Available | | | | | | |

Do you live in the Ward where the Council Seat Vacancy Exists? Yes ☒ No ☐ [Reference 7-4-4112(3) MCA]

| | | | |
|--|---|-----------------------------|---|
| Are you a citizen of the United States? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | To hold public office in Montana you must be a citizen of the United States. Reference 7-4-4104 MCA. Residency requirement Reference 7-4-4401 MCA and Age requirement specified per the Montana Constitution Article IV Section 2 and 4. |
| Are you at least 18 years of age? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | |
| Have you been a resident of the Town of Stevensville for at least 60 days? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | |

EDUCATION INFORMATION:

School of hard knocks!

REFERENCES

Please list three professional references. **Two should be employer references**

| | | | |
|-----------|----|--------------|-----|
| Full Name | NA | Relationship | |
| Company | | Phone | () |
| Address | | | |
| Full Name | | Relationship | |
| Company | | Phone | () |
| Address | | | |
| Full Name | | Relationship | |
| Company | | Phone | () |
| Address | | | |

PREVIOUS EMPLOYMENT

| | | | |
|--|---|-----------------------------|----------------|
| Company | BNSF | Phone | (406) 265-0236 |
| Address | 235 Main ST. | Supervisor | ME |
| Job Title | WELDER | | |
| Duties and Responsibilities | | | |
| From | 1980 | To | 2005 |
| Reason for Leaving | Retired / Disabled | | |
| May we contact your previous supervisor for a reference? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | |

PREVIOUS EMPLOYMENT CONTINUED ON NEXT PAGE

PREVIOUS EMPLOYMENT CONTINUED

| | | | |
|-----------|--|------------|-----|
| Company | | Phone | () |
| Address | | Supervisor | |
| Job Title | | | |

Responsibilities

| | | | | | |
|------|--|----|--|--------------------|--|
| From | | To | | Reason for Leaving | |
|------|--|----|--|--------------------|--|

May we contact your previous supervisor for a reference? YES ☐ NO ☐

| | | | |
|---------|--|-------|-----|
| Company | | Phone | () |
|---------|--|-------|-----|

| | | | |
|---------|--|------------|--|
| Address | | Supervisor | |
|---------|--|------------|--|

| | | | |
|-----------|--|--|--|
| Job Title | | | |
|-----------|--|--|--|

Responsibilities

| | | | | | |
|------|--|----|--|--------------------|--|
| From | | To | | Reason for Leaving | |
|------|--|----|--|--------------------|--|

May we contact your previous supervisor for a reference? YES ☐ NO ☐

WHY DO YOU WANT TO SERVE AS A COUNCIL MEMBER FOR THE TOWN OF STEVENSVILLE?

To serve the people of Ward 2 to the best of my ability.

WHAT QUALIFICATIONS DO YOU HAVE THAT MAKE YOU THE BEST CANDIDATE TO SERVE AS COUNCIL MEMBER FOR THE TOWN OF STEVENSVILLE?

Council member 2016-2020
3 yrs. Council President.

PLEASE REFER TO CHAPTER 2, ARTICLE 3 OF THE STEVENSVILLE MUNICIPAL CODE FOR DUTIES AND RESPONSIBILITIES OF A TOWN COUNCIL MEMBER. COUNCIL MEMBER'S DUTIES INCLUDE ATTENDING REGULAR AND SPECIAL COUNCIL MEETINGS, PUBLIC HEARINGS, SITTING ON BOARDS, ASSISTING IN THE DEVELOPMENT OF THE TOWN BUDGET, IMPLEMENTING THE BUDGET, ADOPT RESOLUTIONS, ORDINANCES, ADDRESSING POLICIES FOR THE TOWN AND ASSISTING IN RESOLVING ISSUES RELEVANT TO THE TOWN. DO YOU HAVE THE TIME TO DEDICATE TO THESE DUTIES AS REQUIRED?

I have all the time needed to fulfill my Duties

I certify that my answers are true and complete to the best of my knowledge.

SIGNATURE

Reed Mich

DATE

1-14-22

received
1-27-22

Ward 2

12:45 pm

TOWN OF STEVENSVILLE APPLICATION – COUNCIL MEMBER

| APPLICANT INFORMATION | | | | | | | | | |
|---|--|-----------------------------|---|---|-----------------------------|------------|--|--|--|
| Last Name | Phillips | First | Jerry | M.I. A | Date | 01/21/2022 | | | |
| Street Address | 515 Mission St | | | | | | | | |
| City | Stevensville | State | Montana | ZIP | 59870 | | | | |
| Phone | 406-777-9827 | | E-mail Address | jerryap@charter.net | | | | | |
| Date Available | February 2021 | | | | | | | | |
| Do you live in the Ward where the Council Seat Vacancy Exists? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> [Reference 7-4-4112(3) MCA] | | | | | | | | | |
| Are you a citizen of the United States? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | To hold public office in Montana you must be a citizen of the United States. Reference 7-4-4104 MCA. Residency requirement Reference 7-4-4401 MCA and Age requirement specified per the Montana Constitution Article IV Section 2 and 4. | | | | | | |
| Are you at least 18 years of age? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | | | | | | | |
| Have you been a resident of the Town of Stevensville for at least 60 days? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | | | | | | | |
| EDUCATION INFORMATION: | | | | | | | | | |
| Graduated Stevensville High School, 4 years U.S. Air Force, 4 year Apprenticeship in printing, Supervisor training on the job. Correspondence courses in electronics and computer operation | | | | | | | | | |
| REFERENCES | | | | | | | | | |
| <i>Please list three professional references. Two should be employer references</i> | | | | | | | | | |
| Full Name | Tom Reed | | | Relationship | Supervisor | | | | |
| Company | Lee Metcalf National Refuge | | | Phone | (406) 777-5552 | | | | |
| Address | 4567 Wildfowl Lane Stevensville, Montana 59870 | | | | | | | | |
| Full Name | Kerry Lawrence | | | Relationship | Former Supervisor | | | | |
| Company | BYU-Idaho | | | Phone | (208)496-2855 | | | | |
| Address | 525 S. Center, Rexburg, Idaho 83460 | | | | | | | | |
| Full Name | David Hubble | | | Relationship | Neighbor | | | | |
| Company | | | | Phone | (406)389-1379 | | | | |
| Address | 521 Mission St , Stevensville Montana 59870 | | | | | | | | |
| PREVIOUS EMPLOYMENT | | | | | | | | | |
| Company | Lee Metcalf Wildlife Refuge | | | Phone | (406) 777-5552 | | | | |
| Address | 4567 Wildfowl Lane Stevensville, Montana 59870 | | | Supervisor | Tom Reed | | | | |
| Job Title | Volunteer | | | | | | | | |
| Duties and Responsibilities | Customer Greeter, Data-Base Programing, Data Entry | | | | | | | | |
| From | 2012 | To | 2020 | Reason for Leaving | Shut down due to covid | | | | |
| May we contact your previous supervisor for a reference? | | | | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | | | | |
| PREVIOUS EMPLOYMENT CONTINUED ON NEXT PAGE | | | | | | | | | |

| PREVIOUS EMPLOYMENT CONTINUED | | | | | | | | | |
|--|---|----|------|--------------------|---|-----------------------------|----------------|--|--|
| Company | BYU- Idaho Printing Department | | | | | Phone | (208) 496-2855 | | |
| Address | 525 S. Center, Rexburg, Idaho 83460 | | | | | Supervisor | Kerry Lawrence | | |
| Job Title | Customer Service Rep, Production Coordinator , Press Operator | | | | | | | | |
| Responsibilities | Greet Customers, Create work orders, Coordinate Production | | | | | | | | |
| From | 2002 | To | 2011 | Reason for Leaving | Retired | | | | |
| May we contact your previous supervisor for a reference? | | | | | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | | | |
| Company | | | | | | Phone | () | | |
| Address | | | | | | Supervisor | | | |
| Job Title | | | | | | | | | |
| Responsibilities | | | | | | | | | |
| From | | To | | Reason for Leaving | | | | | |
| May we contact your previous supervisor for a reference? | | | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | | |
| WHY DO YOU WANT TO SERVE AS A COUNCIL MEMBER FOR THE TOWN OF STEVENSVILLE? | | | | | | | | | |
| <p>My High School class motto was "Ask not what your country can do for you — Ask what you can do for your country", (JFK). This position would let me serve the citizens of Stevensville. At present I would like to bring order to the Town of Stevensville, by obeying the rules.</p> | | | | | | | | | |
| WHAT QUALIFICATIONS DO YOU HAVE THAT MAKE YOU THE BEST CANDIDATE TO SERVE AS COUNCIL MEMBER FOR THE TOWN OF STEVENSVILLE? | | | | | | | | | |
| <p>I have had experience in setting up an agenda and conducting meetings. In sales I learned how to work with the public and discern what their needs were. As a production coordinator, I scheduled and supervised . Also I was involved in making major decisions for the department. I have served on Stevensville Town Council (Nov 2018- Apr 2019). I like to do research in regards to an agenda item.</p> | | | | | | | | | |
| PLEASE REFER TO CHAPTER 2, ARTICLE 3 OF THE STEVENSVILLE MUNICIPAL CODE FOR DUTIES AND RESPONSIBILITIES OF A TOWN COUNCIL MEMBER. COUNCIL MEMBER'S DUTIES INCLUDE ATTENDING REGULAR AND SPECIAL COUNCIL MEETINGS, PUBLIC HEARINGS, SITTING ON BOARDS, ASSISTING IN THE DEVELOPMENT OF THE TOWN BUDGET, IMPLEMENTING THE BUDGET, ADOPT RESOLUTIONS, ORDINANCES, ADDRESSING POLICIES FOR THE TOWN AND ASSISTING IN RESOLVING ISSUES RELAVENT TO THE TOWN. DO YOU HAVE THE TIME TO DEDICATE TO THESE DUTIES AS REQUIRED? | | | | | | | | | |
| <p>Since I am retired there are few commitments. My family is very important, and family would be a priority. I have plenty of time in the evenings. I like to walk a lot, and during this time I would like to meet my constituents. I will continue to do volunteer work ! While previously serving on the council, I helped write the Code of Conduct.</p> | | | | | | | | | |
| <p>I certify that my answers are true and complete to the best of my knowledge.</p> | | | | | | | | | |
| SIGNATURE <u>Jerry A Phillips</u> | | | | | DATE <u>01/21/2021</u> | | | | |

File Attachments for Item:

g. Discussion/Decision: Renewal of Monthly (30 day) Contract Between Town of Stevensville and Robert Underwood

TOWN OF STEVENSVILLE

TEMPORARY INDEPENDENT CONTRACTOR AGREEMENT

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

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

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

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

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

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

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


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


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

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

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

AGREED TO:

 1-14-22
Steve Gibson, Mayor Date

 1/14/22
Robert Underwood Date

-END-

File Attachments for Item:

h. Discussion/Decision: Resolution 501, Time Change of Town Council Meetings

RESOLUTION NO. 501

A RESOLUTION CHANGING THE TIME OF TOWN COUNCIL MEETINGS

WHEREAS, the Town of Stevensville will hold Town Council Meetings at 6:00 p.m. on the 2nd and 4th Thursdays of the month.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville to approve the time change from 7:00 p.m. to 6:00 p.m. for Town Council Meetings.

DATED this 10th day of February 2022

APPROVED:

Steve Gibson, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk