



**Stevensville Town Council Meeting
Agenda for
THURSDAY, JUNE 04, 2020
5:00 PM**

**LOCATION: North Valley Public Library, 208 Main Street
CAPACITY IS LIMITED DUE TO SOCIAL DISTANCING REQUIREMENTS
MEETINGS WILL CONTINUE TO BE LIVESTREAMED**

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. March 12, 2020
 - b. March 20, 2020
5. Approval of Bi-Weekly Claims
 - a. Ratification of Claims #15819-15859
 - b. Ratification of Claims #15824-15909
6. Administrative Reports
7. Guests
8. Correspondence
 - a. Letter from publishers of the Bitterroot Star
 - b. Open Letter to Council from Employees
9. Public Hearings
 - a. Phillips Street Right-of-Way Vacate
10. Unfinished Business
 - a. Discussion/Decision: Easement Contract with Jesse Reeves for future well field infrastructure
 - b. Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B
 - c. Discussion/Decision: Inter-local Agreement and a building lease agreement between the Town of Stevensville and the Stevensville Rural Fire District
11. New Business
 - a. Discussion/Decision: Resolution No. 472, A Resolution Vacating the 80-foot Right-of-Way known as Phillips Street, Authorizing a Utility Easement
 - b. Discussion/Decision: Resolution No. 473, A Resolution Establishing a 60-foot Right-of-Way known as Phillips Street
 - c. Discussion/Decision: Contract Award for Managed IT Services to First Call Computer Solutions
 - d. Discussion/Decision: Services Agreement between the Town of Stevensville and First Call Computer Solutions for Managed IT Services
 - e. Discussion/Decision: Contract Award for the 2020 Water System Preliminary Engineering Report to HDR Engineering
 - f. Discussion/Decision: Resolution No. 474, Establishing the maximum number of Police Officers of the Stevensville Police Department

- [g.](#) Discussion/Decision: Resolution No. 475, Determining the wages and compensation of Police Department Personnel of the Town of Stevensville and Establishing an Effective Date
- [h.](#) Discussion/Decision: Resolution No. 476, Approving Appointed and Elected Officials and Contract Public Officers into the Employee Benefits Program

- 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:

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Stevensville Town Council Meeting
Minutes for
THURSDAY, MARCH 12, 2020
7:00 PM

Mayor Dewey read the Guidelines for Public Comment, reminding the audience that everyone's voices will be heard but to please refrain from disrespectful comments.

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Councilmembers Michalson, Vick, Devlin and Holcomb were present. Staff and members of the public were also present.

2. Pledge of Allegiance

Councilmember Vick made a Motion to suspend council rules and bring up Agenda item, 11. (a.) to the top of the Agenda.

a. Discussion/Decision: Resolution No. 471, A Resolution Suspending Councilmember Robert Michalson for Unbecoming Conduct

The Motion was then Seconded by Ms. Holcomb. Mayor Dewey called for Council Discussion, then Public Comment before calling for the vote; 4-0. Motion passes to move that item to the top of the Agenda.

Councilmember Vick made a Motion to withdraw Resolution 471 from the record. The motion was then seconded by Councilmember Holcomb. Councilmember Vick apologized to the people he represents and fellow Councilmembers, as this was not handled correctly as adults; This situation should have been handled at the lowest level as possible. A week ago, he did feel that Mr. Michalson had "wronged" him; He will give him the benefit of the doubt; Mr. Vick believed that what he had highlighted in the packet is what he was to signing to, not what was in the entire purchasing policy. He would like to make a secondary Motion to discuss how grievances from council members and staff members should be handled against council members, within the policy, as currently our policy is vague. He would like to see this topic discussed at the COW meeting scheduled 3/19/2020. The secondary Motion was Seconded by Councilmember Holcomb.

Mayor Dewey called for Council discussion on the secondary Motion, then Public Comment on deferring the conversation to the COW meeting?

Joe Moore, 514 Central. This type of behavior, described in the resolution was brought up at January's meeting, when the appointment of Council President was brought up. We have ongoing litigations for the same type of problems.

Councilmember Devlin, agreed having a discussion on the resolution. She was at a point of giving another council member the benefit of the doubt, after hearing what staff and other departments heads had to say. But after receiving text messages, herself from Councilmember Michalson, she has a hard time deferring the conversation when an elected official is to

represent the town. It is the duty of Council to make sure staff and department heads do not have to work in a hostile work environment. She was willing to give the benefit of the doubt until today.

Councilmember Michalson asked Ms. Devlin if she was aware of the roles and duties of a council member. Councilmember Michalson stated that there is a grievance process in the personnel policy. He stated making phone calls and emails to the Finance Officer. Mayor Dewey stated this is not the time to defend one self.

Mayor Dewey made it aware to Council there is a Motion on the floor as to whether or not Council wants to undertake a conversation regarding grievances against the Council, within the Council, from staff at a COW meeting next week, March 19th.

Mayor Dewey called for the vote on the secondary Motion; Deferring the conversation to the COW meeting, scheduled for March 19, 2020. Mayor Dewey called for the Vote:

Councilmember Holcomb "I," Vick "I," Devlin "No," Michalson "I." Motion passes 3-1.

The primary motion on the floor: Withdraw Resolution 471 from the Record. Mayor Dewey called for Council discussion, then Public Comment.

Raymond Smith, 326 Valley View. Regarding the resolution, this is a false and inflammatory resolution put forward tonight. This resolution should have never made it this far. The Mayor stating, he consoled with the attorney over this, which is a lie. Mr. Smith stated this is illegal on so many levels, going to the paper and causing hostility. It is time for Council member Vick and Devlin, and Mayor Dewey should resign. Mr. Smith spoke about the Town's grievance policy. He stated, again that they need to resign due to the hassle and embarrassment.

Steve Gibson. Wants to applaud Mr. Vick for withdrawing this resolution. He supports withdrawing the resolution and there are statues that need to be followed.

Joe Moore, 514 Central. Spoke about the history being prudent to this resolution.

Lewis Barnett, 319 College Street. He will be speaking about the grievances at the COW meeting.

Jim Crews, 316 9th Street. Supports withdrawing the resolution, mistakes have been made along the way and this is an illegal resolution, not following the Code of Conduct, Personnel Policy or state law.

Councilmember Michalson stated the Code of Conduct has not been implemented or enforced because it has not been signed by council, therefore, enforcing the Code of Conduct is irrelevant.

Mayor Dewey explained that Mr. Michalson was on Council when the Code of Conduct was adopted. That was a year ago; Just because a piece of paper was not signed does not mean

that you were not aware or that it cannot be enforced. When a Resolution is adopting a policy, that policy should be adhered to.

Councilmember Holcomb spoke about the Code of Conduct, that there is no policy on requesting information and she had no knowledge of this until the agenda came out.

Councilmember Devlin asked Mayor Dewey and Town Attorney if there is a policy set in place for a grievance from an employee to Council member. It was explained that a grievance is filed to someone in a supervisory position. An employee can file a grievance against a department head, they can file a grievance against the Mayor but they cannot file a grievance against a council member because a grievance, grieves a decision in regards to the policy. If a supervisor makes a decision to enforce a policy, and the employee does not like the decision, they can grieve that decision. When it comes to behavior of an elected official, who is not a supervisor, those two legislative branches do not have a process for grievances between the two; That said, we rely on complaints. For example, Employee sends an email, explaining "Councilmember X" did "Y," the only way they have to relay the message is to go to their supervisor, which ends in the Mayor's office. The Mayor's office has no disciplinary role with council.

Mayor Dewey called for the Vote on the withdraw of Resolution 471, starting with Councilmember Vick, "I," Holcomb "I," Devlin "No," and Michalson "I." Motion passes 3-1.

We will reconvene for the COW meeting on 3/19 and bring this item to the agenda.

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

Raymond Smith, 326 Valley View. The reason we are here tonight is because the Mayor has failed to do his due diligence.

Carolyn Mickens, 211 Buck St. Spoke about Resolution No. 455, the vacate of alley of Block 17.

Jim Kalkofen, 287 Birch St. Praised the work being done on the walking path between the town and the highway, including the repaired benches. Spoke about future development near the current Creekside housing development and any future developments.

4. Approval of Minutes

a. February 27, 2020 Council Meeting

Councilmember Michalson made a motion to approve the minutes; Seconded by Ms. Devlin. Mayor Dewey called for the vote and the motion passes, 3-0-1, Councilmember Holcomb Abstained from voting because she did not attend the meeting.

5. Approval of Bi-Weekly Claims

a. Claims #15796, 15812-15846

Councilmember Michalson made a Motion to suspend council rules and move claim #15796 below to New Business "b." The motion was then Seconded by Councilmember Devlin. Mayor Dewey called for the vote and the motion passes, 4-0.

With that claim exception, leaves #15812-15847 to be approved by council this evening. Councilmember Devlin made the Motion to approve Claims #15812-15847; The Motion Seconded by Ms. Holcomb.

Clarification for Ms. Holcomb on #15812: Yearly, sewer system permit

Clarification for Mr. Vick on #15822: Phone records request from Verizon

Mr. Michalson asked for clarification from the Mayor, on Verizon's request, which is still in litigation. MMIA requested further phone records through attorneys, which cost the Town \$30 for that request.

Councilmember Holcomb brought the discussion of shopping locally. It was reassured that Town Hall does shop locally unless a major price difference drives purchases elsewhere.

Mayor Dewey called for the vote and the motion passes, 4-0.

6. Administrative Reports

a. Airport Manager

Ms. Coleman-Assad presented the Airport Monthly Activity Report, including attending a conference which focused on students getting involved in aeronautics. Craig Thomas gave thanks to those supporting the new projects at the airport.

b. Building Department

The Building Department Monthly Report is provided in the packet.

c. Finance

Finance Officer, Mr. Underwood provided the Budget verse Actual for the year. This included the percentage of the budgets for the year.

d. Fire Department

The Fire Department's Monthly Report is included in the packet. This includes 52 calls for the month of February, totally 96 so far for the year.

e. Police Department

Chief Marble presented the Police Department Activity Report. Calls for Service in February were 75, totaling 153 so far for the year. Chief introduced Officer Ellington.

f. Public Works Department

Mr. Thomas presented the Public Works Activity Report, with 11,901,000 gallons of water produced and 5,000,000 gallons of water treated in the month of February.

7. Guests

8. Correspondence

9. Public Hearings

- a. Annexation of a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

Council considered action on November 7 & 19, 2020 on a right of first refusal for a 26.06-acre parcel of land adjacent to the Town's existing well field. Although the administration supported exercising the Town's right of first refusal and acquiring the property, Council decided to relinquish the right of first refusal to the buyer, Jesse Reeves.

The Town's attorney is working to complete the contract, which will allow for annexation while securing an easement.

Mayor Dewey called for Public Comment.

John Kellogg, on behalf of Jesse Reeves. The proposed annexation and C-2 zoning was explained, with an included map to help council and citizens understand Mr. Reeves' plans of housing development for his family. C-2 was originally intended to be a buffer between the commercial downtown and the residential zoning. C-2 is appropriate for what he intends to do with the property, building his family a home and his construction business. The annexation territory is currently within the service area of the Town of Stevensville. With annexation, the Town would be able to protect its rights of the well field. Currently all the water rights are currently in the water-rights attorney's hands.

Jim Crews, 316 9th St. Encourages not to pass this land incorporation as C-2 zoning because C-2 zoning is meant to be a buffer between commercial and residential districts; Has a problem putting a commercial property next to a well field. Also concerned about the water rights, and the water rights attorney not being present.

Vicki Motley, 318 9th St. It is in the best interest of the Town to annex the property in, to protect the well fields, which protects the water.

With no further Public Comment, the Public Hearing portion was closed.

10. Unfinished Business

- a. Discussion/Decision: Easement Contract with Jesse Reeves for future well field infrastructure

Councilmember Vick made a motion to table item "a;" Ms. Devlin seconded that motion.

John Kellogg inquired about a timeframe, as Mr. Reeves is on hold until council makes that decision. No timeframe was known at this time.

Mr. Vick does not feel comfortable moving forward on annexation without a contract from the attorney, with those terms of easement.

Mayor Dewey clarified that the intent of the contact was to grant annexation with an exchange of an easement to the property; What that contract looks like right now is unknown. We have not negotiated what that easement looks like right now. The attorney is going to have to spend time on this uncommon issue, while the Town will try to be sensitive to Mr. Reeves' timeline.

Mr. Michalson does not want to move forward without something in writing.

Mayor Dewey called for Public Comment on tabling this agenda item.

Steve Gibson. Agrees that this is not the time to move forward, supporting the motion of tabling.

With no more comments, Mayor Dewey called for the vote; motion passes unanimously, 4-0.

Jim Crews, 316 9th St. Stated that if Council decides to table an agenda item, they need to establish a date in which the agenda item will be further discussed.

This was agreed on, Mr. Vick's timeline's intent was when the contract was completed.

- b. Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

Councilmember Holcomb made a motion to table the item, along with item Unfinished Item "a," until the contract was completed. Ms. Devlin seconded that motion.

Jim Crews, 316 9th St. When you table something, and also state, when a contract comes forward, that leaves an open-ended date. If you table it with a date or even 15-30 days, that gives a timeline for the person writing the contract.

Councilmember Vick made a secondary Motion to his original motion to table this agenda item until April 9, 2020 meeting. The secondary motion was seconded by Council member Holcomb. Mayor Dewey called for Council discussion, then Public Comment.

Jesse Reeves, Asked the Council to please consider this in a timely manner as his family has time-sensitive life-plans, as far as selling and building their new home. Sonner an agreement could be reached, the better. Looking back to the protecting the water rights, its for fish and wildlife.

Mayor Dewey took the vote on the motion to bring forward a contract before council on April 9th meeting. The Motion passed unanimously, 4-0.

Mayor Dewey explained the original Motion. Council member Holcomb made the Motion to table Resolution No. 470 until April 9th meeting. The Motion was seconded by councilmember Devlin. With no more council discussion and no further Public Comment, Mayor Dewey called for the vote and the Motion passes, 4-0.

- c. Discussion: Review of special audit from May 2019 through July 2019

Mayor Dewey requested the Finance Office, Mr. Underwood give a briefing on this. Mr. Underwood explained that Ms. Cote is finished with the first two months, and has provided a status on those two months, provided in the packet. So far, everything has been done up to an auditing standard, for those two months. Council would like an overview when it is done.

(10-minute recess)

11. New Business

b. Discussion/Decision: Agreement with First Call Computer Solutions for managed IT services

Jessica Stenberg, Virtual Chief Information Officer from First Call Solutions, provided an overview of what services First Call currently provides for the Town. This includes a 3 yr. contract, with a 12 month "dating period," and this can be cancelled at any time within that 12-month period by either party. Currently, the Town now has a firewall to protect the resources and information in which it currently houses. It also protects the network traffic with programs which it uses, such as Black Mountain. She did state that most of the computers running, currently are still running on Windows 7, not the updated Windows10, and Windows 7 will no longer be supported by Microsoft.

Councilmember Michalson made a motion to reject First Call Computer Solutions contract. The motion was seconded by Council member Holcomb.

Councilmember Holcomb did ask about the \$4,200 claim, back in the January, and it was approved. I was told it was for 2 months of service, for a monthly charge. She stated, shame on Council for not asking any more questions.

Mr. Michalson does not agree with the contract because he has done his due-diligence by not agreeing to IT services.

Attorney, Mr. Owens clarified that IT services were included in the FY20 Budget, which Council did approve.

Conversation continued between Council and Mayor Dewey about IT services.

Councilmember Vick was not pleased with a contract signed without Council approval, although he is aware of the need for IT services. Ms. Devlin asked for the attorney's opinion on the issue. Right now, there is non-binding agreement with the Town, with either party, able to discontinue services. This is a comprehensive issue and trying to find a route to move forward would be the best alternative.

MMIA agrees with the attorney, the Council established the Purchasing Policy. This purchase was in the FY20 Budget and follows the Purchasing Policy.

First Call's representative went into detail about the insecurities and potential violations prior to First Call's onboarding.

Mr. Michalson has a problem going from \$373/yr to a 3/yr contract, which makes him mad to have problems such as leaking water but Council is being told they need IT services.

Mayor Dewey brought the discussion back to referencing the Agenda item, as to whether Council rejects the contract, then asked Council if they have anything else, before opening the floor for Public Comment.

Councilmember Vick agrees that IT services are needed but would like the Town to accept bids. Knowing who was on Council when the Budget was passed, he feels it would have been accepted but the route which was taken was not the right way.

Raymond Smith, 326 Valley View. Based on merit, he understands IT, part of the issue we chose Go Daddy based on the recommendation from the Mayor at the time. The Town took that recommendation then, now this service is being recommended.

Jim Crews, 316 9th St. Every citizen should be able to see the contract, and wondering if Council has seen that 8-page document before now. Wondering if the town attorney has reviewed the document, and aware of Montana Code. If everything isn't done proper, it's not legal. He does not see that the attorney's opinion is written, making it apart of the record.

Patrick Shourd, 507 Central Ave. After hearing the attorney's opinion, its Council's job to protect the Town. We just televised on Facebook that our whole system is vulnerable.

Steve Gibson, This is a pretty large line item, and there was no conversation at the time of the budget. On the Council at the time of the Budget, if this would have gone before Council at that time, it probably would have gone through. He is concerned about the difference between purchases following the Purchase Policy, and purchases approved by Council being a Contract.

Stacie Barker, 104 Winslett Ave. She has a problem with a dept head not knowing the IT was not in their budget. There is a lot of money coming out of that department which can be used other ways. As a tax payer, she has a problem paying for a contract the Council did not approve.

Raymond Smith, 326 Valley View. Previously, before the break, we were discussing a contract, now we are at this point, a sign contract was signed prior to anything. Again, we are looking at a contract for the first time, based on false information which was provided at the last meeting. Now we are discussing something which the attorney hasn't got quite all the information.

Jim Crews, 316 9th St. When he was Mayor, the Council cannot assign powers to an officer of the town that isn't allowed by the state legislator. The Town Council cannot assign duties to the Mayor to sign a contract, only the state legislator can do that.

Raymond Smith, 326 Valley View. Wondering, with the contract, if there was a fee associated with cancelling it.
-It was clarified, no there is not a fee for cancelling within the first 12-month window.

Lew Barnett, 419 Wallace. Everyone needs tech these days but the communication problem between the council and the Mayor; If this was discussed at the Budget Hearings, all of this could have gone away.

Finance Officer, Reminded everyone that there are two different actions being discussed, one is cancelling the current IT provider and the other is the town's need for IT services.

Raymond Smith, 326 Valley View. He agrees with Mr. Underwood for the need for IT services, although he disagrees with the process which was taken. There should be bids. If First Call is the only bidder, fine, and if there are multiple bidders, great. He thinks Council should cancel the contract and be open for bids.

Councilmember Vick asked his fellow councilmembers if any of them would have an issue with tabling this issue and putting out an RFP. Ms. Devlin, assured we would still be covered. First Call assured, the town can stay covered for however long you want and as long as you are within the 12-month period.

Mayor Dewey explained why he chose First Call as the vendor.

The Public Works Director explained that the IT services are needed for the water plant.

Ms. Devlin wondered why, when the budget was going around, with this in the budget, why Council is wondering about it now, and didn't ask questions then.

Ms. Holcomb stated that the reason she voted "No" on the budget was because it changed too many times. She does not remember seeing it in the budget.

Steve Gibson. It may have been in the budget but it was not discussed in the budget process. This needs to be done right.

Craig Thomas. There is a process and there is a need. Regardless of how the process goes, there is a need.

Without further Public Comment, Mayor Dewey called for the Vote, starting with Councilmember Michalson; He continued discussion that there is a lot we can do with that money in a 3-year period. Councilmember Holcomb, this is not how you run a town. People voted us to this table, we can't just fix mistakes.

The motion on the table is to reject the contract; Councilmember Holcomb "I," Vick "I," Devlin No," Michalson "I." Motion passes 3-1.

Next item is Approval of Claim #17956, totaling \$2100.00.

Councilmember Michalson made the motion to reject Claim #17956. Motion dies from Lack of Second.

Councilmember Vick, referenced back to what the attorney advised; Approving the claim does not free anyone from responsibility for that bill. A service was received, we should pay for it. With that, he feels First Call Solutions should be paid.

Councilmember Vick made a Motion to approve Claim # 15796. The Motion was Seconded by Councilmember Devlin. Mayor Dewey called for the Vote and Motion Passes: 4-0.

- d. Discussion/Decision: Land Use Agreement for the Stevensville Airport with the U.S. Forest Service

Councilmember Holcomb made the Motion to Approve the Land Use Agreement for the Stevensville Airport with the U.S. Forest Service. That Motion was then Seconded by Ms. Devlin. Mayor Dewey called for Council Discussion, then Public Comment before calling for the Vote. Motion Passes: 4-0.

- e. Discussion/Decision: Resolution 458a, A Resolution amending the membership of the ad hoc Climate Action Advisory Board

Mr. Vick would like the membership to be broadened, to any citizen in town.

Councilmember Vick made the Motion to Approve Resolution 458a, A Resolution amending the membership of the ad hoc Climate Action Advisory Board. That Motion was then Seconded by Ms. Holcomb. Mayor Dewey called for Council Discussion, then Public Comment before calling for the Vote. Motion Passes: 4-0.

- f. Discussion/Decision: Mayor's Appointment of Patrick Shourd to the Park Board

Councilmember Vick made the Motion to Approve the Appointment of Patrick Shourd to the Park Board. The Motion was then Seconded by Ms. Devlin. Mayor Dewey called for Council Discussion, then Public Comment before calling for the Vote. Motion Passes: 4-0.

Councilmember Vick wanted it on the record that his desire is to fully follow the RFP process for IT Services.

12. Executive Report

Mayor Dewey asked for Council's input/direction if the Town were to be affected by COVID-19. The administration has mitigated those risks with increased disinfecting. He advised that we will follow any measures the state requires but with the unknown, he would like to know how Council would like business to continue if a Council meeting is unable to happen on a normal schedule. Ms. Holcomb is OK with the Finance Office paying the bills if the claims are regularly emailed out to Council. Mr. Michalson suggested a special meeting or an emergency meeting. Mr. Vick suggested an audio meeting; Mayor Dewey assured that we do have the capabilities to do so if needed. Discussion continued about measures in place as far as employees and public safety.

13. Town Council Comments

Mr. Vick asked, given this, at most it takes 45 days for an RFP, would Council be will to allow 50 days, 20 days for RFP, and 30 days to bids? Council agreed to have this placed on the next Council Agenda.

Mr. Michalson is deeply saddened that he came in the beginning of the year, attempted to get along w/ the Mayor but as soon as he started doing his job, next thing he knows, he has 2 Council members against him and the attorney, not willing to speak over the phone, the newspaper reporting about him; He is shocked & addressed the attorney, that he should be ashamed of himself.

Mayor Dewey requested that he refrain from attacking an individual.

14. Board Reports

15. Adjournment

Mayor Dewey adjourned the meeting at 10:20pm.

File Attachments for Item:

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Stevensville Special Town Council Meeting
Minutes for
FRIDAY, MARCH 20, 2020
6:00 PM

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Councilmembers Michalson, Vick, Devlin and Holcomb were present. Staff and members of the public were also present. The town attorney was available via speakerphone.

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

3. New Business

Discussion/Decision: Ordinance No.166 - An Emergency Ordinance of the Town Council of the Town of Stevensville, Montana, enacting measures to reduce the spread of the 2019 Novel Coronavirus (COVID-19), providing for the continuity of Town business and waiving a second reading.

Ordinance No. 166 is in the packet. Mayor Dewey read sections 1-9. As of 6:00pm, we have not yet declared a State of Emergency, once the Council has adopted an ordinance how the town is to proceed, that will include those details.

Councilmember Vick made the Motion to adopt Ordinance No. 166, and Ms. Devlin Seconded that Motion.

Councilmember Vick has issues with the length, until April 30th, he would rather look as far as March 31st and look to reevaluate. The second issue is, he would like to see us hold electronic meetings, thru email, telephone, Zoom or Skype.

Mayor Dewey clarified that the Governor did express extending his orders because they are currently set to expire in 7 days. The timelines for this pandemic are rigid. There has been some guidance from some city attorneys that meetings held through email or speakerphone are not allowed. The ratifications of claims paid were discussed and will not be ratified until the next scheduled meeting. Councilmember Michalson would like to have a speaker phone meeting or call a special meeting to authorize the claims to be paid. Ms. Holcomb expressed discontent with having the claims come forth to Council after the fact. If Council gets together, the Public needs to be open. Observation of a Public Meeting is capable through a video meeting. The administration is concerned that, for instance, if the office staff is quarantined, that will mean the mail box will not be checked for 2 weeks. If this gets worse, limiting the amount of gathering will be increasingly difficult. Other towns have implemented similar ordinances. The Town's attorney spoke about the MCA, the public meeting laws and the ratification of bills. If the expenses are in the budget, that resolution, there will be no issue paying those bills.

Stevensville is ahead of the game, hosting meetings live already, as long as the public has the ability to call in and comment. Facebook Live goes further than Go Meeting. He clarified that the Town would still be in compliance. Ms. Devlin stated this would be a good time for everyone to come together, as it is a little scary out there for a lot of people. Mayor Dewey clarified Ordinance No. 166 would accommodate those uncertainties.

Discussion continued about paying the claims. Councilmember Vick and Holcomb agreed that paying the claims out past April 30th; Ms. Holcomb suggesting through April 10th. A

Councilmember Vick made a Secondary Motion to show through April 15th. The Secondary Motion was Seconded by Councilmember Devlin.

The Town of Stevensville will continually keep an update on the Ravalli County Health Dept's recommendations.

Mr. Michalson asked the Mayor how he had planned to manage staff. As of right now, staff are reporting to their regularly scheduled shifts.

Councilmember Holcomb requested that the Finance Officer email out the claims to Council prior to paying them.

Mayor Dewey called for further Council Comment and Public Comment before calling for the vote, starting with Councilmember Devlin "Aye," Holcomb "Aye," Michalson "Aye," Vick "Aye." Motion passes 4-0.

The Motion on the floor is Approval Ordinance No. 166. Mayor Dewey called for Public Comment.

Jim Crews, 316 9th St. Asked who wrote the ordinance because it did not look like the Town's Attorney wrote it, and if the attorney is going to give his opinion on anything, should be in writing so that the public can read it. He continued about the attorney's contract with the city; The Town of Stevensville is subservient to the Ravalli County Health Dept's pg. 114 Emergency Plan Guideline from 2010; That is the Emergency Plan, as the Town of Stevensville does not have an emergency plan. He does not see a reason for a temporary ordinance. He did not find anywhere that says the Mayor can declare a State of Emergency. If the Council gives the authority for the Mayor to close down Town Hall contrary to what the State says, his opinion is that would be violating the law because you do not have the authority to delegate that authority.

Stacie Barker, 104 Winslett. She stated her opinion that the bills will be there when we come back.

Ms. Holcomb asked Mayor Dewey if we are following pg.114 of the Emergency Plan. The Mayor stated that, yes, indeed we reviewed it today and it states very little on how the Council should proceed with Council Meetings. It talks about procedures with the county's emergency center. Mr. Vick agreed that the Emergency Plan does not say how often the Council should meet. Ms. Devlin would like to follow the legality of the ordinance, who is qualified to speak on the legality of the information in Ordinance No. 166.

March 16, 2020 is a ratified date of closing Town Hall so that we have that date in writing.

Mayor Dewey called for the Vote starting with Councilmember Vick "Aye," Devlin "Aye," Holcomb "Aye," Michalson "No." 3-1 Vote, Motion passes.

4. Adjournment

Mayor Dewey adjourned the meeting at 6:48pm.

File Attachments for Item:

Ratification of Claims #15819-15859

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15819		1719 Katie Coleman-Assad	416.10								
	Mar 2020	03/06/20 A-Reimbursement for Conferenc	416.10*			5610		430300	370		101000
		*** Claim from another period (2/20)		****							
15825		1659 CHS Mountain West CO-OP	34.22								
	130832	02/28/20 PD-Fuel 09 Charger	34.22			1000		420100	231		101000
15834		1698 Spectrum	405.85								
		Control Account X421									
	Mar 20	03/03/20 FD phone/internet	14.89*			1000		420410	340		101000
	Mar 20	03/03/20 H2O dept phone/internet	49.87			5210		430510	340		101000
	Mar 20	03/03/20 Sewer dept phone/internet	49.87			5310		430610	340		101000
	Mar 20	03/03/20 Court phone/internet	14.88			1000		410360	340		101000
	Mar 20	03/03/20 BD phone/internet	14.89			2394		420531	340		101000
	Mar 20	03/03/20 PD phone/internet	34.49			1000		420100	340		101000
	Mar 20	03/03/20 Pool phone	39.99*			1000		460450	340		101000
	Mar 20	03/03/20 Water office phone/internet	78.49			5210		430510	340		101000
	Mar 20	03/03/20 Sewer office phone/internet	78.49			5310		430610	340		101000
	Mar 20	03/03/20 Econ Development-Phone	29.99*			2940		410550	340		101000
		*** Claim from another period (2/20)		****							
15848		1650 D.I.A.R Do It All Repair	123.81								
	1444	02/26/20 PD Oil Change/Tire Rotation	123.81*			1000		420100	232		101000
15849		1718 LITHIA MOTORS SUPPORT SERVICES	679.34								
	420915	03/04/20 PD-Dodge RAM 1500, 2013 Repair	679.34*			1000		420100	232		101000
		*** Claim from another period (2/20)		****							
15850		16 MONTANA ENVIRONMENTAL LAB LLC	964.60								
	2000553	02/04/20 Water testing -02/04/20	25.00			5210		430510	350		101000
	2001517	02/14/20 Water testing -02/14/20	11.00			5210		430510	350		101000
	2001594	02/20/20 Water testing -02/20/20	50.00			5210		430510	350		101000
	2001667	02/24/20 Water testing -02/24/20	31.00			5210		430510	350		101000
	2000851	02/04/20 Sewer testing -02/02/20	163.20			5310		430610	350		101000
	2001087	02/11/20 Sewer testing -02/11/20	360.00			5310		430610	350		101000
	2001365	02/18/20 Sewer testing -02/18/20	162.20			5310		430610	350		101000
	2001593	02/25/20 Sewer testing -02/25/20	162.20			5310		430610	350		101000
15851		293 Mountain Air Insurance Services	1,166.00								
		Annual Renewal of Airport Premises Liability Insurance Policy									
	8841	03/13/20 Liability Ins Policy - Airport	1,166.00			5610		430300	510		101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15852		159 Ravalli County Clerk and Alley vacate of Block 17		49.00			2250		410210	357		101000
		03/17/20 Alley vacate of Block 17		49.00*								
15853		1696 First Call Computer Solutions,		2,100.00			1000		410550	356		101000
		65479 03/01/20 Admin-Monthly Fee		315.00			1000		420100	356		101000
		65479 03/01/20 PD-Monthly Fee		315.00			1000		410360	356		101000
		65479 03/01/20 C-Monthly Fee		105.00			2394		420531	356		101000
		65479 03/01/20 BD-Monthly Fee		105.00*			1000		420410	356		101000
		65479 03/01/20 FD-Monthly Fee		105.00			5310		430610	356		101000
		65479 03/01/20 Sewer-Monthly Fee		525.00			5210		430510	356		101000
		65479 03/01/20 Water-Monthly Fee		525.00			5610		430300	356		101000
		65479 03/01/20 Airport-Monthly Fee		105.00								
15854		858 MILLER LAW OFFICE, PLLC		3,432.94			5210		430530	352		101000
		1102 03/06/20 Water Rights		3,432.94*								
15855		84 MMIA		3,000.00			5210		430510	511		101000
		220016 03/04/20 WW-P 3 Brokers LLC Claim		1,500.00*			5210		430510	511		101000
		220016 03/04/20 WW-Wallace Smith Claim		1,500.00*								
15856		33 NORTHWESTERN ENERGY		12,568.51			2430		430263	340		101000
		Feb 20 02/18/20 Spec lighting #3		286.12			1000		411201	340		101000
		Feb 20 02/18/20 206 Buck 90% TH Facility		601.54			2394		420531	340		101000
		Feb 20 02/18/20 206 Buck 10% Bldg Dept		66.85			2420		430263	340		101000
		Feb 20 02/18/20 Peterson Add'n lighting		198.45			2410		430263	340		101000
		Feb 20 02/18/20 Dayton Add'n lighting		272.86			1000		430900	340		101000
		Feb 20 02/18/20 Maplewood Cemetery		13.01			1000		430263	340		101000
		Feb 20 02/18/20 Main St seasonal lighting		151.50			1000		430263	340		101000
		Feb 20 02/18/20 Orig Town street lights		326.35			1000		430263	340		101000
		Feb 20 02/18/20 ESH - 5th St. lights		420.60			1000		430263	340		101000
		Feb 20 02/18/20 5th St - lrange Park lights		55.38			1000		430263	340		101000
		Feb 20 02/18/20 Add'l Town lighting		261.08			2430		430263	340		101000
		Feb 20 02/18/20 NW LDS parking lot		13.01			5210		430540	340		101000
		Feb 20 02/18/20 MBF H20 plant		296.42			5210		430530	340		101000
		Feb 20 02/18/20 102 Main St pump #1		136.83			1000		430900	340		101000
		Feb 20 02/18/20 Riverview Cemetery IRR		0.00			1000		430900	340		101000
		Feb 20 02/18/20 Maplewood Cemetery		0.00			5310		430640	340		101000
		Feb 20 02/18/20 Sewer lift station W. Central		20.71			5310		430640	340		101000
		Feb 20 02/18/20 Sewer trtmnt plant		4,932.15			1000		430100	340		101000
		Feb 20 02/18/20 Truck garage South		233.25			1000		460430	340		101000
		Feb 20 02/18/20 L&C Yard Light		13.01			1000		460430	340		101000
		Feb 20 02/18/20 L&C Park Irrigation 5hp IRR		1.33			1000		460430	340		101000
		Feb 20 02/18/20 L&C Park Parking Lot		6.10			1000		460430	340		101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	Feb 20	02/18/20 L&C Park Restrooms/Field light	34.79			1000 460430	340	101000
	Feb 20	02/18/20 214 Buck St. - H2O 25%	19.75			5210 430510	340	101000
	Feb 20	02/18/20 214 Buck St. - Sewer 25%	19.75			5310 430610	340	101000
	Feb 20	02/18/20 214 Buck St. - PD 50%	39.46			1000 420100	340	101000
	Feb 20	02/18/20 3rd & Park	17.52			1000 430263	340	101000
	Feb 20	02/18/20 421 Airport Rd - SRE 2/3	109.07			5610 430300	340	101000
	Feb 20	02/18/20 421 Airport Rd - FD 1/3	54.46			1000 420422	340	101000
	Feb 20	02/18/20 Pool	41.90*			1000 460450	340	101000
	Feb 20	02/18/20 MBF Well Field	3,750.70			5210 430530	340	101000
	Feb 20	02/18/20 MBF booster station	125.64			5210 430550	340	101000
	Feb 20	02/18/20 Creamery Park (223 Main)	48.92			1000 460430	340	101000
		*** Claim from another period (2/20) ****						
15857		33 NORTHWESTERN ENERGY	672.68					
	Feb 20	03/03/20 Crksde Mdws Lighting Dist #4 1	150.24			2440 430263	340	101000
	Feb 20	03/03/20 Crksde Mdws Lighting Dist #4 2	65.19			2440 430263	340	101000
	Feb 20	03/04/20 Water-157 Sewer Works Rd Depot	2.62			5210 430510	340	101000
	Feb 20	03/04/20 Sewer-157 Sewer Works Rd Depot	2.62			5310 430610	340	101000
	Feb 20	03/04/20 Streets-157 Sewer Works Rd Dep	2.62			1000 430200	340	101000
	Feb 20	03/03/20 Stevensville Cutoff Rd Path	6.36			1000 430263	340	101000
	Feb 20	03/04/20 Twin Creeks Dist #5	436.93			2450 430263	340	101000
	Feb 20	03/04/20 300 Main St seasonal lighting	6.10			1000 430263	340	101000
15859		1650 D.I.A.R Do It All Repair	160.65					
	1453	03/17/20 PD 2011 Charger Decommission	160.65*			1000 420100	232	101000

of Claims 14 Total: 25,773.70

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$4,277.55
2250 PLANNING	
101000 Cash - Operating	\$49.00
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$186.74
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	\$272.86
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	\$198.45
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	\$299.13
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	\$215.43
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	\$436.93
2940 ECONOMIC DEVELOPMENT	
101000 Cash - Operating	\$29.99
5210 WATER	
101000 Cash - Operating	\$11,535.26
5310 SEWER	
101000 Cash - Operating	\$6,476.19
5610 AIRPORT	
101000 Cash - Operating	\$1,796.17
Total:	\$25,773.70

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

Council Council

Council Council

Mayor

Date Approved_____

File Attachments for Item:

b. Ratification of Claims #15824-15909

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line #	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15824		1667 Owens Law Firm, PLLC		*** Claim from another period (3/20) **** 2,964.80								
	02863	04/01/20 Town Legal Services		1,811.40			1000		411100	350		101000
	02864	04/10/20 Prosecuting Atty Services		1,153.40			1000		411100	352		101000
15866		1164 ATCO International		*** Claim from another period (3/20) **** 125.00								
	I0549113	03/30/20 WM- Cloves Black Nitriole -Bo		62.50			5310		430630	230		101000
	I0549113	03/30/20 W-Cloves Black Nitriole -Box		62.50			5210		430540	220		101000
15867		155 Supply Ditch Association		*** Claim from another period (3/20) **** 345.00								
	250 -	2020 Spring Water Assessment @ \$1.30 = \$325.00										
	Admin	Fee \$20.00										
	3195	03/15/20 Water Assessment		345.00*			1000		430900	330		101000
15868		717 Cash and Go Cars		*** Claim from another period (3/20) **** 302.00								
	255976	03/17/20 FD- 96 Suburban 2002 Maints		302.00*			1000		420460	232		101000
15869		1723 PRO TOWING		*** Claim from another period (3/20) **** 575.00								
	54110	03/16/20 FD- Towing for Fire Truck		575.00*			1000		420460	232		101000
15870		1721 Elan City, Inc		*** Claim from another period (3/20) **** 5,819.00								
	20-1502	03/10/20 PW-Solar Radar Speed Signs x2		5,819.00			2820		430200	212		101000
15872		1722 Local Government Services		285.00			1000		410550	350		101000
	Mar 20	03/09/20 AFR Fees		285.00								
15873		1146 Motorola Solutions, Inc.		375.00								
	Nova	Software - Monthly Subscriptions										
	42431	04/01/20 May Nova Subscription		75.00			1000		411100	352		101000
	42431	04/01/20 May Nova Subscription		300.00			1000		420100	330		101000
15874		1637 ImageTrend		*** Claim from another period (1/20) **** 1,287.50								
	120245	01/03/20 Annual fee		1,287.50			1000		420410	330		101000
15875		717 Cash and Go Cars		307.00			1000		420460	232		101000
	356026	04/03/20 FD- Suburban Command Rig		307.00*								
15876		957 FIRE APPARATUS REPAIR, LLC		*** Claim from another period (3/20) **** 4,176.17								
	5366	03/05/20 FD-Repair hydraulics ladder L2		2,643.75*			1000		420460	360		101000
	5373	03/20/20 FD-Replace Tie Rod 2510		1,532.42*			1000		420460	360		101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15877	2003024	04/01/20	1569 Psychological Resources Guida J. Psych Eval	135.00 135.00	(3/20) ****		1000 420100	350	101000
15878	34551	04/07/20	533 WESTERN POLICE SUPPLY PD-Uniforms Guida	191.95 191.95	(3/20) ****		1000 420100	226	101000
15879		03/24/20	1575 Craig Thomas Reimburse-mover blades	112.89 112.89*			5610 430300	230	101000
15880	0306	03/16/20	1026 RTC CONSTRUCTION, LLC BD-New window in Annex buildin	750.00 750.00	(3/20) ****		2394 420531	350	101000
15881		03/14/20	1693 Tim Netzley ICC Building Code Conference - EduCode 2020 las Vegas March 2020 BD-Conference Reimbursemen	868.10 868.10			2394 420531	370	101000
15882	E	04/01/20	59 BITTER ROOT DISPOSAL Street Solid Waste	199.92 149.94			1000 430200	340	101000
15883		04/01/20	3372818 Sewer Plant Solid Waste	49.98			5310 430640	340	101000
15883		04/02/20	108 BITTERROOT STAR Legal Hearing Phillips ST	54.72 34.20	(3/20) ****		1000 410550	330	101000
15884		04/02/20	March 2020 Legal CCR Report Notice	5.31*			5210 430510	330	101000
15884		04/02/20	March 2020 Legal RFP IT Services	15.21			1000 410550	330	101000
15884		04/01/20	1330 Burnt Fork Market PD-Vinyle/Rubber Gloves	28.73 28.73	(3/20) ****		1000 420100	220	101000
15885		03/20/20	690 Core & Main LP W-DMMR Upgrade Pack Firmware	700.92 700.92*	(3/20) ****		5210 430550	312	101000
15886		03/18/20	1650 D.I.A.R Do It All Repair Charger Decommission	848.03 125.50*	(3/20) ****		1000 420100	232	101000
15887		03/10/20	1449 03/10/20 PD-2009 Dodge Charger Repair	722.53*			1000 420100	232	101000
15887		03/22/20	1702 DE Lage Landen Finance Services, Printer lease	55.02 51.02*	(3/20) ****		2940 410550	320	101000
		03/22/20	Late Fee	4.00*			2940 410550	320	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15888	66020	04/01/20	1696 First Call Computer Solutions, Admin-Monthly Fee	2,100.00 315.00			1000		410550	356		101000
	66020	04/01/20	PD-Monthly Fee	315.00			1000		420100	356		101000
	66020	04/01/20	C-Monthly Fee	105.00			1000		410360	356		101000
	66020	04/01/20	BD-Monthly Fee	105.00*			2394		420531	356		101000
	66020	04/01/20	FD-Monthly Fee	105.00			1000		420410	356		101000
	66020	04/01/20	Sewer-Monthly Fee	525.00			5310		430610	356		101000
	66020	04/01/20	Water-Monthly Fee	525.00			5210		430510	356		101000
	66020	04/01/20	Airport-Monthly Fee	105.00			5610		430300	356		101000
			*** Claim from another period (3/20) ****									
15889	E	852 CENEX FLEETCARD		1,042.67			1000		420460	231		101000
	192668CL	03/31/20	FD - Fuel	374.12			2230		420730	231		101000
	192668CL	03/31/20	Amubulance - Fuel	0.00			1000		420100	231		101000
	192668CL	03/31/20	PD - Fuel	188.02			1000		430100	231		101000
	192668CL	03/31/20	PW Admin - Fuel	73.77*			1000		430200	231		101000
	192668CL	03/31/20	Road & Streets - Fuel	0.00			1000		460430	231		101000
	192668CL	03/31/20	Parks - Fuel	12.30*			1000		430900	231		101000
	192668CL	03/31/20	Cemetery - Fuel	12.30*			5210		430510	231		101000
	192668CL	03/31/20	Water - Fuel	191.08			5310		430610	231		101000
	192668CL	03/31/20	Sewer -Fuel	191.08								
			*** Claim from another period (3/20) ****									
15890		1659 CHS Mountain West CO-OP		78.13			1000		420100	231		101000
	131139	03/31/20	PD-Fuel	28.93			1000		420100	231		101000
	131429	03/31/20	PD-Fuel	17.32			1000		430100	231		101000
	131410	03/31/20	PW-Fuel	9.56*			1000		460430	231		101000
	131410	03/31/20	P-Fuel	1.60*			1000		430900	231		101000
	131410	03/31/20	C-Fuel	1.60*			5210		430510	231		101000
	131410	03/31/20	W-Fuel	9.56			5310		430610	231		101000
	131410	03/31/20	S-Fuel	9.56								
			*** Claim from another period (3/20) ****									
15891		16 MONTANA ENVIRONMENTAL LAB LLC		1,061.80			5210		430510	350		101000
	2001996	03/04/20	Water testing	48.00			5310		430610	350		101000
	2001790	03/02/20	Sewer testing	163.20			5310		430610	350		101000
	2001984	03/11/20	Sewer testing	362.00			5310		430610	350		101000
	2002247	03/17/20	Sewer testing	164.20			5310		430610	350		101000
	2002542	03/24/20	Sewer testing	163.20			5310		430610	350		101000
	2002748	03/31/20	Sewer testing	161.20			5310		430610	350		101000
			*** Claim from another period (1/20) ****									
15892		1653 MCKESSION MEDICAL - SURGICAL		311.64			2230		420730	220		101000
	50% charged to District						2230		420730	220		101000
	75314609	02/27/20	FD-medical supplies	240.70*								
	75321438	02/27/20	FD-medical supplies	70.94*								

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object Proj	Cash
			Line \$						Account
15893		1653 MCRESSON MEDICAL - SURGICAL							
		50% charged to District	579.63						
		75787617 02/03/20 FD-medical supplies	68.84*				2230 420730	220	101000
		76668265 02/11/20 FD-medical supplies	291.63*				2230 420730	220	101000
		77036104 02/14/20 FD-medical supplies	219.16*				2230 420730	220	101000
		*** Claim from another period (3/20) ****							
15894		348 Snow Mountain Electric	493.50						
		3155 03/23/20 TH-LED light replacements	118.00*				1000 411201	360	101000
		3150 03/18/20 FD-Motoral Front Cover kit/Bat	128.00*				1000 420460	310	101000
		3156 03/23/20 FD-LED Cutoff wall pack Fixtur	247.50*				1000 411201	360	101000
		*** Claim from another period (2/20) ****							
15895		17 MONTANA SAMS LLC	49.00						
		129 02/08/20 P-Chain Saw Sharpening	21.00				1000 460430	360	101000
		Receipt 02/27/20 FD-Chain Saw Sharpen/Fuel	28.00*				1000 420460	360	101000
		*** Claim from another period (2/20) ****							
15896		228 Norco, Inc.	10.15						
		Cylinder Rent							
		28693045 02/29/20 Cylinder Rental - Streets	3.37*				1000 430200	220	101000
		28693045 02/29/20 Cylinder Rental - Water	3.39*				5210 430510	220	101000
		28693045 02/29/20 Cylinder Rental - Sewer	3.39				5310 430610	220	101000
		*** Claim from another period (3/20) ****							
15897		228 Norco, Inc.	10.85						
		Cylinder Rent							
		28935984 03/31/20 Cylinder Rental - Streets	3.61*				1000 430200	220	101000
		28935984 03/31/20 Cylinder Rental - Water	3.62*				5210 430510	220	101000
		28935984 03/31/20 Cylinder Rental - Sewer	3.62				5310 430610	220	101000
		*** Claim from another period (3/20) ****							
15900		1711 Office Solutions & Service	21.01						
		INV81920 03/25/20 Copies, Color & BW	21.01*				1000 410550	320	101000
15901		1436 Maureen M. O'Connor	1,500.00						
		Apr 2020 03/25/20 Monthly Compensation	1,500.00				1000 410360	350	101000
		*** Claim from another period (3/20) ****							
15902		1582 Optical Scientific, Inc.	2,066.03						
		S42006-1 03/19/20 AWOS service	125.00*				5610 430300	350	101000
		S42006-1 03/19/20 Travel time	1,187.50*				5610 430300	350	101000
		S42006-1 03/19/20 Travel Expenses	627.94*				5610 430300	350	101000
		S42006-1 03/19/20 G&A 20%	125.59*				5610 430300	350	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15903		366 Ravalli County Fire Council		164.86	****		1000 420410	330	101000
		Ravalli County Fire Council Annual Dues		164.86					
		Basic \$164.86							
15904	E	8 RAVALLI ELECTRIC CO-OP		92.89	****		5610 430300	340	101000
		Mar 20 03/31/20 Airport Utilities - Lights Ele		61.92			5610 430300	340	101000
		Mar 20 03/31/20 Airport Utilities - Water Pump		30.97					
15905		53 SUPER 1 FOODS		88.52	****		5310 430610	220	101000
		Mar 20 03/10/20 S-Water for testing		20.82			1000 410200	210	101000
		Mar 20 03/16/20 M- Gen Merchandise		9.99*			5310 430640	220	101000
		Mar 20 03/20/20 S-Detergent		5.98			1000 420100	220	101000
		Mar 20 03/27/20 PD-Covid-19 Supplies		51.73					
15906		1698 Spectrum		406.89			1000 420410	340	101000
		Control Account X421					5210 430510	340	101000
		Mar 20 04/03/20 FD phone/internet		15.00*			5310 430610	340	101000
		Mar 20 04/03/20 H2O dept phone/internet		50.22			1000 410360	340	101000
		Mar 20 04/03/20 Sewer dept phone/internet		15.00			2394 420531	340	101000
		Mar 20 04/03/20 Court phone/internet		15.00			1000 420100	340	101000
		Mar 20 04/03/20 BD phone/internet		34.49			1000 460450	340	101000
		Mar 20 04/03/20 PD phone/internet		39.99*			5210 430510	340	101000
		Mar 20 04/03/20 Pool phone		78.49			5310 430610	340	101000
		Mar 20 04/03/20 Water office phone/internet		78.49			2940 410550	340	101000
		Mar 20 04/03/20 Sewer office phone/internet		78.49					
		Mar 20 04/03/20 Econ Development-Phone		29.99*					
15907		34 STEVENSVILLE HARDWARE AND RENTAL		68.41	****		5310 430640	230	101000
		C435155 03/03/20 S-Lights		8.59			1000 430900	220	101000
		C435268 03/05/20 C-stacks for graves		17.99			1000 430200	231	101000
		A456470 03/17/20 PW-Starter fuuld		3.99			5310 430610	220	101000
		B45939 03/20/20 S-Spray Bottle		5.49			1000 430200	230	101000
		A457450 03/26/20 ST-Concrete 60lbs		18.36			1000 410550	220	101000
		C436594 03/27/20 TH-Conona Virus Supplies		13.99					
15909	E	230 Verizon Wireless		399.78	****		1000 410200	340	101000
		Mar 20 03/18/20 Cell Phone - Mayor		60.49			1000 420100	340	101000
		Mar 20 03/18/20 Cell Phone - PD		146.37			2394 420531	340	101000
		Mar 20 03/18/20 Cell Phone - BD		109.34			5210 430510	340	101000
		Mar 20 03/18/20 Cell Phone - H2O		32.40			5310 430610	340	101000
		Mar 20 03/18/20 Cell Phone - Sewer		32.40			5610 430300	340	101000
		Mar 20 03/18/20 Cell Phone - Airport		18.78					

of Claims 41 Total: 31,052.51

Total Electronic Claims 1,735.26 Total Non-Electronic Claims 29317.25

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$16,242.79
2230 AMBULANCE	
101000 Cash - Operating	\$891.27
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$1,847.44
2820 GAS APPORTIONMENT TAX	
101000 Cash - Operating	\$5,819.00
2940 ECONOMIC DEVELOPMENT	
101000 Cash - Operating	\$85.01
5210 WATER	
101000 Cash - Operating	\$1,710.49
5310 SEWER	
101000 Cash - Operating	\$2,060.92
5610 AIRPORT	
101000 Cash - Operating	\$2,395.59
Total:	\$31,052.51

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

Council

Council

Mayor

Date Approved_____

File Attachments for Item:

Letter from publishers of the Bitterroot Star



Bitterroot Star

Community Newspaper

received
5/4/2020 JJA

May 1, 2020

Town of Stevensville
P.O. Box 30
Stevensville MT 59870

To Town Council Members,

It has come to our attention that three members of the Stevensville Town Council were recently communicating with each other about town business on a Facebook page. This is clearly illegal.

Here's what the Montana Constitution says:

Section 9. Right to know. No person shall be deprived of the right to examine documents or to observe the deliberations of all public bodies or agencies of state government and its subdivisions, except in cases in which the demand of individual privacy clearly exceeds the merits of public disclosure.

Here is how the Montana Code Annotated defines a meeting:

2-3-202. Meeting defined. As used in this part, "meeting" means the convening of a quorum of the constituent membership of a public agency or association described in 2-3-203, whether corporal or by means of electronic equipment, to hear, discuss, or act upon a matter over which the agency has supervision, control, jurisdiction, or advisory power.

Therefore, anytime a quorum of the governing body is "hearing", "discussing" OR "acting" on a matter of public interest and is within their jurisdiction the meeting should be noticed to the public 48 hrs in advance and with enough detail for the public to know what it is the council will "hear, discuss or act" upon. Meeting minutes and public comment are also required.

We ask you to discontinue these illegal communications immediately.

Sincerely,

Michael & Victoria Howell, Publishers

P.O. Box 8 • Stevensville MT 59870
Phone (406) 777-3928 • Fax (406) 777-4265

File Attachments for Item:

b. Open Letter to Council from Employees

Open Letter to Stevensville Town Council Members and Citizens of Stevensville:

As employees of the Town of Stevensville, we write this letter to express our frustration, hurt and disappointment in several members of Council, former elected officials and certain community members whose ongoing and relentless actions against the Town's administration have become unbearable. We feel that we are under attack and are subject to an unhealthy work environment.

Over the past several months we have sadly seen an increase in the number of disturbingly rude telephone calls received and we now find ourselves the target of spiteful internet slander. The individuals behind these activities who are vocally discussing Town projects, services, policies/procedures and staff members are doing so by twisting information and disseminating mistruths in what we see as an attempt to shame, discredit and intimidate us. While we try to provide them with correct and factual information, it appears to go ignored. Please note that we, your public service staff, completely understand and respect a person's right to their opinion under the constitution, but the hateful reasons and hostile tone expressed have become very concerning and upsetting. We, your Town's employees, categorically deny the allegations made against us by these individuals.

Daily we watch and react in dismay as these members of our community, which we proudly serve, are mistreating us individually and collectively and disrupting our abilities to satisfactorily perform our jobs. Their inquiries and requests for information, as well as responding to unfounded allegations, have wasted countless hours on what we can only describe as a "wild goose chase" to try to accuse our Mayor of illegal action to discredit him and the Town's administration, us. Besides the obvious damage to staff morale and reputations, this is obviously a waste of resources and embarrassing to our Town's reputation.

Please know and understand that we, the Town's employees, recognize that serving the public is a privilege and we are proud to serve you. We take pride in our work and work hard to provide excellent customer service to all community members in a courteous manner. These slanderous remarks and internet postings serve only to create chaos and discord and purposefully reduce our ability to effectively perform our duties.

As your public service staff, we have few avenues to launch complaints against the unacceptable treatment and harmful behavior demonstrated towards us by certain members of Council, former elected officials and certain community members. Therefore, we have joined together in support of each other, and we respectfully ask that these individuals discontinue their harassing, disruptive and wasteful behavior. We understand that they immensely loath our Mayor; however, their blind obsession to force him out of office has once again found, us, the staff of the Town of Stevensville, in the crosshairs of their vicious attacks. These individuals and their ongoing rude and meanspirited behavior must stop for the good of all. We ask that we come together as a community to find solutions and respect each other. We encourage those persons with issues or grievances or who wish to better understand the facts, to schedule a meeting with us.

Al Hoffman
Karen Miller
Genevieve Bertland



File Attachments for Item:

Phillips Street Right-of-Way Vacate



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	Public Hearing
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/04/2020
Agenda Topic:	Phillips Street Right-of-Way
Backup Documents Attached?	No
If no, why not?	Reference Agenda Items in New Business
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/04//2020
Notes:	

File Attachments for Item:

Discussion/Decision: Easement Contract with Jesse Reeves for future well field infrastructure



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/05/2020
Agenda Topic:	Discussion/Decision: Easement Contract with Jesse Reeves for future well field infrastructure
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/04//2020
Notes:	

Agenda Item: 10a, Unfinished Business

Discussion/Decision: Easement Contract with Jesse Reeves for future well field infrastructure

Other Council Meetings

November 7, 2019
November 19, 2019
March 12, 2020

Exhibits

This agenda item provides Council with the ability to authorize the Mayor to execute an easement contract with Jesse Reeves that will allow for future well field infrastructure on his 26.06 acres adjacent to the Town's well field.

Background:

On November 7 and 19, 2019 the Town Council considered action on a right of first refusal for a 26.06-acre parcel of land adjacent to the Town's existing well field. Although the Administration supported exercising the Town's right of first refusal and acquiring the property, the Town Council decided to surrender the right of first refusal to the buyer, Jesse Reeves.

Instead, the Town Council asked the administration to work with Mr. Reeves to pursue an easement on the property that would enable the Town to place wells on the property in the future. As a condition of annexation, the Town is seeking a contract with Mr. Reeves that ensures an easement on the property in the future. At this time, the administration does not know how much land will be required for the easement, and where on the 26.06 acres the easement would be located. Those answers should be available following the 2020 Water System Preliminary Engineering Report. The report will outline future needs for wells, where they should be, and a time frame for installation.

On March 12, 2020 a contract was in draft form and had not yet been provided to Council. Since the March 12 Council Meeting, the Town Attorney has advised the administration that such a contract would not hold sufficient legal basis. Still, the Town does not know exactly what an easement would look like on the Reeves's property.

The Town Council decided to surrender the Town's right of first refusal on November 19th with a good faith understanding with Mr. Reeves that he would honor a future easement for the Town. The administration recommends proceeding without a contract and allowing annexation with good faith of Mr. Reeves and determining an easement at a later date when adequate information is known by the Town.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s):

07-16-2018

MOTION

I move to:

File Attachments for Item:

b. Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/04/2020
Agenda Topic:	Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/04/2020
Notes:	

Agenda Item: Unfinished Business

Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

Other Council Meetings

February 27, 2020
March 12, 2020

Exhibits

- A. Resolution No 470
- B. Annexation Map
- C. Plan for Services
- D. Annexation Petition

This agenda item provides Council with the ability to authorize the annexation of property adjacent to the Town's existing incorporated boundary.

Background:

On February 27, 2020 Resolution No. 470 was brought forth to the Town Council with the intent to annex the property described as a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B.

The proposed zoning of the property is C-2. The property owner, Jesse Reeves, states that his plans for the property are to build up to two homes on the property, as well as a possible building to for his home-based contracting business. Mr. Reeves desires municipal water and sewer services on the property and in exchange for annexation will provide an easement for the Town's future well field infrastructure. The Town's Twin Creeks Well Field is adjacent to the 26.06 acre proposed annexation.

On March 12, 2020 the Town Council decided to table Resolution No. 470, with the intent to wait for a contract to come forward with property owner, Mr. Reeves.

Board/Commission Recommendation: **Applicable** - **Not Applicable**

The Planning & Zoning Board recommends annexation.

Alternative(s): do not approve Resolution No. 470

MOTION

I move to: approve Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

RESOLUTION NO. 470

A RESOLUTION TO ANNEX

WHEREAS, Jesse Reeves, as owner of the parcel of land described in Exhibit 1, has filed a Petition for Annexation to the Town, pursuant to MCA Title 7, Chapter 2, Part 46; and

WHEREAS, pursuant to §7-2-4601(3)(a)(i), Jesse Reeves represents more than 50% resident electors owning real property in the area to be annexed; and

WHEREAS, the Town of Stevensville Planning and Zoning Board has reviewed the Petition submitted by Jesse Reeves and recommended that the Town Council proceed with annexation; and

WHEREAS, the plan for services has been developed and deemed adequate by the Town Council; and

WHEREAS, the Town Council has determined that it is in the best interest of the Town of Stevensville that the legally described parcel of land described in Exhibit 1 be annexed in accordance with §7-2-4601(3)(b).

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Stevensville annexes the parcel of land legally owned by Jesse Reeves as described in Exhibit 1.

PASSED AND ADOPTED by the Town of Stevensville, Montana this 4th day of June, 2020.

Approved:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

F:\1018\3018 Misc. Invoicing\reeves\reeves - Survey Drawing.dwg, 1/20/2018



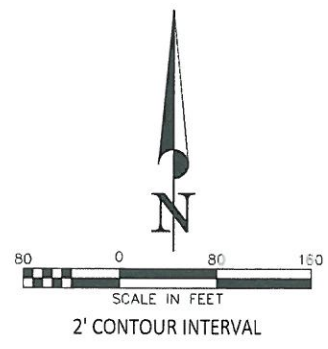
EXISTING FIRE HYDRANT

MANHOLE 27
RIM EL. = 3432.89'
INV. IN (E) = 3427.89' (FOR FUTURE)
INV. OUT (W) = 3427.89'

**PROPOSED
ANNEXATION
AND
ZONING:
C-2**

TRACT 1-B
CS#691110-R

26.06
ACRES



PROJECT #	2019 - MISC.
DATE	12/10/2019
BY	JESSE REEVES
CHECKED BY	
SCALE	AS SHOWN
REVISION	
NO.	
DATE	
BY	
DESCRIPTION	

JESSE REEVES
TRACT 1-B CS#691110 R
SEC. 35, T9N, R20W
STEVENSVILLE, MT

PC
Professional Consultants Inc.
100 West 10th Street, Suite 100
Stevensville, MT 59755
Phone: (406) 325-1111
Fax: (406) 325-1112
www.pcinc.com

DEC. 2019
**SITE
LAYOUT**

EXHIBIT A

Town of Stevensville Annexation Service Plan For Annexation CS 691110-R (Tract 1-B)

I. TERRITORY

This service plan is applicable to 26.06 acres of land located in the NE ¼ NE ¼ of Section 35, Township 9 North, Range 20 West, P.M.M., Tract 1-B, Certificate of Survey No. 691110-R, in Ravalli County, Montana. The territory is located in the general vicinity south and west of the intersection of Middle Burnt Fork Road and Logan Lane. A map of the area is attached hereto and incorporated herein by reference. The territory consists primarily of vacant land.

II. GENERAL PROVISIONS

a. Effective Term. This service plan shall be in effect for a ten-year period commencing on the effective date of the annexation.

b. Amendment or Renewal. This service plan may be amended from time to time as provided by Law. Renewal of the service plan shall be at the sole option of the Stevensville Town Council.

c. Intent. It is the intent of the Town of Stevensville that this service plan shall provide for the delivery of full municipal services to the annexed area in accordance with State law. The failure of this plan to describe any particular service shall not be deemed to be an attempt to omit the provision of such services from the annexed area. The delivery of municipal services may be accomplished through any means permitted by law.

d. Level of Services to be Provided. It is the intent of the Town of Stevensville to provide the level of services required by State law. The Town Council finds and determines that the level of services, infrastructure and infrastructure maintenance provided within the area prior to annexation is not greater than is provided in the Town. The Town Council finds and determines that the services, infrastructure and infrastructure maintenance proposed by this plan are comparable to that provided to other parts of the Town with topography, land use, and population density reasonably similar to the annexed area. The Town Council finds and determines that implementation of this plan in the manner proposed will not reduce the level of fire, police, and emergency medical services available within the Town.

III. SERVICES TO BE PROVIDED AT ANNEXATION

These services will be provided within the annexed area immediately upon the effective date of the annexation. In the case of a gated subdivision, it will be the responsibility of the Property Owners Association (POA) to provide emergency service and Town staff access, particularly in cases where the access mechanism changes on or after annexation.

a. Police Protection. Police services include criminal investigations, routine patrol, traffic enforcement, and dispatched response to both emergency and non-emergency service calls.

As a result of this annexation, no new patrol officers or patrol units are necessary to serve the area. It is anticipated that police services within the annexed area will be provided utilizing existing levels of personnel and equipment.

Currently, the nearest police station is Police Headquarters, which is located at 206 Buck Street.

b. Fire Protection. The Stevensville Fire Department will provide emergency fire suppression and routine fire prevention services within the annexed area.

The Stevensville Fire Department does not provide primary EMS services. Marcus Daly Ambulance Service currently provides EMS services throughout the County. Firefighters may be dispatched to the scene of accidents or other medical emergencies to assist Ambulance Service EMS personnel or to provide “first responder” services pending the arrival of EMS personnel.

The Fire Department currently operates two fire stations that are located on Buck Street and Stevensville Airport Road. The annexed area will initially be incorporated in the zones served by Fire Station No. 1 on Buck Street. The station(s) assigned to the annexed area may be altered from time to time in response to service demands, shifts or growth in population, future annexations or other relevant considerations.

Stevensville Rural Fire District currently provides fire protection services to the area. After the area is annexed to Stevensville, the Town will require SRFD to remove the area from the territory of SRFD.

c. Solid Waste Collection. Privately owned solid waste management service providers currently provide collection services within the annexation territory area and shall continue to provide such services.

d. Maintenance of Water and Wastewater Facilities. The annexation territory is presently within the service area of the Town of Stevensville.

The Town does not maintain privately owned water wells or septic or aerobic wastewater systems. Property owners who currently have water wells, septic or aerobic wastewater systems may keep them as long as they are maintained in proper working order. When Town wastewater disposal facilities are available to serve existing development, the Town may require connection to the Town system instead of permitting the installation of new septic or aerobic disposal systems. Mandatory connection to the Town wastewater system will not be required where existing systems remain in good working order and do not present a threat to public health or safety.

e. Maintenance of Roads, Streets and Street Lighting. The Town is not responsible for the maintenance of private streets or roads in the annexed area.

The Town will assume the responsibility for maintenance of public streets and roads directly adjacent to or within the annexation territory. Any such streets or roads formerly maintained by Ravalli County that become subject to Town maintenance will be maintained in a condition which is at least equal to the County maintenance standard, however, the Town will not be required to reconstruct or upgrade such streets to a higher standard.

It is the responsibility of the developer to construct or provide those streets or roads necessary to serve the demands of new development in the areas to be annexed. The Town may accept the dedication of public streets constructed in accordance with applicable development regulations of the Town and will thereafter be responsible for their maintenance.

f. Maintenance of Parks, Playgrounds and Swimming Pools. There are no public parks, playgrounds, or swimming pools within the area to be annexed. Private recreational facilities, open spaces and swimming pools are unaffected by the annexation.

g. Maintenance of any other Public Building, Facility or Service. Annexation does not transfer ownership of most public buildings, facilities or services, all of which should continue to be maintained or provided by the public entity that currently owns or provides them. Privately owned facilities, including privately owned and operated storm water detention facilities, are not affected by the annexation.

An appropriate Town Department will be assigned to assume responsibility for the maintenance or provision of any facilities or services which become the responsibility of the Town and are not covered by this service plan.

IV. CAPITAL IMPROVEMENTS

Construction of these capital improvements will be substantially completed within 2½ years.

a. Police Protection. No additional capital improvements are needed at this time to provide police services.

b. Fire Protection. No capital improvements are needed at this time to provide fire protection services.

c. Solid Waste Collection. No capital improvements are needed at this time to provide solid waste collection services.

d. Water and Wastewater Facilities. No capital improvements are needed at this time to provide water and wastewater services.

e. Roads, Streets and Streetlights. No new roads, streets or streetlights are needed at this time. It will be the responsibility of the developer of the property to provide the roads and streets necessary to serve new development within the annexed area.

f. Parks, Playgrounds and Swimming Pools. No capital improvements are needed at this time to provide recreational services.

g. Other Public Buildings, Facilities or Services. No capital improvements are needed at this time to provide other public services.

V. WATER AND WASTEWATER SERVICE EXTENSION POLICIES

The Town provides fee-based water and wastewater services to the portions of the Town which are not within an area served by another water or wastewater utility. Water and wastewater services are generally only provided to lots that have been properly subdivided or platted. The City may decline to provide service to any property that is not platted.

For lots that have water or wastewater lines in an abutting street or easement, the owner may receive water or wastewater service by applying for a tap and paying any required fees.

The provision of water and wastewater facilities for new development within the Town is primarily governed by the Town's building code and subdivision ordinances that are found in Chapters 6, 10 and 26 of the Town Code of Ordinances. New development must be served by owner/developer provided public water and wastewater facilities that meet the Town's standard requirements. Upon construction and dedication by the owner/developer the CS 691110-R (Tract 1-B) Service Plan

Town agrees to provide services via the facilities and thereafter to maintain them in accordance with municipal code and state law.

Facilities necessary to serve a new development are provided at the sole cost of the owner/developer. Such facilities include not only those which are located within the owner/developer's property, but also any exterior mains which must be extended to connect the property under development to the point of connection with the Town's existing facilities. The Town need not compensate the owner/developer for the ordinary costs of extending exterior mains.

The Town may require that the owner/developer provide oversized water or wastewater facilities. In such cases the Town will pay the reasonable cost of such oversizing. Whether or not a particular line sizing constitutes "oversizing," is determined upon the basis of generally accepted sound engineering design practices.

In newly annexed areas the Town examines the need for line extensions to serve existing development that does not currently receive water or wastewater services. The Town will determine the need for the construction of lines and facilities to serve existing development after giving due consideration to the topography, land use, population density, the adequacy of existing private water wells and septic tanks and anticipated levels of demand. The Town will not undertake line extensions to serve such existing development unless the new lines will be logical, reasonable and prudent extensions of the Town's existing facilities.

From time to time, upon the request of an interested property owner the Town will consider whether or not line extensions previously deemed unnecessary have become necessary as a result of changed conditions.

The Town may recover the capital costs of extending water or wastewater facilities to serve existing development through the use of infrastructure fees, assessments or any other method authorized by law.

Once sewer lines become available in an abutting street or easement the Town may require that existing development connect to the Town's sewer system.

January 20, 2019

Town of Stevensville
206 Buck Street
Stevensville, MT 59870

RE: Annexation and zoning of Tract 1-B, CS #691110-R, Parcel #: 287530, 26.06 Acre Parcel,
Legal Description of Lot: S35, T09N, R20W, Geocode: 13-1764-35-1-01-26-0000

To whom it may concern,
Jesse Reeves has purchased the above referenced parcel located at the corner of Logan Lane and Middle Burnt Fork Road, just east of the Twin Creeks Subdivision. Jesse's intent currently for the property would be to build a single-family home and run his business out of the home. We are requesting to annex into the city, and zone the parcel as C-2. Having the commercial designation will allow for Jesse to run his business as well as live on the property as well. We are requesting access to the lot through the 60' wide public access and utility easement on the west side of the lot.

Please let us know what else you need from us for your review.

Sincerely,
Professional Consultants, Inc.



Jeff Standaert, P.E.
Civil Engineer



Town of Stevensville
ANNEXATION BY PETITION

APPLICATION FEE: \$750.00
(Payable to the Town of Stevensville)
ALL FEES ARE NON-REFUNDABLE

The undersigned, being all the Property Owner(s) or as legally authorized by all the Property Owner(s), of the property herein described, petitions the Town of Stevensville to annex the same under the provisions of Title 7, chapter 2, part 46, MCA.

In support of this Petition, undersigned provides the following information:

- 1. IS THE PROPERTY CONTIGUOUS TO EXISTING CITY LIMITS? Yes No
- 2. HAS THE PROPERTY BEEN PREZONED? Yes No

If so, what is the zoning? _____

3. IF NOT CURRENTLY PREZONED, WHAT ZONING IS PROPOSED? C-2

4. PRESENT AND PROPOSED USE: (attach additional information if necessary)

Present: Vacant land
Proposed use: Bun Reeves Construction Business + single family residence.

5. IF WATER AND SEWER SERVICE DO NOT EXIST, HOW DO YOU PROPOSE TO GET SERVICE TO THE PROPERTY? Run water and sewer lines

6. IN WHICH FIRE DISTRICT OR FIRE SERVICE AREA IS THE PROPERTY LOCATED? _____

7. IS THE PROPERTY SERVED BY A PRIVATE GARBAGE SERVICE? Yes No

Application Instructions

INTENT: Application to the Town Council for annexation into the Town of Stevensville as described in §7-2-46, MCA.

GENERAL: Please submit the following:

- 1. Completed Application to the Town Clerk. The application fee must be paid at the time of application submittal.
- 2. Application must be COMPLETED and SIGNED by the applicant and property owner. An incomplete application may delay review of your request. Attach additional information if needed.
- 3. Vicinity map of the area with the application form. This map must show the location of the property in relation to surrounding land and zoning in the immediate area; and City streets.

4. A description of the boundaries of the area to be annexed. *see existing Plat*
5. Storm water drainage plan, unless waived by the Public Works Director.
6. Site plan.

REQUIREMENTS FOR SUBMITTING SITE PLAN:

1. Five (5) 11" x 17" copies of the site plan are required, plus one (1) copy reduced to either 8½" x 11" or 8½" x 14".
2. All lines must be drawn legibly. (Black or blue line prints from an original are acceptable.)
3. Drawn to one of the following scales: 1"=10'; 1"=20'; 1"=50'
4. Your site plan must have the following information (check each item prior to submitting application):

- | | |
|--|---|
| <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> | <p>complete legal description of property - name of addition/subdivision with block and lot number(s); <i>see plot</i>
 lot dimensions and square footage; <i>see existing Plat</i>
 location, names, and widths of boundary streets, alleys and existing sidewalks; <i>NA</i>
 location and size of existing and proposed utilities such as sewer, water lines, fire hydrants phone, gas, power, etc.;</p> |
| <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> | <p>locations, dimensions, and square footage of all structures and uses on the property;
 distance of all structures from property lines (front/side/rear yard setbacks); <i>use scale on drawing</i>
 dimensions of any signs and their locations in relation to all property lines; and <i>NA</i>
 north arrow and scale.
 describe the legal and physical access to the property.</p> |

NEW CONSTRUCTION MUST COMPLY WITH THE FOLLOWING:

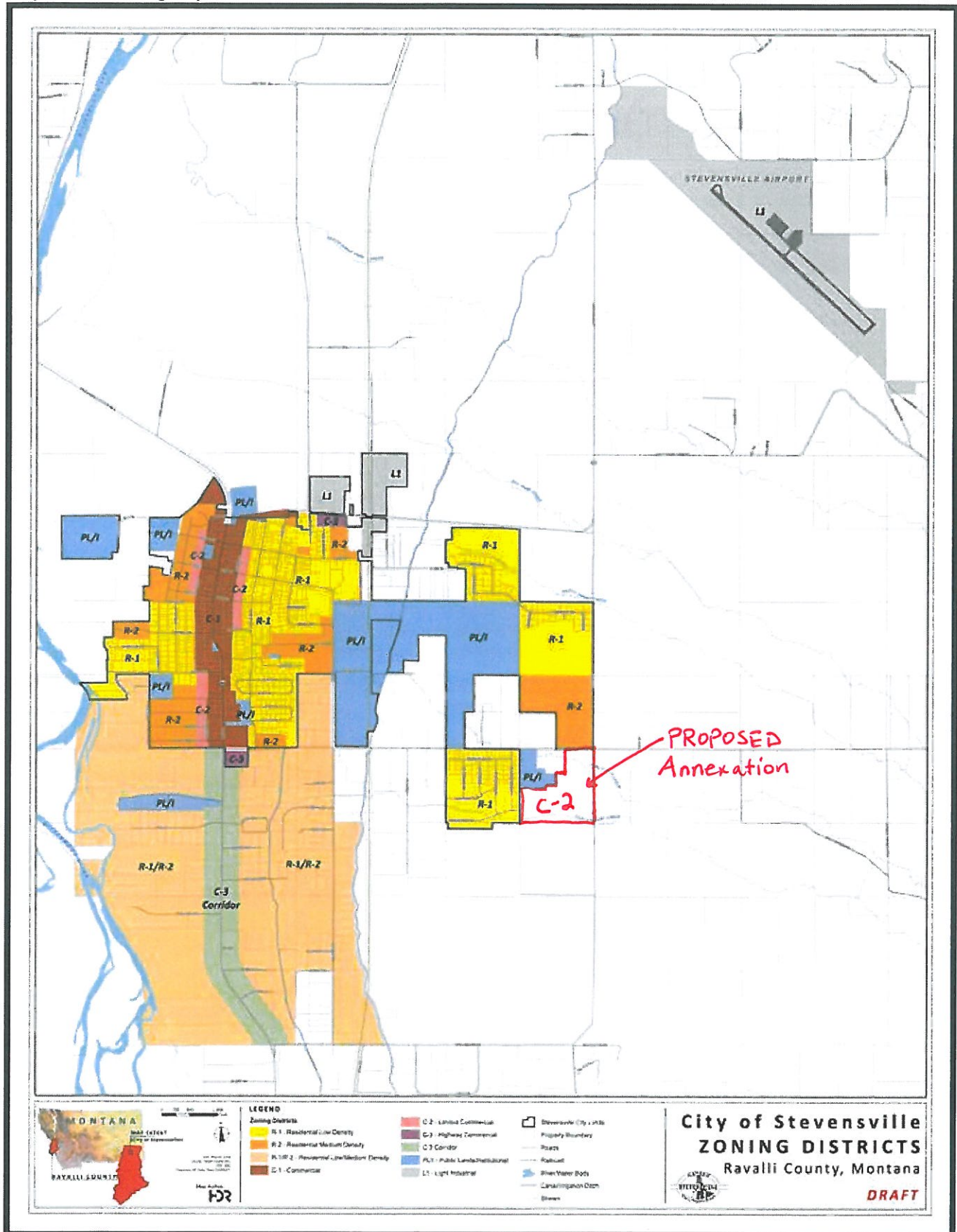
1. Building and fire codes, including required building and occupancy permits, and
2. The property owner must submit plans for review by the Town of Stevensville for compliance with City infrastructure, zoning, and other Code requirements, provide proof of compliance with all building and fire codes for all new construction or remodels subsequent to the adoption of this resolution and prior to annexation of the property, and pay all fees for such reviews in the same manner and on the same basis as do owners of properties already in the City.

NOTE: ANNEXATION IS EFFECTIVE ONLY AFTER THE CONDITIONS OF ANNEXATION HAVE BEEN MET AND THE TOWN COUNCIL HAS PASSED THE RESOLUTION OF ANNEXATION. INSTALLATION OF CITY WATER AND SEWER MAINS, FIRE HYDRANTS, STREETS, SIDEWALKS, CURBS AND GUTTERS MAY BE REQUIRED PRIOR TO ANNEXATION.

IT IS THE POLICY OF THE TOWN COUNCIL NOT TO ACT ON A PROPOSAL IF THE APPLICANT/APPLICANT'S REPRESENTATIVE IS NOT PRESENT AT THE COUNCIL MEETING. Town Planning Staff represents the Town; staff cannot answer questions for the applicant.

3. Taxes and assessments must be paid and current at the time of filing the Resolution of Annexation.

Map 8 - Draft Zoning Map



CERTIFICATE OF SURVEY

TO DEPICT THE RELOCATION OF COMMON BOUNDARIES IN THE
NE1/4NE1/4 SECTION 35, T.9N, R.20W, P.M.M., RAVALLI COUNTY, MONTANA

PERIMETER LEGAL DESCRIPTION

TRACT 1 OF CERTIFICATE OF SURVEY NO. 5060-SO AND A PORTION OF TRACT 1 OF CERTIFICATE OF SURVEY NO. 502986-R, RECORDS OF RAVALLI COUNTY, AND THAT PORTION OF THE NORTH-EAST ONE-QUARTER (NE1/4NE1/4) OF SECTION 35, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN, RAVALLI COUNTY, MONTANA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID SECTION 35, SAID POINT BEING THE TRUE POINT OF BEGINNING; THENCE ALONG THE CENTERLINE OF LOCUM LANE, 50'44.317'E A DISTANCE OF 1254.35 FEET TO A POINT ON THE SOUTH BOUNDARY LINE OF TRACT 1 OF CERTIFICATE OF SURVEY NO. 502986-R, RECORDS OF RAVALLI COUNTY; THENCE ALONG SAID SOUTH BOUNDARY LINE, N89°37'31" W A DISTANCE OF 1331.72 FEET TO A POINT ON THE WEST BOUNDARY LINE OF THE NORTH-EAST ONE-QUARTER (NE1/4NE1/4) OF SECTION 35, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN, RAVALLI COUNTY; THENCE ALONG SAID WEST BOUNDARY LINE, S89°54'47" E A DISTANCE OF 1011.88 FEET TO A POINT ON THE SOUTHERLY BOUNDARY LINE OF TRACT 1-A OF CERTIFICATE OF SURVEY NO. 655488-U, RECORDS OF RAVALLI COUNTY; THENCE ALONG THE SOUTHERLY AND EASTERLY BOUNDARY LINES OF SAID CERTIFICATE OF SURVEY NO. 655488-U, THE FOLLOWING BEING THE COURSES: N89°00'00" E A DISTANCE OF 468.72 FEET; THENCE N06°05'55" W A DISTANCE OF 60.00 FEET; THENCE N00°00'00" E A DISTANCE OF 200.00 FEET; THENCE N06°05'55" W A DISTANCE OF 217.80 FEET; THENCE S89°00'00" W A DISTANCE OF 1011.88 FEET TO A POINT ON THE CENTERLINE OF MOBLE BURNT FORK ROAD, THENCE ALONG SAID CENTERLINE OF MOBLE BURNT FORK ROAD, S89°34'47" E A DISTANCE OF 1011.88 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 30.86 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

LEGAL DESCRIPTIONS

TRACT 1-A, CERTIFICATE OF SURVEY NO. 5060-SO AND A PORTION OF TRACT 1 OF CERTIFICATE OF SURVEY NO. 502986-R, RECORDS OF SECTION 35, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, RAVALLI COUNTY, MONTANA, CONTAINING 4.80 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

TRACT 1-B, CERTIFICATE OF SURVEY NO. 5060-SO AND A PORTION OF TRACT 1 OF CERTIFICATE OF SURVEY NO. 502986-R, RECORDS OF SECTION 35, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, RAVALLI COUNTY, MONTANA, CONTAINING 26.06 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

PORTION 1-A, CERTIFICATE OF SURVEY NO. 655488-U, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, RAVALLI COUNTY, MONTANA, THE AREA THAT IS BEING REMOVED FROM ONE TRACT OF RECORD AND JOINED WITH ANOTHER TRACT OF RECORD IS NOT ITSELF A TRACT OF RECORD. SAID AREA SHALL NOT BE AVAILABLE AS A REFERENCE LEGAL DESCRIPTION IN ANY SUBSEQUENT REAL PROPERTY TRANSFER AFTER THE INITIAL TRANSFER ASSOCIATED WITH THE CERTIFICATE OF SURVEY ON WHICH SAID AREA IS DESCRIBED, UNLESS SAID AREA IS INCLUDED WITH OR EXCLUDED FROM ADJOINING TRACTS OF RECORD.

CONTAINING 1.70 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

PORTION 1-B, CERTIFICATE OF SURVEY NO. 655488-U, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, RAVALLI COUNTY, MONTANA, THE AREA THAT IS BEING REMOVED FROM ONE TRACT OF RECORD AND JOINED WITH ANOTHER TRACT OF RECORD IS NOT ITSELF A TRACT OF RECORD. SAID AREA SHALL NOT BE AVAILABLE AS A REFERENCE LEGAL DESCRIPTION IN ANY SUBSEQUENT REAL PROPERTY TRANSFER AFTER THE INITIAL TRANSFER ASSOCIATED WITH THE CERTIFICATE OF SURVEY ON WHICH SAID AREA IS DESCRIBED, UNLESS SAID AREA IS INCLUDED WITH OR EXCLUDED FROM ADJOINING TRACTS OF RECORD.

CONTAINING 1.62 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

PORTION 1-C, CERTIFICATE OF SURVEY NO. 655488-U, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, RAVALLI COUNTY, MONTANA, THE AREA THAT IS BEING REMOVED FROM ONE TRACT OF RECORD AND JOINED WITH ANOTHER TRACT OF RECORD IS NOT ITSELF A TRACT OF RECORD. SAID AREA SHALL NOT BE AVAILABLE AS A REFERENCE LEGAL DESCRIPTION IN ANY SUBSEQUENT REAL PROPERTY TRANSFER AFTER THE INITIAL TRANSFER ASSOCIATED WITH THE CERTIFICATE OF SURVEY ON WHICH SAID AREA IS DESCRIBED, UNLESS SAID AREA IS INCLUDED WITH OR EXCLUDED FROM ADJOINING TRACTS OF RECORD.

CONTAINING 0.16 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

PORTION 1-D, CERTIFICATE OF SURVEY NO. 655488-U, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, RAVALLI COUNTY, MONTANA, THE AREA THAT IS BEING REMOVED FROM ONE TRACT OF RECORD AND JOINED WITH ANOTHER TRACT OF RECORD IS NOT ITSELF A TRACT OF RECORD. SAID AREA SHALL NOT BE AVAILABLE AS A REFERENCE LEGAL DESCRIPTION IN ANY SUBSEQUENT REAL PROPERTY TRANSFER AFTER THE INITIAL TRANSFER ASSOCIATED WITH THE CERTIFICATE OF SURVEY ON WHICH SAID AREA IS DESCRIBED, UNLESS SAID AREA IS INCLUDED WITH OR EXCLUDED FROM ADJOINING TRACTS OF RECORD.

CONTAINING 0.44 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

OWNER'S CERTIFICATION

WE HEREBY CERTIFY THAT THE PURPOSE OF THIS DIVISION OF LAND IS TO DEPICT THE RELOCATION OF COMMON BOUNDARIES. THEREFORE THIS DIVISION OF LAND IS EXEMPT FROM REVIEW AS A SUBDIVISION PURSUANT TO SEC. ON 76-3-207 (1)(G) M.C.A., TO WIT: "DIVISIONS MADE OUTSIDE OF PLATTED SUBDIVISIONS FOR THE PURPOSE OF RELOCATING COMMON BOUNDARY LINES BETWEEN ADJOINING PROPERTIES" AND FURTHER WE CERTIFY THAT TRACT 1-A IS EXEMPT FROM REVIEW BY THE DEPARTMENT OF ENVIRONMENTAL QUALITY PURSUANT TO ARM 17.28.005 (2)(b), TO WIT: "A PARCEL THAT HAS A CERTIFICATED SURVEY AND IS NOT A PARCEL CONSISTED ON THE PARCEL AND (b) THE DIVISION OF LAND WILL NOT CAUSE APPROVED FACILITIES TO DEGRADE FROM THE CONDITIONS OF APPROVAL IN VIOLATION OF 76-4-110, M.C.A., AND FURTHER TRACT 1-B IS EXEMPT FROM REVIEW BY THE DEPARTMENT OF ENVIRONMENTAL QUALITY PURSUANT TO SECTION 76-4-102(1)(G) M.C.A., TO WIT: "SUBDIVISION MEANS A DIVISION OF LAND OR LAND OR LAND SO DIVIDED THAT CREATES ONE OR MORE PARCELS OF ANY SIZE, EITHER LEASED, OR OTHERWISE CONVEYED AND PROVIDES ANY RESUBDIVISION AND ANY CONCOMITANT OR AREA REGARDLESS OF SIZE, THAT PROVIDES PERMANENT MULTIPLE SPACE FOR RECREATIONAL CAMPING OR MOBILE HOMES."

BY: JACK LAWSON, CEO
STATE OF MONTANA
COUNTY OF

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON June 24, 2015, BY JACK LAWSON FOR MISSOULA FEDERAL CREDIT UNION.

SS Theresa Frisvold FOR THE STATE OF MONTANA
PRINTED NAME OF NOTARY: Theresa Frisvold
RESIDING AT: Missoula, Montana
MY COMMISSION EXPIRES: June 25, 2018



DIXON PROPERTIES, LLC
Cadell Norwood
BY: Cadell Norwood GENERAL PARTNER
STATE OF MONTANA
COUNTY OF



THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON June 24, 2015, BY CADRELL AND LERRA NORWOOD, CHIEF FINANCIAL OFFICERS OF DIXON PROPERTIES, LLC.

SS Kerry J Cassidy
NOTARY PUBLIC FOR THE STATE OF MONTANA
PRINTED NAME OF NOTARY: Kerry J Cassidy
RESIDING AT: Missoula, Montana
MY COMMISSION EXPIRES: December 19, 2018



SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY THAT THE ATTACHED CERTIFICATE OF SURVEY REPRESENTS A SURVEY MADE UNDER MY SUPERVISION, AND SUBSTANTIALLY COMPLETED ON THE DATE SHOWN HEREON.

SS Matthew Jacobson
MONTANA PROFESSIONAL LAND SURVEYOR
MONTANA REGISTRATION NO. 13748 LS



RECORDED OWNERS:
DIXON PROPERTIES, LLC, TRACT 1-A
MISSOULA FEDERAL CREDIT UNION - TRACT 1, CBS 502986-R
SURVEY COMMISSIONED BY:
JACK LAWSON

1/4	SEC	T	R
	35	9N	20W

DATE
DECEMBER 14, 2014

DATE
JUN 24 2015

SHEET 1 OF 2
CERTIFICATE OF SURVEY NO.
RAVALLI COUNTY, MONTANA

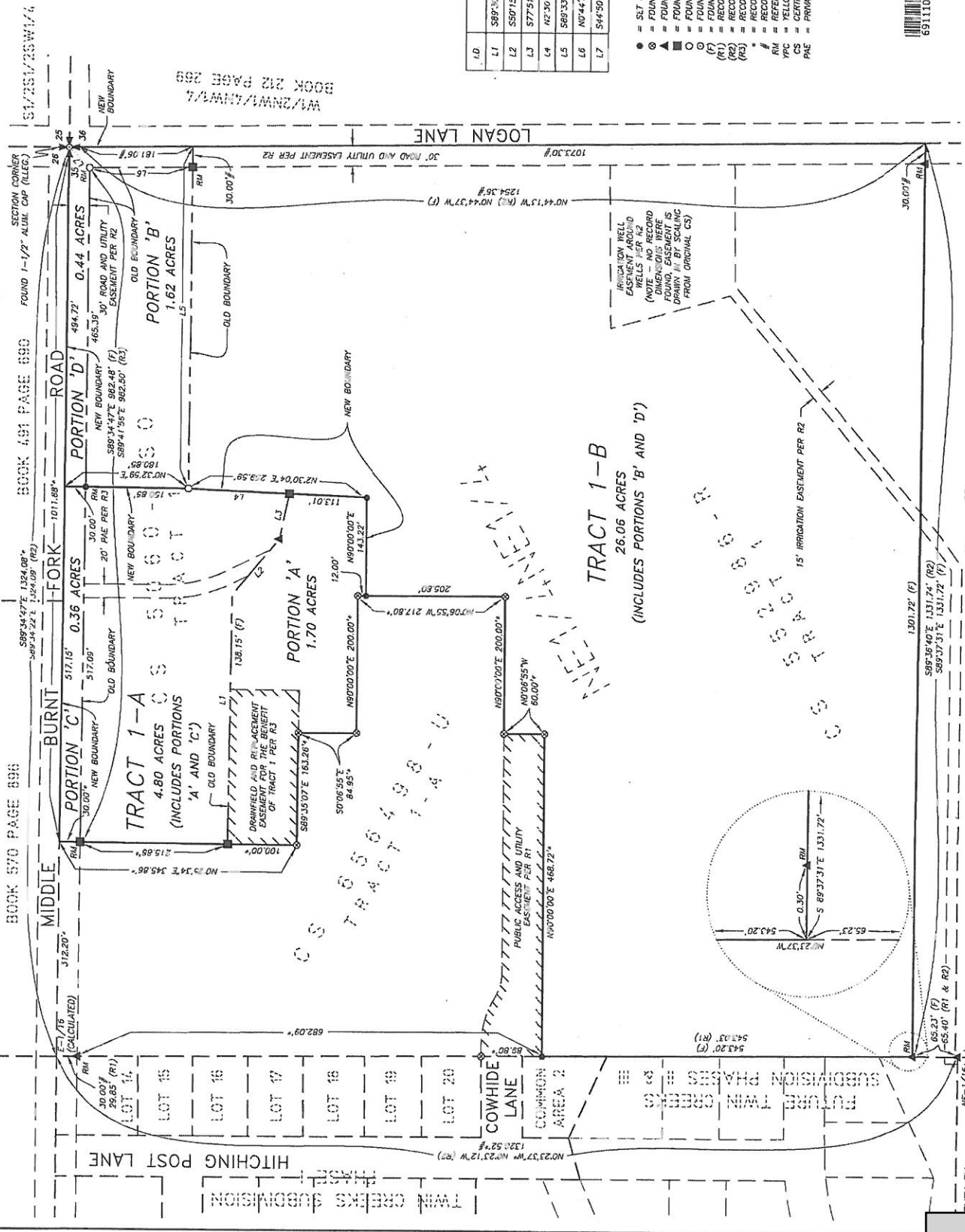
STATE OF MONTANA RAVALLI COUNTY Page: 1 of 2
RECORD ID: 95130
CERTIFICATE OF SURVEY NO. 1110-R
Ravalli Platensberg, Clerk and Recorder
Fee \$27.00 By: 11/10/15
Deputy

RAV BY:
ERRITORIAL - LANDWORKS, INC.
P.O. BOX 3851
ISSOULA, MONTANA 59806 (406)721-0142
1_ACTIVE FILES\2014 PROJECTS\3543-MFCU COS 552986-R BLR\B_DWG\COS-14-3543-BLR-DWG

W101111111-11 pg. 6

CERTIFICATE OF SURVEY

TO DEPICT THE RELOCATION OF COMMON BOUNDARIES IN THE
NE1/4NE1/4 SECTION 35, T9N, R20W., P.M.M., RAVALLI COUNTY, MONTANA



LINE DATA	BEARING	DISTANCE
L1	S89°37'15"E (F)	S89°34'35"E (R2) 363.15' (F) 363.33' (R2)
L2	S50°15'23"E (F)	S49°53'40"E (R2) 106.17' (F) 106.37' (R2)
L3	S77°51'57"E (F)	S77°51'55"E (R2) 67.97' (R2 & F)
L4	N2°30'04"E (F)	N2°40'11"E (R2) 146.08' (F) 146.43' (R2)
L5	S89°33'56"E (F)	S89°34'44"E (R2) 498.81' (F) 498.43' (R2)
L6	N0°44'37"W (F)	N0°51'47"W (R2) 151.04' (F) 150.86' (R2)
L7	S44°50'18"W (F)	S44°43'09"W (R2) 42.00' (R2 & F)

LEGEND

- = SET 5/8" x 24" REBAR WITH 1-1/4" YPC (JACOBSON, 13748L5)
- ⊙ = FOUND 5/8" REBAR WITH 1-1/4" YPC (JACOBSON, 13748L5)
- = FOUND 1-1/4" YPC (3701S)
- ▲ = FOUND 5/8" REBAR (NO CAP)
- = FOUND 1-1/4" YPC (9742LS)
- = FOUND MONUMENT AS NOTED
- (F) = FOUND THIS SURVEY
- (R1) = RECORD PER CS 656498-U
- (R2) = RECORD PER CS 552866-R
- (R3) = RECORD PER CS 5060-S0
- # = RECORD, FOUND OR ADDITIVE PER COS 656498-U
- RM = RECORD, FOUND OR ADDITIVE PER COS 552866-R
- YPC = YELLOW PLYSTIC CONE
- CS = CERTIFICATE OF SURVEY
- PAE = PRIVATE ACCESS EASEMENT

691110 - Page 2 of 2

1/4	SEC	T	R
<input checked="" type="checkbox"/>	35	9N	20W

TRACT 1-B
26.06 ACRES
(INCLUDES PORTIONS 'B' AND 'D')

TRACT 2-A
CS 567282-F

File Attachments for Item:

c. Inter-local Agreement and a building lease agreement between the Town of Stevensville and the Stevensville Rural Fire District



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/04/2020
Agenda Topic:	Inter-local Agreement and a building lease agreement between the Town of Stevensville and the Stevensville Rural Fire District
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/04/2020
Notes:	

Agenda Item: 10c, Unfinished Business

Inter-local Agreement and a building lease agreement between the Town of Stevensville and the Stevensville Rural Fire District

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to review and discuss an interlocal agreement and lease agreement for the Fire Department.

Background:

The Town of Stevensville Fire Department (SFD) and the Stevensville Rural Fire District (SRFD) have had a long-standing relationship where the two organizations operate together to provide fire protection and emergency medical services to the Town of Stevensville and Stevensville Rural Fire District.

The interlocal and lease agreements, in summary, include the following:

- The joint operation of a Quick Response Unit (QRU) for EMS emergencies. The Town of Stevensville provides & maintains the primary QRU response vehicle, and both organizations share in the cost of supplies and portable equipment.
- The Town allows the use of the fire hydrant system by SRFD and provides water at no charge.
- The Town leases space in the Town's Fire Station for use by SRFD.
- Response protocols and responsibilities for each other's agencies are outlined in the agreement.
- The agreement allows for cooperative purchasing and use of supplies and equipment.

Chief Motley has held briefings with each Councilmember on the inter-local agreement and has discussed the history and current status of the agreement. The Fire Chief and City Attorney will facilitate a conversation with Council at the 6/4/2020 Council Meeting to reach consensus on the agreement between the administration and Councilmembers.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s):

File Attachments for Item:

Discussion/Decision: Resolution No. 472, A Resolution Vacating the 80-foot Right-of-Way known as Phillips Street, Authorizing a Utility Easement



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	05/04/2020
Agenda Topic:	Discussion/Decision: Resolution No. 472, A Resolution Vacating the 80-foot Right-of-Way known as Phillips Street, Authorizing a Utility Easement
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	05/04/2020
Notes:	

RESOLUTION NO. 472

**A RESOLUTION OF THE TOWN OF STEVENSVILLE, MONTANA,
TO VACATE THE 80-FOOT RIGHT-OF-WAY KNOWN AS PHILLIPS STREET OF
THE MAY ADDITION OF STEVENSVILLE AND AUTHORIZING AN EASEMENT FOR
UTILITIES**

WHEREAS, the Town Council of the Town of Stevensville, Ravalli County, Montana did on 18th day of February, 2020 did receive a petition, signed by the Stevensville School District, property owner of a tract of land surrounding the 80-foot Right-of-Way in the May Addition of Stevensville, a platted subdivision of Ravalli County, Montana, to vacate the 80-foot Right-of-Way; and

WHEREAS, on June 21, 2020, the Town Council of the Town of Stevensville, held a public hearing as required by law on the intent to vacate the 80-foot Right-of-Way known as Phillips Street, of the May Addition of Stevensville; and

WHEREAS, a majority of the property owners requested the alley to be vacated;

WHEREAS, MCA 7-14-4114 authorizes the Town Council to discontinue a street or alley or any part of a street or alley in a city or town, if it can be done without detriment to the public interest.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville hereby vacates the 80-foot Right-of-Way known as Phillips Street of the May Addition of Stevensville, legally described as: A TRACT OF LAND BEING A PORTION OF THE PHOLLIPS STREET RIGHT-OF-WAY LYING BETWEEN LOT 3 OF BLOCK 7 OF MAY ADDITION, A RECORDED SUBDIVISION OF RAVALLI COUNTY, MONTANA; LOCATED IN THE SOUTHWEST QUARTER OF SECTION 26 TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN, MONTANA; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 3; THENCE S 86°12'55" E ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF PHILLIPS STREET, 436.49 FEET; THENCE S 03°47'05" W, 80.00 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF PHILLIPS STREET; THENCE N 86°12'55" W ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, 435.59 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF PARK AVENUE; THENCE N 03°08'25" E ALONG SAID EASTERLY RIGHT-OF-WAY LINE, 80.00 FEET TO THE POINT OF BEGINNING, CONTAINING 0.80 ACRES, MORE OR LESS, returning 40 feet to each of the property owners of the lots involved; and

BE IT FURTHER RESOLVED, that the Town Council authorizes an easement to be written and placed on the 80-foot Right-of-Way to be vacated and that the vacate shall take effect upon filing of said easement.

PASSED AND ADOPTED by the Town Council of the Town of Stevensville, Montana,
this 4th, day of June, 2020.

APPROVED:

Brandon E. Dewey, Mayor

ATTEST:

Monica Hoffman, Town Clerk

PETITION TO VACATE PUBLIC RIGHT-OF-WAY

The petitioner(s) hereby:

1. Agrees to comply with any conditions described in the resolution that vacates the herein described public right-of-way; and
2. Recognizes the fact that non-compliance will result in the vacation becoming null and void and reverting to public right-of-way.

Petitioner(s) has prepared a submittal package describing the particulars of the request and have attached the same to this petition for City Council review.

Dated this 18^m day of February, 2020.

DESCRIPTION OF RIGHT-OF-WAY SUBJECT TO THIS PETITION:

LEGAL DESCRIPTION: VACATED PHILLIPS STREET RIGHT-OF-WAY

A TRACT OF LAND BEING A PORTION OF THE PHILLIPS STREET RIGHT-OF-WAY LYING BETWEEN LOT 3 OF BLOCK 7 OF MAY ADDITION, A RECORDED SUBDIVISION OF RAVALLI COUNTY, MONTANA, AND TRACT 4 OF CERTIFICATE OF SURVEY NO. 495033-TR, ON FILE AND OF RECORD IN RAVALLI COUNTY, MONTANA; LOCATED IN THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN, MONTANA; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 3; THENCE S 86°12'55" E ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF PHILLIPS STREET, 436.49 FEET; THENCE S 03°47'05" W, 80.00 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF PHILLIPS STREET; THENCE N 86°12'55" W ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, 435.59 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF PARK AVENUE; THENCE N 03°08'25" E ALONG SAID EASTERLY RIGHT-OF-WAY LINE, 80.00 FEET TO THE POINT OF BEGINNING; CONTAINING 0.80 ACRES, MORE OR LESS.

LEGAL DESCRIPTION: RELOCATED PHILLIPS STREET RIGHT-OF-WAY

A STRIP OF LAND 60.00 FEET WIDE BEING A PORTION OF TRACT 4 OF CERTIFICATE OF SURVEY NO. 495033-TR, ON FILE AND OF RECORD IN RAVALLI COUNTY, MONTANA; LOCATED IN THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN, MONTANA; SAID STRIP OF LAND LYING 30.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

COMMENCING AT THE NORTHWEST CORNER OF TRACT 4-B OF CERTIFICATE OF SURVEY NO. 579631-R, ON FILE AND OF RECORD IN RAVALLI COUNTY, MONTANA; THENCE N 03°10'00" E ALONG THE EASTERLY RIGHT-OF-WAY LINE OF PARK AVENUE, 46.97 FEET TO THE POINT OF BEGINNING; THENCE S 86°54'25" E, 415.94 FEET TO A POINT ON A TANGENT CURVE CONCAVE NORTHWESTERLY AND HAVING A RADIUS OF 50.00 FEET; THENCE EASTERLY, NORTHEASTERLY, AND NORTHERLY ALONG SAID TANGENT CURVE THROUGH A CENTRAL ANGLE OF 90°00'00", AN ARC LENGTH OF 78.54 FEET; THENCE N 03°05'35" E, 247.00 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF PHILLIPS STREET, SAID POINT BEING THE POINT OF TERMINUS OF SAID CENTERLINE; THE SIDELINES OF SAID STRIP OF LAND TO BE LENGTHENED OR SHORTENED AS NECESSARY TO INTERSECT THE EASTERLY RIGHT-OF-WAY LINE OF PARK AVENUE AND THE SOUTHERLY RIGHT-OF-WAY OF PHILLIPS STREET; CONTAINING 1.02 ACRES, MORE OR LESS.

PETITIONER'S SIGNATURES:



Stevensville Public Schools

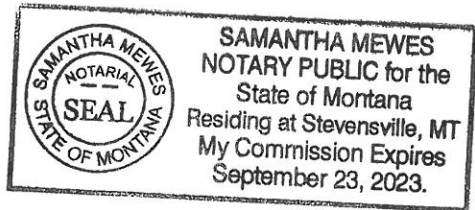
By: Robert Moore, Superintendent

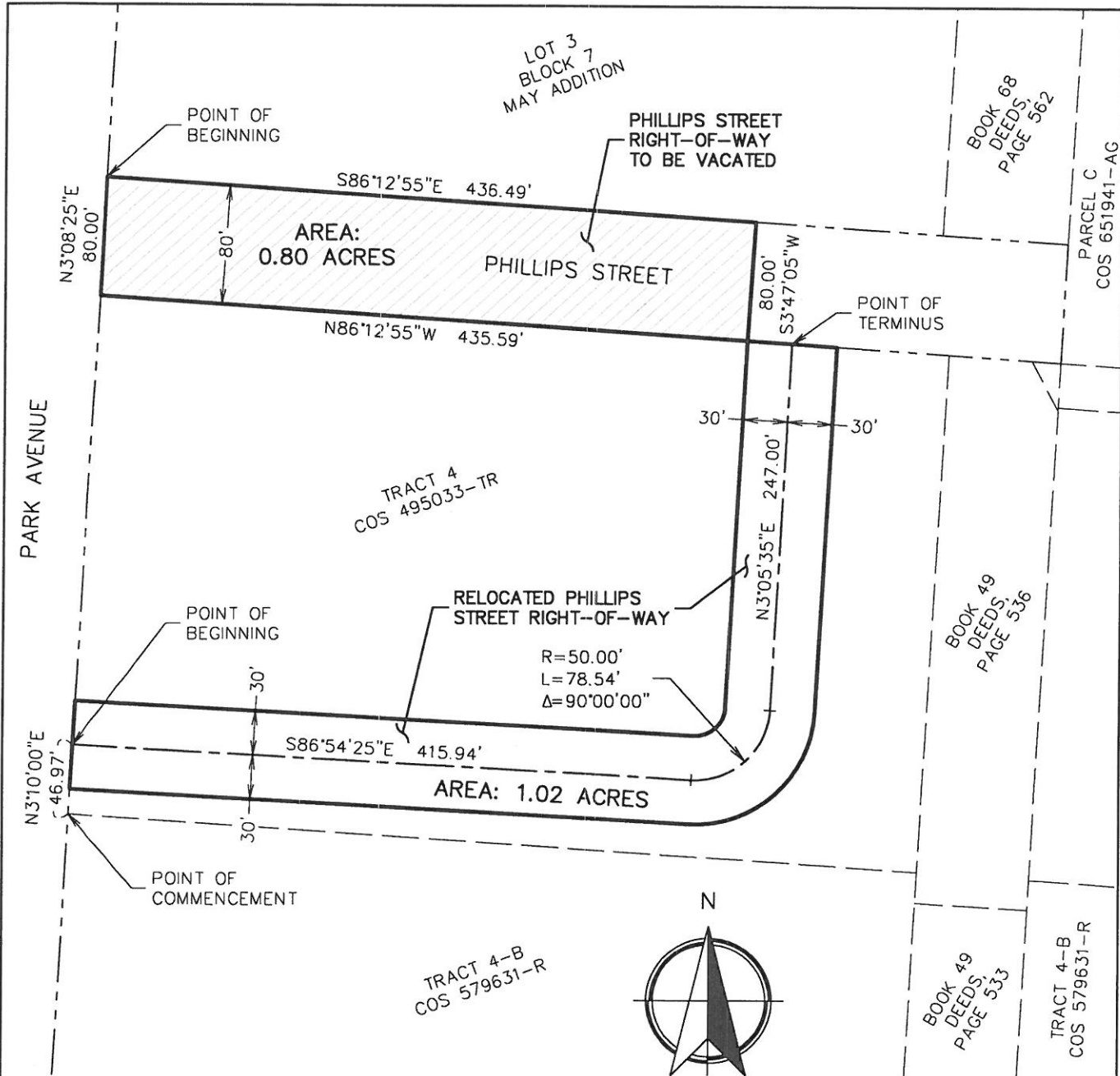
STATE OF Montana
County of Ravalli) ss.

On this 18 day of February 2020, before me the undersigned, a Notary Public for the State of Montana, personally appeared Robert P. Moore proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledge to me that he/she/they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal on the day, month, and year in this certificate first above written.

SS 





BASIS OF BEARINGS:
 GRID NORTH OF MONTANA 2500 STATE PLANE
 COORDINATE SYSTEM - NORTH AMERICAN
 DATUM 1983 (2011) (EPOCH: 2010.0000)

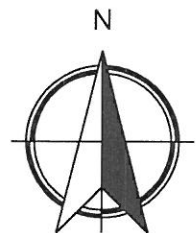
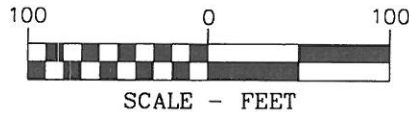


EXHIBIT "A"
 LOCATED IN THE SW 1/4 OF SECTION 26,
 T. 9 N., R. 20 W., P.M., M.
 STEVENSVILLE, MONTANA



PROJECT: 17-01-04
 FILE No: 170104_raw vac.dwg
 FILE PATH:
 #\Projects\170104\CAD Data\Exhibits
 LAYOUT: Sh11
 SURVEYED: ---
 DESIGN: ---
 DRAFT: CEG
 APPROVE: JAB
 DATE: FEBRUARY 3, 2020
 SHEET: 1 OF 2 SHEETS

LEGAL DESCRIPTION: VACATED PHILLIPS STREET RIGHT-OF-WAY

A TRACT OF LAND BEING A PORTION OF THE PHILLIPS STREET RIGHT-OF-WAY LYING BETWEEN LOT 3 OF BLOCK 7 OF MAY ADDITION, A RECORDED SUBDIVISION OF RAVALLI COUNTY, MONTANA, AND TRACT 4 OF CERTIFICATE OF SURVEY NO. 495033-TR, ON FILE AND OF RECORD IN RAVALLI COUNTY, MONTANA; LOCATED IN THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN, MONTANA; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 3; THENCE S 86°12'55" E ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF PHILLIPS STREET, 436.49 FEET; THENCE S 03°47'05" W, 80.00 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF PHILLIPS STREET; THENCE N 86°12'55" W ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, 435.59 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF PARK AVENUE; THENCE N 03°08'25" E ALONG SAID EASTERLY RIGHT-OF-WAY LINE, 80.00 FEET TO THE POINT OF BEGINNING; CONTAINING 0.80 ACRES, MORE OR LESS.

LEGAL DESCRIPTION: RELOCATED PHILLIPS STREET RIGHT-OF-WAY

A STRIP OF LAND 60.00 FEET WIDE BEING A PORTION OF TRACT 4 OF CERTIFICATE OF SURVEY NO. 495033-TR, ON FILE AND OF RECORD IN RAVALLI COUNTY, MONTANA; LOCATED IN THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN, MONTANA; SAID STRIP OF LAND LYING 30.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

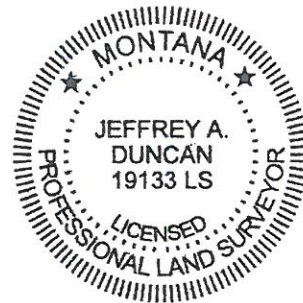
COMMENCING AT THE NORTHWEST CORNER OF TRACT 4-B OF CERTIFICATE OF SURVEY NO. 579631-R, ON FILE AND OF RECORD IN RAVALLI COUNTY, MONTANA; THENCE N 03°10'00" E ALONG THE EASTERLY RIGHT-OF-WAY LINE OF PARK AVENUE, 46.97 FEET TO THE POINT OF BEGINNING; THENCE S 86°54'25" E, 415.94 FEET TO A POINT ON A TANGENT CURVE CONCAVE NORTHWESTERLY AND HAVING A RADIUS OF 50.00 FEET; THENCE EASTERLY, NORTHEASTERLY, AND NORTHERLY ALONG SAID TANGENT CURVE THROUGH A CENTRAL ANGLE OF 90°00'00", AN ARC LENGTH OF 78.54 FEET; THENCE N 03°05'35" E, 247.00 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF PHILLIPS STREET, SAID POINT BEING THE POINT OF TERMINUS OF SAID CENTERLINE; THE SIDELINES OF SAID STRIP OF LAND TO BE LENGTHENED OR SHORTENED AS NECESSARY TO INTERSECT THE EASTERLY RIGHT-OF-WAY LINE OF PARK AVENUE AND THE SOUTHERLY RIGHT-OF-WAY OF PHILLIPS STREET; CONTAINING 1.02 ACRES, MORE OR LESS.

SURVEYOR'S STATEMENT*****

THIS EXHIBIT WAS PREPARED UNDER MY SUPERVISION.

Jeffrey A. Duncan
JEFFREY A. DUNCAN, P.L.S.
MONTANA LICENSE NO. 19133LS
FOR WGM GROUP, INC.

02/03/2020
DATE

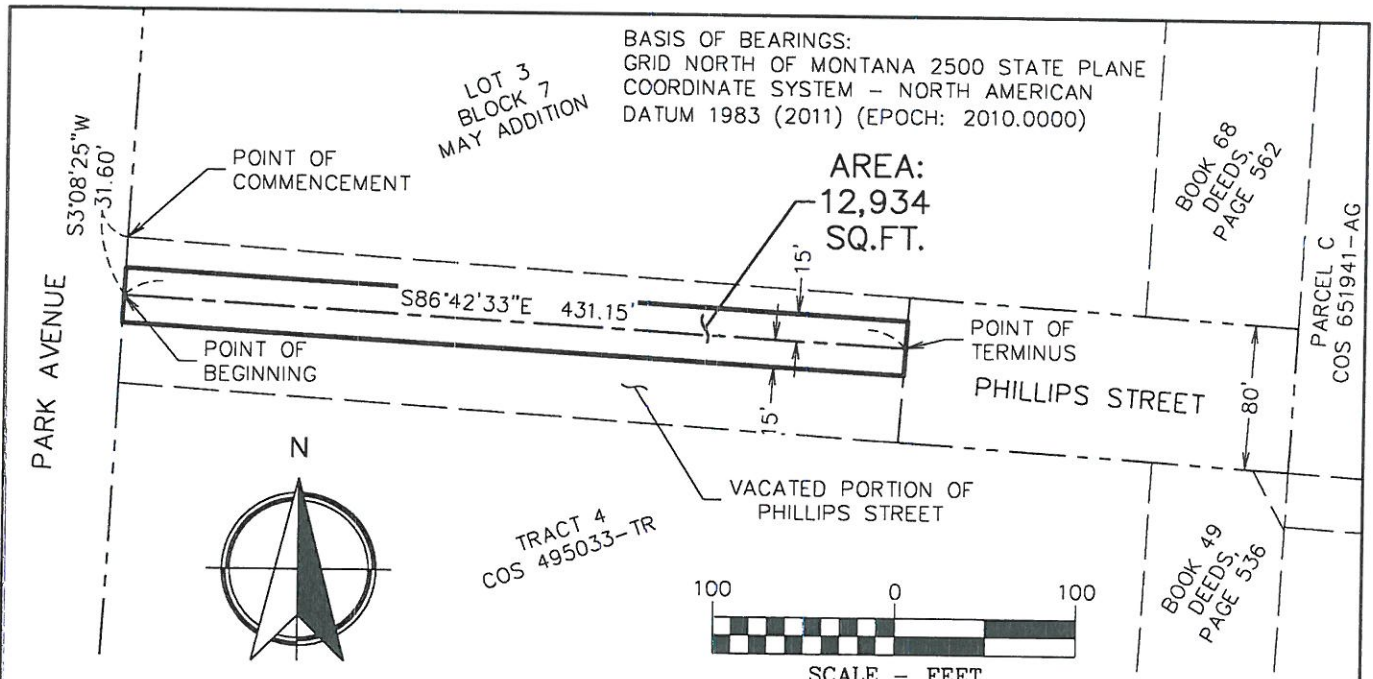


UNLESS SIGNED, SEALED, AND DATED, THIS IS A PRELIMINARY OR UNOFFICIAL DOCUMENT AND CANNOT BE RELIED UPON IN WHOLE OR PART.

EXHIBIT "A"
LOCATED IN THE SW 1/4 OF SECTION 26,
T. 9 N., R. 20 W., P.M., M.
STEVENSVILLE, MONTANA



PROJECT: 17-01-04
FILE No: 170104_row_vac.dwg
FILE PATH:
W:\Projects\170104\CAD Data\Exhibits
LAYOUT: Sh12
SURVEYED: ---
DESIGN: ---
DRAFT: CEG
APPROVE: JAO
DATE: FEBRUARY 3, 2020
SHEET: 2 OF 2 SHEETS



LEGAL DESCRIPTION :

A STRIP OF LAND 30.00 FEET WIDE BEING A PORTION OF THE VACATED PORTION OF PHILLIPS STREET RIGHT-OF-WAY LYING BETWEEN LOT 3 OF BLOCK 7 OF MAY ADDITION, A RECORDED SUBDIVISION OF RAVALLI COUNTY, MONTANA, AND TRACT 4 OF CERTIFICATE OF SURVEY NO. 495033-TR, ON FILE AND OF RECORD IN RAVALLI COUNTY, MONTANA; LOCATED IN THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN, MONTANA; SAID STRIP OF LAND LYING 15.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

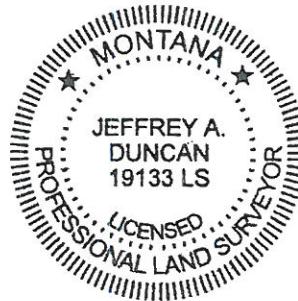
COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 3; THENCE S 03°08'25" W ALONG THE EASTERLY RIGHT-OF-WAY LINE OF PARK AVENUE, 31.60 FEET TO THE POINT OF BEGINNING; THENCE S 86°42'33" E, 431.15 FEET TO A POINT ON EASTERLY LINE OF SAID VACATED PORTION OF PHILLIPS STREET RIGHT-OF-WAY, SAID POINT BEING THE POINT OF TERMINUS OF SAID CENTERLINE; THE SIDELINES OF SAID STRIP OF LAND TO BE LENGTHENED OR SHORTENED AS NECESSARY TO INTERSECT THE EASTERLY RIGHT-OF-WAY LINE OF PARK AVENUE AND THE EASTERLY LINE OF THE VACATED PORTION OF THE PHILLIPS STREET RIGHT-OF-WAY; CONTAINING 12,934 SQUARE FEET, MORE OR LESS.

SURVEYOR'S STATEMENT*****

THIS EXHIBIT WAS PREPARED UNDER MY SUPERVISION.

Jeffrey A. Duncan
JEFFREY A. DUNCAN, P.L.S.
MONTANA LICENSE NO. 19133LS
FOR WGM GROUP, INC.

02/03/2020
DATE



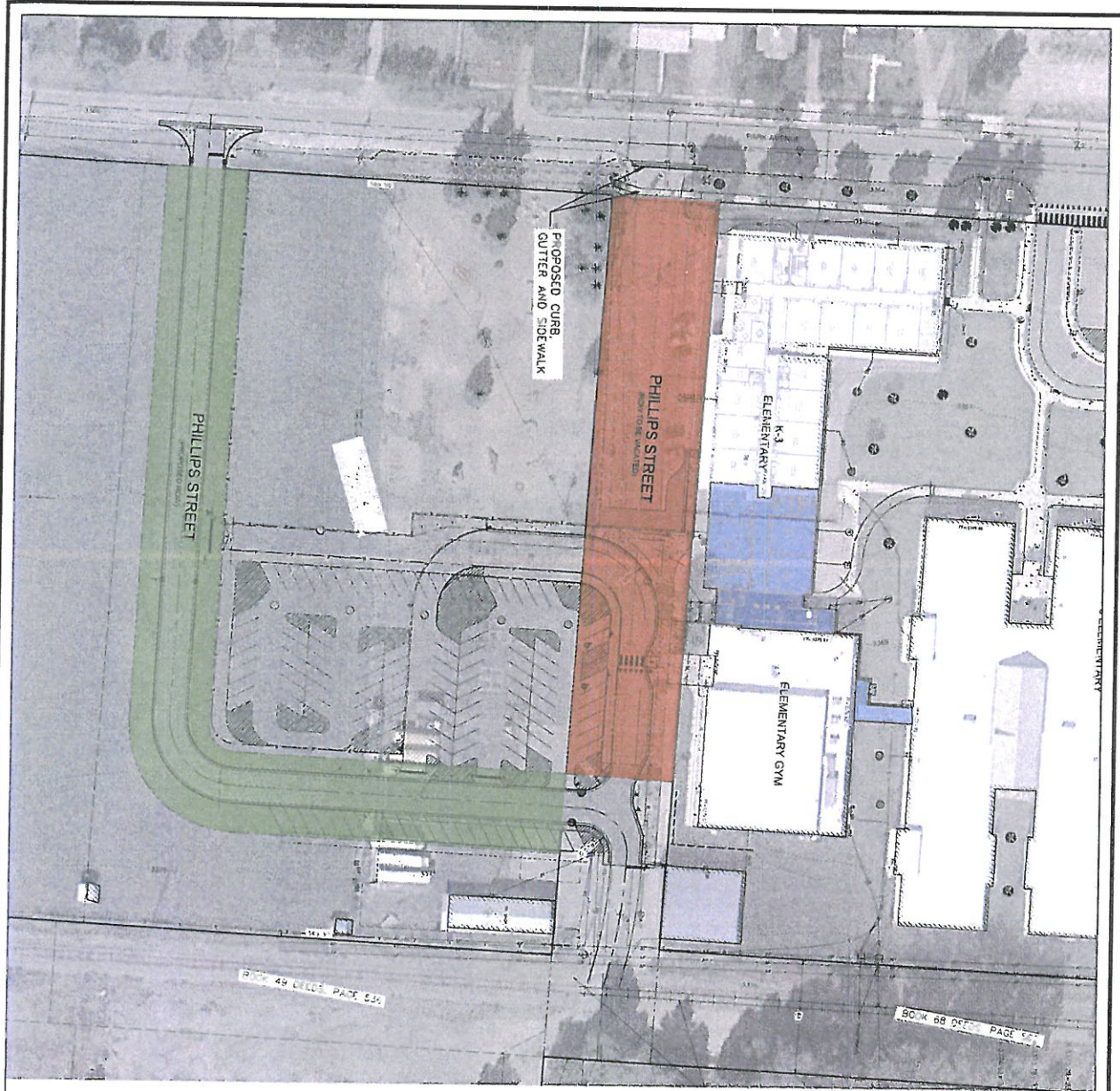
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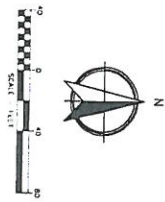
WGM GROUP
www.wgmgroup.com

PROJECT: 17-01-04
FILE No: 170104_u11 ease.dwg
FILE PATH
W:\Projects\170104\CAD Data\Exhibits
LAYOUT: SH11
SURVEYED: ---
DESIGN: ---
DRAFT: CEG
APPROVE: JAD
DATE: FEBRUARY 3, 2020
SHEET: 1 OF 1 SHEETS



LEGEND-PROPOSED

- 1" = 1' ASPHALT
- 1" = 1' CONCRETE
- 1" = 1' CEMENT
- 1" = 1' GRAVEL
- 1" = 1' SAND
- 1" = 1' SLATE
- 1" = 1' STEEL
- 1" = 1' TRUCK
- 1" = 1' 4" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 6" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 8" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 10" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 12" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 14" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 16" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 18" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 20" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 22" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 24" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 26" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 28" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 30" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 32" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 34" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 36" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 38" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 40" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 42" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 44" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 46" DEEP DRAINAGE SWALE (10.0' x 10')
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- 1" = 1' 78" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 80" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 82" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 84" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 86" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 88" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 90" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 92" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 94" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 96" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 98" DEEP DRAINAGE SWALE (10.0' x 10')
- 1" = 1' 100" DEEP DRAINAGE SWALE (10.0' x 10')



PHILLIPS STREET PROPOSED IMPROVEMENTS
STEVENSVILLE SCHOOLS
STEVENSVILLE, MONTANA



REVISIONS

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	1/15/20

PROJECT: 17-001-94
CLIENT: STEVENSON
DATE: 1/15/20
SCALE: 1" = 10'
DATE: JANUARY 2020
EXHIBIT 2

File Attachments for Item:

b. Discussion/Decision: Resolution No. 473, A Resolution Establishing a 60-foot Right-of-Way known as Phillips Street



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/23/2020
Agenda Topic:	Discussion/Decision: Resolution No. 473, A Resolution Establishing a 60-foot Right-of-Way known as Phillips Street
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/23/2020
Notes:	

RESOLUTION NO. 473

A RESOLUTION OF THE TOWN OF STEVENSVILLE, MONTANA, TO ESTABLISH A 60-FOOT RIGHT-OF-WAY TO BE KNOWN AS PHILLIPS STREET

WHEREAS, the Town Council of the Town of Stevensville, Ravalli County, Montana did on the 23rd day of April, 2020 did vacate the 80-foot Right-of-Way in the May Addition of Stevensville, a platted subdivision of Ravalli County, Montana; and

WHEREAS, the Town Council has determined it is in the best interests of the Town to establish a new Right-of-way for Phillips Street; and

WHEREAS, MCA 7-14-4101 authorizes a city or town to lay out, establish, open, alter, widen, extend, grade, pave, or otherwise improve streets, alleys, avenues, sidewalks, and public grounds and to vacate the same.;

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville hereby establishes a 60-foot Right-of-Way known as Phillips Street, legally described as: A STRIP OF LAND 60.00 FEET WIDE BEING A PORTION OF TRACT 4 OF CERTIFICATE OF SURVEY NO. 495033-TR, ON FILE AND OF RECORD IN RAVALLI COUNTY, MONTANA; LOCATED IN THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN, MONTANA; SAID STRIP OF LAND LYING 30.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

COMMENCING AT THE NORTHWEST CORNER OF TRACT 4-B OF CERTIFICATE OF SURVEY NO. 579631-R, ON FILE AND OF RECORD IN RAVALLI COUNTY, MONTANA; THENCE N 03°10'00" E ALONG THE EASTERLY RIGHT-OF-WAY LINE OF PARK AVENUE, 46.97 FEET TO THE POINT OF BEGINNING; THENCE S 86°54'25" E, 415.94 FEET TO A POINT ON A TANGENT CURVE CONCAVE NORTHWESTERLY AND HAVING A RADIUS OF 50.00 FEET; THENCE EASTERLY, NORTHEASTERLY, AND NORTHERLY ALONG SAID TANGENT CURVE THROUGH A CENTRAL ANGLE OF 90°00'00", AN ARC LENGTH OF 78.54 FEET; THENCE N 03°05'35" E, 247.00 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF PHILLIPS STREET, SAID POINT BEING THE POINT OF TERMINUS OF SAID CENTERLINE; THE SIDELINES OF SAID STRIP OF LAND TO BE LENGTHENED OR SHORTENED AS NECESSARY TO INTERSECT THE EASTERLY RIGHT-OF-WAY LINE OF PARK AVENUE AND THE SOUTHERLY RIGHT-OF-WAY OF PHILLIPS STREET; CONTAINING 1.02 ACRES, MORE OR LESS.

PASSED AND ADOPTED by the Town Council of the Town of Stevensville, Montana,
this 23rd, day of April, 2020.

APPROVED:

Brandon E. Dewey, Mayor

ATTEST:

Monica Hoffman, Town Clerk

File Attachments for Item:

c. Discussion/Decision: Contract Award for Managed IT Services to First Call Computer Solutions



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/23/2020
Agenda Topic:	Discussion/Decision: Contract Award for Managed IT Services to First Call Computer Solutions
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/23/2020
Notes:	



Town of Stevensville

RFP Response

1. General Information About First Call and Team

- a. **Firm History and Experience** – First Call Computer Solutions is a full resource technology company specializing in network design, implementation and IT management. First Call also has web development services and offers voice over IP phone systems. Located within 60 miles of the Town of Stevensville.

First Call is a Montana owned and operated, world class managed IT services provider with a charter to strengthen Montana organizations through predictable, secure and advisable IT. Founded in 1998 and First Call began pioneering IT managed services in Montana in 2003.

Supported by an exceptional team of technology professionals, First Call serves small and mid-sized businesses, government agencies and other organizations across the great State of Montana with offices in Missoula (headquarters), Hamilton, Butte, Great Falls and Kalispell.

In addition, First Call makes significant investments in client education, has advanced cybersecurity offerings and helps clients define their IT vision through “Modern Workplace” experiences and solutions.

b. Company lead principles

- a. Conor Smith – President/CEO/Owner
- i. <https://www.linkedin.com/in/conor-smith-06428220/>
 - ii. BS in Business – University of Montana
 - iii. 18 years’ experience with First Call Computer Solutions
- b. Matt Manley – COO/Owner/Founder
- i. <https://www.linkedin.com/in/manleymatt/>
 - ii. 40 years in IT, Consulting, Management
 - iii. 23 Years of Business Startups / Entrepreneurial efforts
- c. Stephen McCollum – Delivery Director
- i. <https://www.linkedin.com/in/stephen-mccollum-40783b44/>
 - ii. Associates in computer science – MT Tech – University of Montana
 - iii. 13 years’ experience with First Call Computer Solutions
 - iv. Dell, Microsoft, HP, Allworx, Cisco, Meraki, Sonicwall, Adobe, Office 365, Google and Lenovo certifications

2. Solution Specifications Summary

a. Pricing Model and Agreement Coverages

- a. \$2,100 per month agreement
- b. \$4,200 One Time up-front onboarding fee
 - i. Because of our existing relationship with the Town of Stevensville this fee has already been paid and will not be required to be paid again if a contract is signed by April 30th, 2020.
 - ii. Special Project work outside of the agreement is billed at \$110-\$150 hour based on complexity of the issue and is always quoted before work begins.
- c. Term: Month to month for first 12 months, 24-month extension dependent on client satisfaction
 - i. No penalty for early termination within the first 12 months, 2-month penalty fee (or \$4200) during 24 month extension.
 - ii. **Includes the following for the required baseline at Town of Stevensville:**
 - a. Managed Security – Hardware Software and Services
 - i. Antivirus Software and Services
 - ii. Remote Monitoring and Alerting
 - iii. Firewall Hardware, Software and Security Services
 - iv. Wireless Access Point and Security Services
 - v. Patch Management: Windows, Office and 3rd Party General Applications
 - vi. IT Admin Account Password Management
 - vii. Backup Encryption
 - viii. Security Alignment Days – Formal IT Security Standards Auditing and Proactive Alignment
 - b. Backups/Business Continuity
 - i. Onsite Backup Software and Hardware
 - ii. File Recovery Services
 - iii. System Recovery Services
 - c. IT Alignment
 - i. Alignment – General IT standards auditing and proactive alignment
 - ii. VCIO:
 - 1. Tech Steering Meetings
 - a. Review business needs, provide recommendations: users, department, organization, compliance
 - 2. Budgeting, Planning and Other Advice
 - d. Help Desk
 - i. Remote Support
 - ii. Onsite Support
 - iii. User Account Management

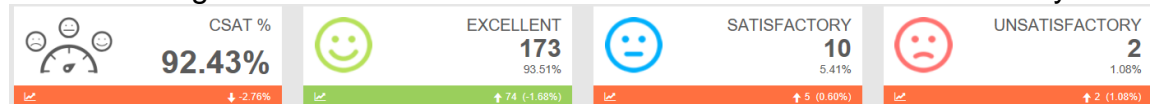
- iv. Mobile Device Setups (employee smart phones etc)
- e. Modern Workplace
 - i. Helping you define over time what modernizing/digital transformation looks like through various types of hands-on experiences.
- f. Shared IT Management/Support Tools
 - i. Help Desk\Remote Control Platform
 - ii. Project Management Platform
 - iii. IT Documentation Platform
 - iv. Remote Monitoring and Management Platform
- g. Client Onboarding/Transition Management

iii. Excludes:

- a. After Hours emergency support:
 - i. available on a time and materials basis with First Call staff 24/7/365 staffing
- b. Weekend support
- c. Project work: labor and product quoted separately as needed. Example: want 5 new computers or a new server.

b. Average Help Desk satisfaction

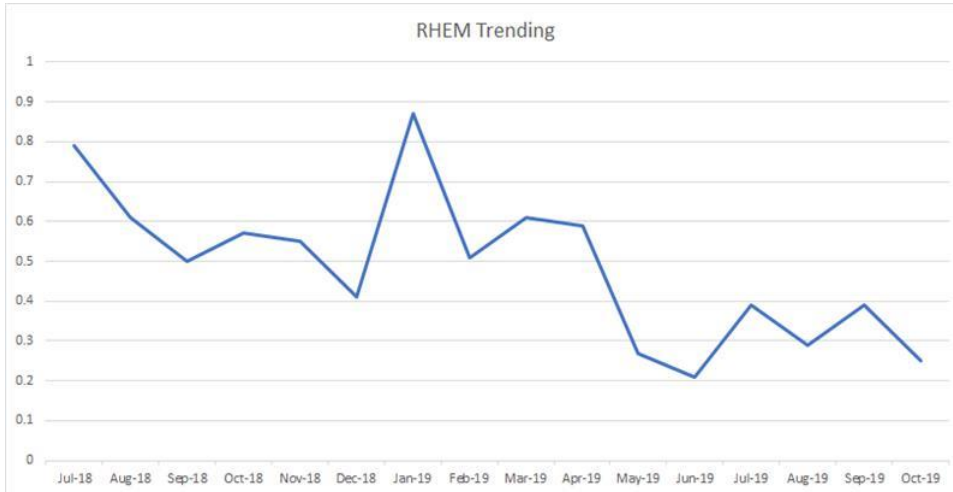
- a. First Call measures client satisfaction which not only measures reaction time, resolution time but also the end users experience in dealing with our staff. Here is our actual results from the last 30 days.



* First Call tracks and reports on the number of issues and the time it takes to resolve them. We work hard to align our clients with standards to drive down the both the number issues and the severity of the issues. By driving these as low as possible our end users need to call less, which means the IT is predictable and less reactive.

The importance of alignment:

First Call has provided a graphic for a large Orthopedics practice in Missoula who onboarded with First Call a little over a year ago. As the data shows we have cut their average RHEM (reactive hours per endpoint per month) in half making their more than 80 employees experience much better uptime in their day, week and month. This is accomplished through disciplined, proactive alignment.



c. Number of techs per client, support structure and account management structure –

a. Each managed client is assigned a dedicated resource to facilitate:

- i. Technology Alignment
 - a. Onsite auditing and technical alignment
 - b. Business Alignment
 - c. Account Management

b. Number of full-time personnel

- i. vCIO/Consulting: 3
- ii. Triage and Help Desk Technicians: 10
- iii. Network Administrators: 3
- iv. Project Engineers: 4
- v. Network Operations Center Engineers: 1
- vi. Application Specialist: 1
- vii. Design Engineer: 1
- viii. Quote Specialist: 1
- ix. Web Delivery: 2
- x. Quality Assurance: 1
- xi. Sales and Marketing: 4
- xii. Finance and Admin: 2
- xiii. Executive: 2

c. Help Desk – a fully staffed help desk complete with 4 tiers of experience and field dispatch in the event onsite support is needed.

- i. Tier 1 – Issue Analyst and Resolution of PC, end user device and user account issues.
- ii. Tier 2- Resolution of complex PC, end user device and basic

First Call Computer Solutions Inc.
Do Not Distribute Without Permission

- network / server issues.
- iii. Tier 3 – Resolution of complex network and server issues
- iv. Tier 4 – Incident Response

d. VCIO (Technical and Business Alignment)

Jessica Butler - ■30+ years' experience in bridging the gap between hardware, software, processes, operations and finance. Jessica is an analyst with an extensive history in technology. Her primary experience is in software development where she has served in numerous roles working directly to affect the software development life cycle (SDLC), but she also has professional experience in government, manufacturing, construction, finance and consumer goods. Her specialties include requirements analysis, acceptance criteria, building consensus and maximizing return on investment and value within the infrastructure and IT operations lifecycle.

e. Projects Team

- i. Fully staffed IT project department complete with 3 tiers of experience and project management certifications.
- ii. Tier 1: PC installations and Migrations, Other Peripherals
- iii. Tier 2: Basic Network, Voice, Server and Cloud Infrastructure
- iv. Tier 3: Complex Network, Voice, Server and Cloud Infrastructure

d. Explanation of our company's expectations of this business relationship

- a. Success in IT:
 - i. Happy end users
 - ii. Happy client
 - iii. Predictability (low number of issues)
 - iv. Security and Compliance (low risk)
 - v. Strength (better and timelier investments in IT)
- b. Our expectation is that we have chemistry and a relationship with our clients both at the end user level and with decision makers. We expect our clients to share business problems as well as technical problems and participate in getting IT optimally aligned with good standards and the needs of the organization and its mission.

e. Safety precautions for online organizational security

- a. First Call manages risk in the following ways:
 - i. Employee Background Checks
 - ii. Internal Security Controls
 - iii. Standard in every agreement
 - a. Managed Security – Hardware Software and Services (see above)
 - b. Backups/Business Continuity Hardware, Software and Services (see above)
 - iv. Help Desk
 - a. Account Management Policies and Protocols
 - b. Trained Incident Response Personnel
 - c. Formal Incident Response Process
 - v. Formal Risk Estimator and Scoring Process
 - a. Workforce
 - b. Cloud\Mobile
 - c. Traditional IT
 - vi. Advance Security Offerings Available
 - a. Security Awareness Training
 - b. Phishing Testing/Training
 - c. Two Factor Authentication
 - d. DNS Protection
 - e. Advanced Threat Detection
 - f. Dark Web Monitoring
 - g. Managed Detection and Response including HIPAA / PII Data Controls

f. Transformation with Office 365

- a. First Call has an Application Specialist on staff. This billable resource works with our clients to map and implement the needs of users, departments and organizations to the solutions in Office 365.
 - i. Typical Path:
 - a. Email Migration
 - b. Microsoft Teams Design and Implementation
 - c. File Migrations
 - i. One Team at a time (Sharepoint Libraries)
 - ii. One user at a time (OneDrive)
 - d. Advanced Features
 - i. Collaboration
 - 1. Internal
 - 2. External
 - 3. Remote Staff etc.
 - ii. Forms

iii. Videos/Stream

3. Public Sector References

- a. Action Inc. – Federal non-Profit
- b. Blaine County
- c. Confederated Salish & Kootenai Tribes
- d. Missoula Municipal Airport Authority
- e. Flathead Municipal Airport Authority
- f. Fergus County
- g. Florence Charlton School District
- h. Harlem School District
- i. Havre Public School District
- j. Kicking Horse job Corps
- k. Mission Valley Power
- l. Missoula Head Start – federal non-profit
- m. Missoula Rural Fire Department
- n. National Forest Foundation
- o. Powell County High School
- p. Ravalli County Fish and Wildlife
- q. Teton County
- r. Town of Plains
- s. Town of Hot Springs
- t. Tribal Health
- u. White Sulphur School District
- v. Wisdom School

Helpful decision-making questions:

- Which of the vendors best understands your business challenges?
- Which of the vendors has the greatest experience in the public sector?
- Are you hiring a vendor to fix issues or to drive issues down?
- Are you hiring a vendor to manage your firewall and antivirus or to create and maintain a security posture based on your cybersecurity risks?
- Is cost driven by the price of IT or by the impact it has on users, operations and the organizations outcomes?
- Are you looking for a faceless remote vendor or someone who is engaged with your business onsite and proactively both with end users, departments and executives?

Contact:

- Please visit: www.firstcall-itpartners.com for more information
- Contact Jessica Stenberg
 - o 406-721-4592 ext 132
 - o jstenberg@firstsolution.com

Advanced Security:

First Call does offer Advanced Security solutions for our clients when needed or requested. The Advanced Security workforce is separate from our managed services agreement and includes the following:

- Dark Web Monitoring
 - Dark Web compromised credential monitoring
 - Dark Web compromise alerts, explanations and recommendations
- Security Awareness Training
 - Security awareness training software service
 - Employee record management
 - Initial course planning
 - Course plan management
 - Online pre-recorded 3rd party course content and quizzes
 - Monthly course completion status reports and associated Q&A
- Phish Testing
 - Phish testing software service
 - Employee record management
 - Initial test planning
 - Test plan management
 - Monthly test reporting
- DNS Protection
 - DNS protection software as a service
 - Network onboarding
 - Whitelist management
 - Quarterly user audit
 - Monthly threat review
- Managed Detection and Response: Access Controlled Computer Security
 - Virtual Appliance, Software and maintenance
 - Onboarding
 - Security policy violation alerts to the client's security officer
 - Advanced breach detection
 - Offsite audit log
- Cybersecurity Alignment – Annual Risk Estimation and Report
- Password Manager Software as a Service
- Security Officer Training
- Employee Record Management
- Employee Familiarization
- Employee Support

The Cost for Advanced Security based on number of end users and may be added to your agreement at any time to augment your overall security posture.

File Attachments for Item:

d. Discussion/Decision: Services Agreement between the Town of Stevensville and First Call Computer Solutions for Managed IT Services



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/04/2020
Agenda Topic:	Discussion/Decision: Services Agreement between the Town of Stevensville and First Call Computer Solutions for Managed IT Services
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/04/2020
Notes:	

Beyond delivering reliable computer solutions to our customers, First Call's goal is to create and maintain a satisfying business relationship for both parties.

First Call and our customers should be allies working together to benefit one another, not opponents trying to overcome the other. A Master Customer Agreement is nothing more than a tool to help the organizations satisfy one another.

This Agreement must be signed by both parties one time prior to Agreements, Orders or Statement of Works being fulfilled.

This **MASTER CUSTOMER AGREEMENT** (the "**Agreement**") is entered into as of April 23, 2020 ("**Effective Date**") between First Call Computer Solutions ("**FCCS**") and Town of Stevensville ("**Customer**").

1. SCOPE OF AGREEMENT. This Agreement serves as a master agreement and applies to Customer's Service and Product purchases or subscriptions from FCCS. No Product or Services will be provided under this Agreement alone, but may require the execution of a "**Services Agreement**", "**Product Order**", or "**Statement of Work**" (collectively the "**Services**"). The parties hereby further agree that the parties may execute multiple Services under this Agreement. In the event of any conflict between the terms of the Services and those of this Agreement, the terms of the Services will prevail.

2. TERM AND TERMINATION. This Agreement will begin on the Effective Date and will continue until each Services expires or is terminated. FCCS may: (a) terminate a specific Order if Customer fails to pay any applicable fees due for that Services within 30 days after receipt of written notice from FCCS of non-payment; and/or (b) terminate this Agreement or any Services if Customer commits any other material breach of this Agreement and fails to cure such breach within thirty (30) days after receipt of written notice from FCCS. If any Services are terminated, Customer will promptly pay FCCS for Services rendered, and expenses incurred through the termination date. FCCS may terminate any license granted for a Deliverable (as defined below) if (i) Customer does not pay FCCS for that Deliverable in accordance with this Agreement, or (ii) if Customer materially breaches any part of Section 4 of this Agreement.

3. PAYMENT AND DELIVERY. Customer will pay FCCS all fees due upon receipt of an invoice specifying the amounts due ("**Fees**"). If payment is not received on or before any invoice due date FCCS reserves the right to charge an administrative fee calculated at a minimum rate of one and one-half percent (1.5%) per month from the date due until paid in full. Customer shall pay all expenses, including actual attorneys' fees, incurred by FCCS or its representatives in enforcing its rights under this Agreement, provided that FCCS is successful on the merits. Unless otherwise stated in Services, Customer agrees to pay or reimburse FCCS for all actual, necessary, and reasonable expenses incurred by FCCS in performance of such Services, which are capable of verification by receipt. FCCS will submit invoices to Customer for such fees and expenses either upon completion of the Services, or at stated intervals, in accordance with the applicable Services.

4. PROPRIETARY RIGHTS AND CONFIDENTIALITY.

4.1. Work Product Ownership. The parties acknowledge and agree that any works, ideas, systems, programming code, or other materials prepared and delivered by FCCS (collectively the "**Work Product**") in the course of providing Services will not be considered "works made for hire" under the copyright laws of the United States and that all rights, title and interests with respect to such materials shall remain with FCCS. Customer shall be entitled to use said Work Product only as a licensee of FCCS, which license shall remain in effect during the term of this Agreement.

4.2. Mutual Confidentiality. This Section sets out the terms for identification of information which is considered confidential and proprietary by a party (the "**Discloser**"), and restrictions against use and disclosure of such Confidential Information after disclosure to the other party (the "**Recipient**").

(a) **Definition.** The term "**Confidential Information**" means all proprietary or confidential information that is disclosed to the Recipient by the Discloser, and includes, among other things (i) any and all information relating to products or services provided by a Discloser, its customer-related and financial information, source and executable code, flow charts, drawings, techniques, specifications, development and marketing plans, strategies, forecasts, and sales and marketing materials; (ii) the Product; and (iii) the terms of this Agreement. Confidential Information does not include information that Recipient can show: (A) was rightfully in

Recipient's possession without any obligation of confidentiality before receipt from the Discloser; (B) is or becomes a matter of public knowledge through no fault of Recipient; (C) is rightfully received by Recipient from a third party without violation of a duty of confidentiality; or (D) is or was independently developed by or for Recipient.

(b) **Disclosure Restrictions.** Recipient may not disclose Confidential Information of Discloser to any third party without the prior written consent of Discloser and shall make reasonable attempts to prevent

any unauthorized disclosure by its employees, agents, contractors and consultants.

5. ALLOCATION OF RISK

5.1. Disclaimer of Damages. EXCEPT FOR VIOLATIONS OF SECTION 4, NEITHER PARTY, NOR ITS AFFILIATES AND LICENSORS, ARE LIABLE TO THE OTHER PARTY, OR ITS AFFILIATES OR LICENSORS, FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE WORK PRODUCT (INCLUDING WITHOUT LIMITATION LOST PROFITS, LOST COMPUTER USAGE, AND DAMAGE OR LOSS OF USE OF DATA), EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND IRRESPECTIVE OF THE NEGLIGENCE OF EITHER PARTY OR WHETHER SUCH DAMAGES RESULT FROM A CLAIM ARISING UNDER TORT OR CONTRACT LAW.

5.2. Limitation of Liability. EXCEPT FOR VIOLATIONS OF SECTION 4, FCCS'S LIABILITY FOR DIRECT DAMAGES ARISING OUT OF OR RELATING TO THIS AGREEMENT IS LIMITED TO THE GREATER OF THE AMOUNT PAID OR PAYABLE BY CUSTOMER FOR THE APPLICABLE WORK PRODUCT OR SERVICE IN THE MONTH PROVIDED

5.3. Injunctive Relief. Both parties acknowledge that their violation of Section 4 may cause the other party immediate and irreparable harm. In the event of such breach, the breaching party agrees that the other party may seek, in addition to any and all other remedies available at law, an injunction, specific performance or other appropriate relief.

6. SERVICES-SPECIFIC TERMS.

6.1. All Necessary Rights. If, as part of FCCS's performance of Services, FCCS is required to use, copy or modify any third party system (hardware, software or other technology) provided or licensed to Customer, then prior to FCCS's performance of such Services, Customer will acquire all rights necessary for FCCS to perform such Services.

6.2. Limited Warranty. FCCS warrants that the Services performed will be of a quality conforming to generally accepted practices that are standard within the IT services industry for a period of thirty (30) days from completion of the Services under the applicable Statement of Work. Customer's exclusive remedy and FCCS's entire liability under this warranty will be for FCCS to re-perform any non-conforming portion of the Services within a reasonable period of time, or if FCCS cannot remedy the breach during such time period then refund the portion of the fee attributable to such nonconforming portion of the Services. This warranty will not apply to the

extent Customer, its contractors or agents have modified any Deliverable, unless otherwise authorized by FCCS in writing. **THIS WARRANTY AND CONDITION IS IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS. THERE ARE NO OTHER EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

6.3. Hardware or Software. Customer may, from time to time, purchase/acquire or subscribe Hardware and/or Software ("OEM Product") from FCCS in whole or in part of Services. In such cases, FCCS is acting as a reseller for a third party. All restrictions, and other terms pertaining to the OEM Product are found only in the applicable agreement provided by the original equipment manufacturer (OEM) of the OEM Product (the "OEM Agreement"), and such OEM Agreement is only between Customer and the OEM. Services providing OEM Product shall only be effective upon written acknowledgment and acceptance of such Services by FCCS.

7. NO WARRANTY. EXCEPT FOR WARRANTIES PROVIDED BY THE OEM IN THE OEM AGREEMENT, THE OEM PRODUCT IS PROVIDED "AS IS", WITH ALL FAULTS. FCCS SPECIFICALLY DISCLAIMS ALL WARRANTIES, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT AND QUIET ENJOYMENT.

7.1. Change Management. The scope of the Services provided by FCCS is defined in the agreement for Services. Any change in the scope of the Services must be mutually agreed in writing by both parties. Any changes in the scope of work for the Services may be subject to a change in the associated price for the services.

8. INSURANCE AND RELATIONSHIP

8.1. Insurance. FCCS will provide and maintain during its rendition of the Services, but only for losses arising out of FCCS's work for Customer:

- (a) Worker's Compensation and related insurance as prescribed by the law of the state applicable to the employees performing such Services;
- (b) Employer's liability insurance;
- (c) Comprehensive/commercial general liability insurance;
- (d) Comprehensive motor vehicle liability insurance, including coverage for owned, hired, leased, and rented vehicles.

8.2. Independent Contractor. Nothing in this Agreement will be construed to make either party an employer, employee, agent or partner of the other, and

this Agreement will not be construed to create rights, express or implied, on behalf of or for the use of any party other than FCCS and Customer. All of the Services performed by FCCS will be performed as an independent contractor. FCCS will perform such Services under the general direction of Customer, but FCCS will have sole discretion to determine the manner, method and means of performing such Services subject to the provisions of this Agreement and applicable Statement of Work.

8.3. Non-Solicitation or Hiring. Customer understands that FCCS has gone through considerable time and expense in training, orienting, and equipping its employees with the knowledge and experience to perform their duties. To protect its relationships with its customers, FCCS has restricted its employees from soliciting FCCS customers after said employee is no longer employed by FCCS. Customer also agrees that it shall not retain any former employee of FCCS, without the prior written consent of Company, to perform any Services which are substantially similar to those provided by FCCS. Customer understands that a violation of this provision by Customer may also be deemed a tortious interference with FCCS' employment contract with its employee.

8.4. Mutual Indemnity. Each party will indemnify, defend and hold harmless the other party from all claims, liabilities or expenses for physical damage to real property or tangible personal property and bodily injury, including death, to the extent caused by the negligence or willful misconduct of the indemnifying party's employees or contractors arising out of this Agreement and while at the Customers premises. The foregoing indemnities are contingent upon the party seeking indemnity giving prompt written notice to the indemnifying party of any claim, demand or action, and cooperating with the indemnifying party in the defense or settlement of any such claim, demand or action.

9. MISCELLANEOUS/OTHER PROVISIONS.

9.1. Severability. Should any provision of this Agreement be invalid, or unenforceable, the remainder of the provisions will remain in effect. In the event of a dispute, the prevailing party in any litigation or arbitration will be entitled to recover its attorneys' fees and cost incurred from the other party.

9.2. Notices. Unless otherwise provided, notices to either party will be in writing to the address indicated above, or as later amended, and deemed effective when received.

9.3. Pricing. First Call is not liable for pricing errors. If an order is placed for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to

you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product.

9.4. Verification. Upon FCCS's written request, Customer will provide FCCS with a certification signed by an officer of Customer verifying that Product is being used pursuant to the terms of this Agreement, including without limitation the licensed capacity of the Product. FCCS may, at its expense, audit Customer's use of Product to confirm Customer's compliance with this Agreement. Any such audit will be conducted during regular business hours at Customer's facilities and will not unreasonably interfere with Customer's business activities. If an audit reveals that Customer has underpaid Fees to FCCS, Customer will pay such underpaid Fees. If the underpaid Fees exceed five percent (5%) of the Fees paid, then Customer will also pay FCCS's reasonable costs of conducting the audit.

9.5. Assignment. Customer may not assign this Agreement or any rights granted in this Agreement to any third party, except with the prior written consent of FCCS.

9.6. No Waivers. Failure of a party to require performance by the other party under this Agreement will not affect the right of such party to require performance in the future. A waiver by a party of any breach of any term of this Agreement will not be construed as a waiver of any continuing or succeeding breach.

9.7. Force Majeure. Any delay or failure of any party to perform any obligation under this Agreement caused by governmental restrictions, labor disputes, storms or natural disasters, emergency, or other causes beyond the reasonable control of the party, will not be deemed a breach of this Agreement. This provision does not apply to the payment of monies or any breach of Section 4.

9.8. Entire Agreement. This Agreement, together with each Service, constitutes the entire agreement between Customer and FCCS, and supersedes any prior or contemporaneous negotiations or agreements, whether oral or written, concerning this subject matter. This Agreement, and each Service, may be modified only in a mutually signed writing between Customer and FCCS. In the event of a conflict between this Agreement, any Service, the terms of the Service will control, followed by the terms of the applicable Service and then this Agreement.

9.9. Referencing. Customer agrees that FCCS and its Affiliates may refer to Customer as a customer of FCCS, both internally and in externally published media.



Master Customer Agreement

9.10. Governing Law. ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THE SERVICES, WORK PRODUCT AND/OR THIS AGREEMENT WILL BE VENUED IN THE STATE OF MONTANA FOURTH JUDICIAL DISTRICT, MISSOULA COUNTY. THE PARTIES AGREE THAT SAID COURT SHALL HAVE JURIDICSION OVER ANY SUCH CLAIMS AND IS THE PROPER VENUE FOR ANY DISPUTES ARISING UNDER THIS AGREEMENT.

9.11. Survival. Sections 2, 4, 5, 6 and 7 will survive the termination or expiration of this Agreement. The prevailing party in any litigation proceeding is entitled to recover, from the other party, its reasonable attorneys' fees and necessary costs incurred in such proceeding.

This Agreement is effective only upon execution by FCCS and Customer. Each party hereto warrants and represents that this Agreement constitutes the legal, valid and binding obligation of such party as of the Effective Date.

First Call Computer Solutions		Customer	
Signature:		Signature:	
Printed Name:	Jessica Stenberg	Printed Name:	
Title:	vCIO	Title:	
Date:	4/23/2020	Date:	

File Attachments for Item:

e. Discussion/Decision: Contract Award for the 2020 Water System Preliminary Engineering Report to HDR Engineering



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/23/2020
Agenda Topic:	Discussion/Decision: Contract Award for the 2020 Water System Preliminary Engineering Report to HDR Engineering
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/23/2020
Notes:	



Statement of Qualifications
2020 Water System
Preliminary Engineering
Report (PER) Update

Town of Stevensville

March 13
2020





March 13, 2020

Town of Stevensville
Attn: Mayor Brandon Dewey
206 Buck Street
Stevensville, MT 59870

RE: 2020 Town of Stevensville Water System Preliminary Engineering Report SOQ

Dear Mayor Dewey and Selection Committee:

Familiarity with your system, extensive water planning experience, and service are all key components of a successful project. HDR has assembled a team that is specifically designed to provide the maximum benefit to Stevensville in all of these project elements.

- **Familiarity with your system** not only results in a cost-effective project, but also improves continuity between the historical culture of the Town and implementation of future improvements. As Project Manager I will not only support various aspects of the planning effort, but will provide valuable insight regarding the existing facility and the work on various historical values and priorities of the Town such as minimizing the rate impacts on current customers.
- **Extensive water planning experience** not only creates a clear map for the future, but also positions the Town for millions in grant funding. A proven approach to water facility condition and capacity, understanding of the impacts of future regulations, and unmatched technical expertise results in long-term, cost-effective solutions. Our systematic approach to planning and capital improvements programming results in a project implementation plan that minimizes the rate impacts to local residents while completing needed improvements that will result in a positive impact on the water system for years to come.
- **Our team is dedicated to Stevensville for the long-term** and it is our goal to not only provide great technical analysis and solutions, but also world-class service. Together we make great things possible! At the heart of great service is communication and our dedication to you as a client not only throughout the course of a project, but even between projects. HDR has a proven history of providing this service to the Town and we are dedicated to supporting Stevensville with all matters related to system operation and infrastructure improvements.

Enclosed you will find our Statement of Qualifications that reflect these qualities. As you review this SOQ, please do not hesitate to call me with any questions. We look forward to the opportunity to continue our relationship with the Town.

Sincerely,
HDR Engineering, Inc.

Coralynn Revis, PE
Project Manager

01 | Firm Information

FIRM'S LEGAL INFORMATION

FIRM NAME	HDR Engineering, Inc.
NAME / TITLE	Coralynn Revis, PE
ADDRESS	700 SW Higgins, Ste 200
CITY/STATE/ZIP	Missoula, MT 59803
PHONE	406.532.2200

02 | Firm Principals



Coralynn Revis, PE

Project Manager

Cora has been working in Stevensville since 2008, working through improvements at the wastewater plant as the project manager, the latest water system improvements and ongoing permit assistance. Cora listens to the Town of Stevensville and enjoys taking operator experience into account during design and construction. She is an effective project manager and good communicator. **With Cora as your PM the project will be on schedule and budget.**

Stevensville Experience:

- Phase IV Water System Improvements
- 2019 WWTP Discharge Permit Renewal Assistance
- Stevensville WWTP Phase 1 & 2 Improvements



Craig Caprara, PE

Principal-in-Charge

Craig has been working in Stevensville since 2008 also, and in addition to the formal project assistance, he's been an on-call trouble shooter, providing ongoing engineering advise on a variety of topics. Craig successfully assisted the town in troubleshooting the pump issues at the well, evaluating the pumps to run on the curve and even dipped his toe into assisting with the Town's swimming pool. **Craig's vast engineering experience will provide depth to the Water Master Plan and confirm that the proper technical solutions are provided.**

Stevensville Experience:

- Phase IV Water System Improvements
- Stevensville Wye Annexation Study
- Stevensville WWTP Phase 1 & 2 Improvements
- Twin Creeks Subdivision Sewer Review

03 | Staff Qualifications & Experience

HDR Team

Our proposed project team is comprised of talented water professionals who will provide unrivaled knowledge and experience. Many of our team members have provided engineering services for the Town of Stevensville and similar communities throughout Montana. Our core team has extensive experience with water planning and design

projects, including water tanks, and we will work hand in hand with you through every aspect of this important project.

Our Commitment to Stevensville

HDR is committed to providing the proposed key staff for the duration of the project.



Benefits of our Key Staff:

- Senior water engineers with extensive experience with water system modeling and storage analysis, water tank design, and construction. Our team's experience will translate to system optimization, resulting in a potential cost savings to Stevensville.
- Experience developing PERs and Funding Strategies that have resulted in tens of millions of dollars in grant funding for small communities in Montana.



Dan Harmon, PE | QA/QC

Dan has 32 years of experience with the planning, design, and construction of water system improvements throughout Montana and the western US. Recent water projects include planning and improvements in Bozeman, Billings, Kalispell, Butte, Hamilton, and Lolo, MT. Dan has practical way of determining solutions that are within small community budgets. **Dan's role of QC will give confidence to the final Master Plan recommendations for the Town.**



Shanna Adams, PE | Water Tank Evaluation & Design

Shanna provides 16 years of experience on a wide range of water infrastructure planning and improvement projects, including design of water mains and storage tanks, in addition to hydraulic/hydrologic modeling and bid document preparation. She offers a broad range of experience, including work in the public and private sectors and expertise giving her the unique perspective of the Owner of a water system. **Shanna will bring a utility perspective to the Master Plan.**



Craig Habben, PE | Water Tank Evaluation & Design

Craig is experienced in a variety of water system planning and design projects, including water municipal water supply, treatment, distribution and storage. He specializes in elevated and in-ground tank design, having designed most of the of the elevated reservoirs in Montana. **His expertise will provide an efficient reservoir design for the Town.**



Tom Hamlin, PE | Water Tank Evaluation & Design

Tom's experience includes structural design, plan development, quality control reviews, and construction administration water tanks, in addition to a wide range of structure types including water/wastewater facilities, mining, and industrial facilities. Additionally, Tom has extensive experience in performing structural investigations and rehabilitations of existing water/wastewater facilities.



Anders Nord, EI | Population & Demand Forecasting

Anders is a project engineer with experience in the planning, design and construction of water distribution systems. His skills include developing preliminary engineering reports including population estimates and water demand forecasting. **Anders will provide cost-effective report writing and delivery production for the project.**



Bill Buxton, PE | Funding Strategies

Bill provides over 28 years of experience in the development and implementation of small community water system preliminary engineering reports (PERS). The PERs and subsequent funding applications have resulted in millions of dollars in grant funding for Montana communities of similar size such as Bigfork, Cascade, Libby, and Darby, Montana. **Bill provides a funding perspective, which will assist the Town's planning process by creating a list of improvements that is achievable and planned within small community budgets.**



Chris Kelly, PE | Grant Writing/Administration

Chris is an experienced grant writer/administrator and public involvement coordinator. Her funding experience includes grant applications and administration for numerous agencies' programs including Community Development Block Grant (CDBG), Treasure State Endowment Program (TSEP), Renewable Resource Grant & Loan (RRGL), and Rural Development (RD). Chris successfully provided grant administration on the previous Stevensville projects. Chris lives in Stevensville and is easily available for public meetings. **Her experience in public involvement will help the funding requirements go smoothly.**



Joe Mullaney | SCADA

Joe provides extensive experience in management and design of instrumentation and control systems for various environmental and industrial processes. He has specified initial design and implementation, in addition to system commissioning for plant control and diagnostic instrumentation systems. His experience ranges from minor plant control systems to major integrated centralized control systems. Joe's experience in Hamilton with upgrading the existing MicroCOMM system is similar to what the Town of Stevensville wants to do. **Ultimately, the Town will have a process automation that can be accessed and upgraded locally for ease of operation.**



Trey Morris, PE | SCADA

Trey's experience includes electrical engineering and automation. Trey has working knowledge and experience in low- and medium-voltage distribution and utility design and programming. Trey's experience with on-site implementation and automation will keep the Town's systems up and running throughout any upgrades. **Trey is located in Missoula and only a few minutes away from being able to assist in any programming or troubleshooting needs.**



Tom Hanou | Construction Services

Tom has extensive construction services experience. He worked on the Town's WWTP upgrades and provides practical, thoughtful oversight to the construction process. The Town can rest assured that Tom has their best interests in mind as a construction project progresses. **Tom quickly garners respect from Contractors, which leads to a smooth project for the Town.**

Similar Relevant Experience

Over the last 20 years, HDR's Montana staff have been involved in numerous water master planning projects. The following list provides a snapshot of this experience.

Sunset West Water System PER

Missoula County

HDR completed a PER and Department of Natural Resources (DNRC) Renewable Resources Grant to evaluate disinfection/chlorination alternatives to address needed improvements for the Sunset West water system. The existing water system is a groundwater-sourced non-transient community system with a single source storage tank and transmission main with 39 active connections. The system experiences periodic positive coliform samples from the tank and distribution system. The project included a public meeting to discuss the proposed improvements with area residents.

Hamilton Well No. 5 Improvements PER & Design

City of Hamilton

Well No. 5 was identified in the City's Source Water Protection Plan as vulnerable to surface water contamination due to its relatively shallow configuration. Private wells in proximity of Well No. 5 have been tested and found to have elevated fecal coliform concentrations due to the unconfined shallow alluvial aquifer and the close proximity to septic systems. Chlorination at this well occurs via liquid chlorination within the well house. HDR provided a PER and grant application assistance for the City's Well No. 5 project. HDR completed design and construction administration for the recommended improvements. The City of Hamilton's Well 5 Facility Improvements project increased the peak flow rate, protected and improved water quality, and provided the well with standby power for emergencies. The improvements included: installing two new booster pumps at the existing booster station; constructing a new 2200 foot long raw water pipeline from the existing Well No. 5 to the existing booster station; and constructing a new chemical building.

Hamilton WWTP Phase 2 Improvements PER & Design

City of Hamilton

HDR prepared a PER in addition to grant applications to the Treasure State Endowment Program (TSEP), DNRC, and Community Development Block Grant (CDBG) programs to assist the City of Hamilton in securing funding for their Phase 2 WWTP Improvements. In addition HDR completed the design and assisted the City with bidding and construction administration for the Phase 2 WWTP Improvements project that upgraded the existing disinfection facilities to UV disinfection to meet water quality requirements, replaced aging aeration blower equipment, and expanded the existing laboratory space to enable the City to provide the laboratory testing required by their new wastewater discharge permit.

Experience Counts.

Our innovative and forward-thinking project leaders will deliver your goals.



Helena Water Master Plan

City of Helena

HDR updated Helena's comprehensive water facility plan in 2005. The focus of this work effort was on the transmission, distribution and storage systems. Evaluations included revising pressure zone boundaries to reduce source water interaction issues, as well as siting and sizing additional storage in the Lower Malben Pressure Zone in light of both water quality, operational, and physical parameters. The plan also included a financial evaluation to determine the relative financial/rate impacts to the City from the proposed capital improvement plan. In addition, the recently completed Comprehensive Performance Evaluation for the Ten Mile and Missouri River Treatment Plants was incorporated. A capital improvement program was developed identifying priorities and triggers for implementation of recommended projects and providing estimated project costs and an implementation schedule.

Kalispell Water Facility Plan

City of Kalispell

HDR assisted the City and Public Works staff in developing a comprehensive analysis of the existing water, sewer, and storm drainage systems. The primary objective was to identify deficiencies in the existing facilities and recommend changes and improvements to ensure the continued delivery of high quality services at low cost. The overall goal was to ensure systems are in place to meet the future needs of Kalispell, a dynamic growing community. The project included infrastructure analysis, population and employment projections, economic analysis, capital improvements programming, and modeling of the existing water, sewer, and storm drainage systems. Using models, HDR identified and developed a long-range capital improvement plan necessary to meet the growth requirements of the community centered in an environmentally sensitive area. Recommendations from the facility plan led to detailed rate analyses and analysis of the wastewater treatment facility.

Billings Water Master Plan

City of Billings

HDR was the lead consultant preparing a master plan update and model for the City of Billings' water and wastewater systems. The plan addressed the City's water supply and treatment, water distribution,

wastewater collection and wastewater treatment systems ability to meet current requirements, as well as future growth and regulations. The planning effort took place in conjunction with the City's plans to define service area limits, establish current land use and population base, and forecast future land use and population. This information was then integrated into GIS for further use in hydraulic modeling efforts. The hydraulic models were utilized to determine the system's ability to meet current and future needs, evaluate existing booster and sewer lift stations, storage reservoirs, water quality, and pressure zone configurations.

Billings Integrated Water Plan

City of Billings

The City of Billings faced a myriad of water management challenges including new regulations on its stormwater discharges through the Phase 2 Stormwater rule, more restrictive river discharge requirements that impacted the wastewater system, drinking water treatment capacity, and water rights limitations. The City addressed these challenges by looking at their water systems together in an integrated water plan rather than separately as they have traditionally. This plan explored alternatives that include all City water system components including a variety of reuse opportunities and alternative stormwater treatment and load trading. Other alternatives included expanding water delivery from the irrigation canals that pass through the City to meet lawn irrigation needs in the summer months rather than relying on the potable supply, working with local industry to use City effluent rather than potable supply, and discharging City effluent in the irrigation canals to feed water to downstream irrigators and many others. The planning process included a wide variety of stakeholders, including area refineries, the County, food processing operations, Montana Department of Environmental Quality, the local conservation district, and others.

Billings Integrated Water Plan Supplement

City of Billings

HDR completed an update to the City of Billings Integrated Water Plan to address several challenges facing the city including the following; a single water source, a single water treatment plant, very short response time to issue at the intake and/or water treatment plant, the need to maintain existing water

rights, a new regulatory permit for discharging stormwater, and greater capital needs for all the City's utilities. We established four guiding principles for the plan; resiliency and redundancy, smart growth, quality of life, and sustainability. The plan includes recommendations for a water conservation program, a new water supply and raw water storage, the West End water treatment plant, water reclamation and collection, water reuse and raw water irrigation, and stormwater improvements that could further benefit the water reuse goals.

Billings Water Distribution Master Plan

City of Billings

HDR is completing a water master plan for the City of Billings that focuses on the water distribution system. In order to provide more accurate evaluations, numerous planning studies were combined along with City staff knowledge to determine areas of growth in each pressure zone which was combined with historical demands by pressure zone to develop water demands specific to each pressure zone. This information is now being used to perform water model analysis and storage analysis to determine any current and future deficiencies. The model is also being used to evaluate various alternatives for distribution system physical and operation improvements including options for the planned West End Water Treatment to serve portions or all of the City's water demands. The water system is also being evaluated for redundancy and resiliency.

Columbia Falls Water Master Plan Update

City of Columbia Falls

HDR provided comprehensive utility planning for the City of Columbia Falls water system. The plan included development of population projections for the 20-year planning horizon. A hydraulic model was developed and alternatives for improvement and expansion of the system evaluated. A capital improvement plan was developed along with recommendations for adjusting rates and fees.

Hamilton Water System Master Plan

City of Hamilton

HDR prepared a Water Master Plan to plan for future water system maintenance upgrades and expansions within the City limits, prioritize projects, and develop

a current capital improvement plan to support these improvements and the City's water utility impact fee program. The facility plan has enabled the City to update their rate schedule and impact fees. The City has started implementation of needed water main replacements recommended by the plan.

Lolo Water Master Plan

Missoula County

HDR provided a water facilities plan to assess the available capacity of the Lolo Water System and provide a plan for implementing expansion and maintenance of the system to keep pace with growth.

Whitefish Water Master Plan

City of Whitefish

HDR provided water, sewer, and stormwater facility planning for the City of Whitefish. Work included development of population projections for the 20-year planning horizon, aerial photography and mapping of the planning area, modeling of the water system, evaluation of the surface water treatment facility, modeling of the sewer collection system, evaluation of the wastewater treatment plant, stormwater modeling, and evaluation of stormwater drainage basins within the planning area. The plan also included evaluation of the financial condition and rate structure for each utility and recommendations for capital improvements that were included in the City's CIP.

Missoula Water Master Plan

City of Missoula

HDR assisted the City in developing a Water System Master Plan, which describes the existing system, defines planning criteria and projected water demands, evaluates the existing facilities and infrastructure to identify capacity and operations related needs, identifies system deficiencies (including fire flow, storage, and pressure), and assesses the reliability of the system. HDR also prepared a pipeline renewal plan and developed recommendations for improvement projects and development of a Capital Improvement Plan. HDR completed the Rattlesnake Dam Feasibility Study which is the first step in determining the future of 10 dams in the Rattlesnake Wilderness Area. Historically, the dams were used to store water to augment flows in Rattlesnake Creek for drinking water. However, Rattlesnake Creek has not been used as a source of drinking water since the 1980s.

The study included coordination with regulatory agencies and a preliminary evaluation of rehabilitating or decommissioning dams including implications and issues surrounding environmental impacts, fisheries, water rights, permitting, and preliminary cost estimates.

Hamilton SCADA Improvements & Master Plan

City of Hamilton

HDR completed a SCADA master plan for the City of Hamilton which includes a review of existing documentation and existing conditions, application integration services, design review, materials list development/procurement, and installation.

1.0 MG Water Tank & Water System Improvements

City of Hamilton

HDR prepared a preliminary design report and conducted design workshops with the City of Hamilton for completing enhancement to the City's water supply and distribution system. The preliminary report included a reservoir size and material selection analysis, as well as a life-cycle cost analysis, an evaluation for development of a new City water well field (three wells - 43-FT, 59-FT, and 70-FT in depth) including pumping and disinfection, alternatives analysis, and detailed cost estimates for recommended capital improvements. HDR completed contract documents, contract bidding, and administered construction of over \$2.7 million in infrastructure improvements. The improvements project included construction of 6-IN through 12-IN water mains and services in the downtown Hamilton Business District and Main Street, development of three supply wells, construction of a chlorination clearwell and 2000 gpm water pumping station, including standby power and SCADA control system, and construction of a 1.0 million gallon pre-stressed and partially buried reinforced concrete water storage tank. Key Elements included: Rigorous public process and design workshops. Careful consideration of project schedule with key businesses and project stakeholders; Central well field development with disinfection and radon removal capability and high service pumping station; Process SCADA controls telemetry and standby power system development; Pre-stressed concrete storage reservoir with telemetry level controls.

Zone 4/5 Reservoir & Pump Station

City of Billings

HDR provided engineering services for the City of Billings for adding a water distribution storage reservoir and a pump station in the northwest part of the City's distribution system. HDR previously completed a siting study for the project, and a value engineering study was completed at the beginning of the project to optimize options developed in the site study. During the initial portions of the design the land ownership of the surrounding area changed allowing a more visible tank as an option. Ultimately a composite elevated tank was designed adjacent to the original site selected. A pump station was designed for location in the stem of the tank. Provisions for the future included a Zone 6 Pump Station and pipeline stub-outs for a Zone 5 West Reservoir and a Zone 6 waterline. The tank location is at the end of a steep coulee, HDR designed an access road to the site, and waterlines from the existing distribution system to the tank for both Zone 4 and Zone 5 West were routed within the access road right-of-way. Because of site limitations the design included a provision for access around the tank during construction including retaining walls. The project broken into two Phases. Phase I included the pipeline extensions and roadway. Phase II included the tank pump station and finish site provisions.

04 | Stevensville Proximity & Experience

Phase IV Water System Improvements

HDR assisted the Town in planning and scheduling their Phase IV Water System Improvements. The project included: evaluating the Town’s water rights and providing a schedule for updating and completing the Town’s water rights; evaluating and quantifying system leakage and providing a prioritized plan for addressing leaks; evaluating the status of the Town’s water utility and this project’s impacts to rates and cash flow; updating the Capital Improvement Plan; evaluating options for rehabilitating Well No. 2; performing a pump test on Wells No. 1, 3, and 4 to evaluate pump condition; and evaluating potential grant and loan programs and providing a summary of requirement and schedule of tasks to complete to maximize grant competitiveness.

Stevensville WWTP Improvements

HDR provided preliminary engineering grant application/administration assistance final design and construction administration for the Town of Stevensville wastewater treatment plant. The project involved evaluating improvements to the wastewater treatment plant to improve facility performance and operability and meet permitting requirements. The evaluation included decommissioning of the polishing pond and a new outfall to the Bitterroot River as well as open-channel UV disinfection. Standby power a sludge drying bed and alum metering for phosphorus removal were also added as part of the improvements.

HDR provided preliminary engineering permitting assistance and grant application assistance for the Town of Stevensville WWTP Phase 2 Improvements which includes a headworks facility and secondary treatment upgrades to meet permit requirements.

Stevensville WWTP Phase 2 Improvements

HDR designed upgrades to Stevensville’s WWTP to meet the requirements of its MPDES discharge permit. The improvements were extensive and due to funding constraints required a phased approach over the next 10 years. These improvements will: provide redundancy for critical treatment plant components to reduce the chance for discharging substandard treated effluent to the Bitterroot River; provide system upgrades to reduce the risk of plant upsets health and safety concerns and excessive maintenance requirements at the WWTP; and provide enhanced treatment systems to reduce nutrient loading and pathogens to the Bitterroot River. The Phase 2 Improvements include: upgrading the secondary treatment process to meet the nitrate limit and providing a new headworks facility with screenings and grit removal.

WWTP Discharge Permit Renewal

HDR assisted the Town i commenting on their Montana Department of Environmental Quality (MDEQ) discharge permit for the wastewater treatment plant (WWTP). Project included a draft comment letter, addressing concerns that ht eTown had over the permit limits and methods MDEQ used, in addition to phone calls with MDEQ to discuss the permit.



We have a proven history of working together to solve challenges and meet deadlines.



Trusted Advisor

HDR has been a trusted advisor for the Town of Stevensville for over a decade. Historically, we've provided excellent service on the Wastewater Treatment Plant (WWTP), but more recently we've provided an analysis of Town's water system and wells. With many of our staff living in Stevensville and the Bitterroot valley, we are just a few minutes away and can be in town quickly when needed, whether trouble shooting a sand-laden well, or staying late into the evening presenting on rates and educating the public on their infrastructure, HDR has been there and will continue to be there for the Town of Stevensville.

Stevensville Wye Annexation Study

HDR developed an annexation study to assist the Town in determining water and sewer infrastructure needs associated with annexing commercial properties at the Stevensville Wye (intersection of US Highway 93 and State Highway 269). Project included development of water demand and wastewater flow estimates; water system, wastewater facility, and stormwater analyses, and provided a report detailing existing conditions, expected flow, required infrastructure to serve the development, and impact on existing utility services.

Twin Creek Subdivision Sewer Collection Assistance

The Town of Stevensville received CCTV inspection records of the Twin Creeks Subdivision sewer collection system. The inspection records show that the sewer system is out of compliance with Montana standards. HDR reviewed the records and facilitated meetings with the subdivision owner and their engineer to negotiate an acceptable approach to bringing the sewer system into compliance and assessing the damage to the Town for potential additional maintenance due to non-compliance.

References

CLIENT NAME	CONTACT	PHONE
Town of Stevensville	George Thomas Public Works Superintendent	406.777.5271
City of Hamilton	Donny Ramer Public Works Director	406.363.6717
Missoula County	Deb Evison Assistant Public Works Director	406.258.3702
City of Billings	Debi Meling City Engineer	406.657.3097

Proximity

Services for this contract will be managed and primarily conducted out of our Missoula office, located approximately 45 minutes from Town Hall. As demonstrated on previous contracts, we are available for in-person meetings with Town staff, in addition to attending and/or presenting at Town Council meetings.

05 | Present & Projected Workloads

The table below summarizes our team’s current and projected workloads throughout the life of this contract.

NAME	ROLE	% AVAIL.	KEY CONCURRENT PROJECTS
Coralynn Revis, PE	Project Manager, PER Lead	55%	Davis Lane Lift Station, City of Bozeman
Craig Caprara, PE	Principal-in-Charge	15%	West End Reservoir, City of Billings
Dan Harmon, PE	QA/QC	10%	Influent Lift Station, City of Billings
Shanna Adams, PE	Water Tank Evaluation	45%	Dewey Boulevard Water Main, Phase III, City-County of Butte-Silver Bow
Craig Habben, PE	Water Tank Evaluation	25%	West End Reservoir, City of Billings
Tom Hamlin, SE	Water Tank Evaluation	30%	Solids Handling Expansion, City of Bozeman
Anders Nord, EI	Population & Demand Forecasting	65%	Lewis & Clark Sewer Design, Missoula County
Bill Buxton, PE	Funding Strategies, Grant Writing	80%	Capital Improvements Plan, City of Polson
Chris Kelly	Grant Writing/Administration	90%	Lewis & Clark Sewer RRGL Grant Administration, Missoula County
Joe Mullaney	SCADA	75%	SCADA On-call, City-County of Butte-Silver Bow
Trey Morris	SCADA	50%	Flathead Pumping Plant Design, CSKT

Tools and Processes for Managing Budgets

Effective Project Management

The mainstay of a project is the Project Management Plan (PMP). The PMP defines the vision; implementation strategy; schedule and budget criteria; and the policies, procedures, and standards for the project.

The PMP is the master reference document for the team and provides guidance to subconsultants engaged throughout the life of the program, from inception through planning, design, and construction. The PMP provides a level of continuity and standardization to facilitate time and cost-effective communications and decision-making.

The PMP serves as a formal process for reviewing, evaluating, prioritizing, documenting, approving, implementing, and maintaining all aspects of a project.





Appendix A: Resumes



Shanna Adams, PE

Water Tank Evaluation/Design

Shanna provides 16 years of experience on a wide range of water infrastructure improvement projects, including design of water mains and storage tanks, in addition to hydraulic/hydrologic modeling and bid document preparation. She offers a broad range of experience, including work in the public and private sectors and expertise on several types of civil engineering projects, including water and storm water utilities.

EDUCATION

Bachelor of Science,
Civil and Environmental
Engineering, University
of Utah, 2003

REGISTRATION

Professional Engineer -
Civil, MT, No. 17053

City of Missoula, Missoula Water System Master Plan

HDR assisted the City in developing a Water System Master Plan, which describes the existing system, define planning criteria and projected water demands, evaluates the existing facilities and infrastructure to identify capacity and operations related needs, identifies system deficiencies (including fire flow, storage, and pressure), and assesses the reliability of the system. HDR also prepared a pipeline renewal plan and developed recommendations for improvement projects and development of a Capital Improvement Plan.

City of Missoula, Prospect Tank Design

HDR is designing a new 150,000 gallon concrete water storage facility adjacent to the existing Upper Prospect Tank. The current water storage zone can provide 1,000 gallons per minute (gpm) for two hours of fire flow, but the City wants to increase this to 1,500 gpm for two hours to accommodate planned future development. HDR's design services will include analyses, plans, specifications, cost estimates, and services during construction.

City of Billings, Leavens Reservoir Liner Evaluation

HDR completed an evaluation on the City of Billings Leavens Reservoir, a buried 3 million gallon concrete tank in their Zone 1 water distribution system built in 1941. The evaluation determined that the tank was in excellent shape and that a liner was not necessary. However, larger cracking appeared on the cast-in-place concrete baffle wall. It was recommended to grout these cracks and monitor to see if the cracks worsened. Also recommended was to repair minor cracking on the interior and exterior of

the tank. Finally a new additional Zone 1 reservoir was recommended to be built on the same site as the existing reservoir.

City of Kalispell, Kalispell Water Model Update

HDR has provided multiple updates of the City of Kalispell's WaterCAD model, incorporating current water system extensions, wells, and tanks. These updates have provided the City with a model that can be used to perform accurate system evaluation for development requests and large water system projects. The model was also converted to an EPAnet modeling format and provided to the City so their staff can utilize EPAnet for smaller water projects, requested fire flow analyses, and internal water system analyses.

City of Billings, Water Distribution Master Plan

HDR is completing a water master plan for the City of Billings that focuses on the water distribution system. In order to provide more accurate evaluations, numerous planning studies were combined along with City staff knowledge to determine areas of growth in each pressure zone which was combined with historical demands by pressure zone to develop water demands specific to each pressure zone. This information is now being used to perform water model analysis and storage analysis to determine any current and future deficiencies. The model is also being used to evaluate various alternatives for distribution system physical and operation improvements including options for the planned West End Water Treatment to serve portions or all of the City's water demands. The water system is also being evaluated for redundancy and resiliency.



Bill Buxton, PE
Funding Strategies

Bill provides over 28 years of experience in civil engineering, on water and wastewater planning, design, utility management, preliminary engineering reports, and grant applications. His specific wastewater expertise includes treatment, lagoons, advanced wastewater treatment planning, and permitting. His water experience includes water system modeling, and water main, pump station and reservoir design.

EDUCATION

Bachelor of Civil Engineering, Civil Engineering, University of Idaho, 1993

Master of Civil Engineering, Civil Engineering, University of Idaho, 1994

REGISTRATION

Professional Engineer, MT, No. 13239PE

Professional Engineer, ND, No. PE-8255

Bigfork Water and Sewage District, Bigfork Water System Preliminary Engineering Report

The project included an evaluation of the District's water supply wells, storage reservoirs, and distribution system and included water system modeling. The report provided recommendations for water supply options to serve the District for a twenty year planning period.

Missoula County, Sunset West Water System Preliminary Engineering Report

HDR completed a PER and Department of Natural Resources Renewable Resources Grant to evaluate disinfection/chlorination alternatives to address needed improvements for the Sunset West water system. The existing water system is a groundwater-sourced non-transient community system with a single source storage tank and transmission main with 39 active connections. The system experiences periodic positive coliform samples from the tank and distribution system. The project included a public meeting to discuss the proposed improvements with area residents.

Town of Cascade, Water System Preliminary Engineering Report

Bill managed the water system evaluation, which included an analysis of the distribution, storage, supply, and treatment facilities. Phase 1 recommendations included a new well to be drilled into the Madison Aquifer (depth approx. 2,500 feet) and installation of water meters. The project included a successful \$412,000 CDBG grant, which funded 75% of the project. This application was the highest ranked application for that CDBG funding cycle. Phase II improvements, based on the results of hydraulic modeling, included \$2.4M in reservoir and distribution system improvements.

City of Conrad, Water System Preliminary Engineering Report

Bill prepared the water system PER and TSEP and DNRC grant applications. The project included evaluation of alternatives for improvements to the City's raw water intake and pump station. The Conrad project was one of the highest ranked TSEP and DNRC projects for that funding cycle and was the only community to ever receive a line item appropriation from the Montana Legislature for public works improvements.

State of Montana, Department of Natural Resources and Conservation RRGL PER Reviews

Bill served as project manager and lead reviewer of water and wastewater Preliminary Engineering Reports for the DNRC Renewable Resource Grant and Loan Program. As reviewer, Bill reviewed grant applications and advised DNRC on the technical elements and benefits to renewable resources.

State of Montana, Department of Commerce PER and CDBG/TSEP Grant Application Reviews

Bill served as project manager and lead reviewer of water and wastewater PERs for the Department of Commerce in support of the Community Development Block Grant Program and Treasure State Endowment Program grant and loan programs. Bill advised on the technical elements of the grant applications submitted, including consultation with DEQ staff, evaluation of technical feasibility and thoroughness, and verification of project needs and proposed results.



Craig Caprara, PE QA/QC

Craig provides nearly 35 years of experience in the planning, design, and construction of public works facilities. His experience includes project management, design, and construction administration of a wide range of water system conveyance pumping treatment and storage projects; sewer system conveyance and pumping projects; multi-million dollar advanced wastewater treatment plant projects; and water, sewer, and storm drainage utility planning.

Town of Stevensville, Phase IV Water System Improvements

HDR is assisting the Town in planning and scheduling their Phase IV Water System Improvements. The project includes: evaluating the Town's water rights and providing a schedule for updating and completing the Town's water rights; evaluating and quantifying system leakage and providing a prioritized plan for addressing leaks; evaluating the status of the Town's water utility and this project's impacts to rates and cash flow; updating the Capital Improvement Plan; evaluating options for rehabilitating Well No. 2; performing a pump test on Wells No. 1, 3, and 4 to evaluate pump condition; and evaluating potential grant and loan programs and providing a summary of requirement and schedule of tasks to complete to maximize grant competitiveness.

City of Missoula, Water System Master Plan

HDR developed a Water System Master Plan, which will describe the existing system, define planning criteria and projected water demands, evaluate the existing facilities and infrastructure to identify capacity and operations related needs, identify system deficiencies (including fire flow, storage, and pressure), and assess the reliability of the system. HDR also prepared a pipeline renewal plan and developed recommendations for improvement projects and development of a CIP.

City of Billings, Integrated Water Plan

This plan explored alternatives that include all City water system components from exploring a variety of reuse opportunities to alternative stormwater treatment and load trading. Other alternatives included expanding

water delivery from the irrigation canals that pass through the City to meet lawn irrigation needs in the summer months rather than relying on the potable supply working with local industry to use City effluent rather than potable supply discharging City effluent in the irrigation canals to feed water to downstream irrigators and many others. The planning process included a wide variety of stakeholders: area refineries, the County, food processing operations, MDEQ, the local conservation district, and others.

City of Hamilton, Water System Facility Plan

HDR prepared a plan for future water system maintenance upgrades and expansions within the City limits, prioritize projects, and develop a current capital improvement plan to support these improvements and the City's water utility impact fee program. The facility plan has enabled the City to update their rate schedule and impact fees. The City has started implementation of needed water main replacements recommended by the plan.

City of Helena, Water Facility Plan Update

HDR updated the City's comprehensive water facility plan. This plan focused on the transmission distribution and storage systems. In addition, the Comprehensive Performance Evaluation for the Ten Mile and Missouri River Treatment Plants was incorporated. HDR developed a CIP identifying priorities and triggers for implementation of recommended projects and providing estimated project costs and an implementation schedule. This plan also included a financial evaluation to determine the relative financial/rate impacts to the City from the proposed capital improvement plan.

EDUCATION

Bachelor of Science,
Construction
Engineering, Montana
State University,
Bozeman, 1984

REGISTRATION

Professional Engineer,
MT, No. 10147



Craig Habben, PE

Water Tank Evaluation/Design

Craig is experienced in a variety of environmental engineering projects, including municipal water and wastewater treatment, municipal wastewater collection, industrial wastewater treatment, regional wastewater and water master planning, and construction resident engineer.

EDUCATION

Bachelor of Science,
Civil Engineering, Iowa
State University, 1989

Master of Science,
Environmental
Engineering, Iowa State
University, 1991

Bachelor of Science,
Construction
Engineering, Iowa State
University, 1989

REGISTRATION

Professional Engineer -
Civil, WY, No. PE 10451

Professional Engineer,
MT, No. 14504

City of Billings, Zone 3E Reservoir Expansion

The City of Billings needed additional water storage in their Zone 3E pressure zone and the ability to remove their existing 2 MG welded steel tank from service for maintenance. The project added 2 MG more storage in this pressure zone to meet the future projected need of 4 MG.. The project included a mixing system evaluation, and ultimately the addition of coarse bubble mixing in the new reservoir and retrofitting the existing reservoir also with coarse bubble mixing. In addition to the benefits of a standard mixing system, the coarse bubble system also provides TTHM removal, a strategy to reduce disinfection by product formation. The reservoir construction was an AWWA D110 type III precast pre-stressed concrete wire-wound style, and the piping was setup to allow either of the reservoirs to be taken out of service.

City of Billings, Billings Zone 4/5 Reservoir & Pump Station Design

HDR provided engineering services for the City of Billings for adding a water distribution storage reservoir and a pump station in the northwest part of the City's distribution system. HDR previously completed a siting study for the project, and a value engineering study was completed at the beginning of the project to optimize options developed in the site study. During the initial portions of the design the land ownership of the surrounding area changed allowing a more visible tank as an option. Ultimately a composite elevated tank was designed adjacent to the original site selected. A pump station was designed for location in the stem of the tank. Provisions for the future included a Zone 6 Pump Station and pipeline stub-outs for a Zone 5 West Reservoir and a Zone 6 waterline. The

tank location is at the end of a steep coulee, HDR designed an access road to the site, and waterlines from the existing distribution system to the tank for both Zone 4 and Zone 5 West were routed within the access road right-of-way. Because of site limitations the design included a provision for access around the tank during construction including retaining walls. The project broken into two Phases. Phase I included the pipeline extensions and roadway. Phase II included the tank pump station and finish site provisions.

City of Sheridan, Big Goose Water Treatment Plant Clearwell Expansion

The City of Sheridan and Sheridan Area Water System (SAWS) own the Big Goose Water Treatment Plant and the City run the plant. HDR designed a buried clearwell to provide additional water storage and flexibility in plant operations. Following the design services contract which was with SAWS HDR provided bidding and construction services through the City of Sheridan. The buried clearwell is a 1.5 million gallon pre-stressed wire wound tank by DN Tanks.

City of Billings, Leavens Reservoir Liner Evaluation

HDR completed an evaluation on the City of Billings Leavens Reservoir, a buried 3 million gallon concrete tank in their Zone 1 water distribution system built in 1941. The evaluation determined that the tank was in excellent shape and that a liner was not necessary. However, larger cracking appeared on the cast-in-place concrete baffle wall. It was recommended to grout these cracks and monitoring to see if the cracks worsened. Also recommended was to repair minor cracking on the interior and exterior of the tank. Finally a new additional Zone 1 reservoir was recommended to be built on the same site as the existing reservoir.



Chris Kelly

Funding Strategies

Chris is an experienced grant writer/administrator and public involvement coordinator. Her funding experience includes grant applications and administration for numerous agencies' programs including Community Development Block Grant (CDBG), Treasure State Endowment Program (TSEP), Renewable Resource Grant & Loan (RRGL), and Rural Development (RD). Chris has experience in coordinating, organizing, and conducting presentations, workshops, public meetings, client gatherings, and conferences. Her experience includes organizing events for groups ranging from 15 to 350 attendees, in addition to managing communications with client, media, and team members.

EDUCATION

Bachelor of Arts,
Communications,
University of Montana,
Missoula, 1997

Bachelor of Arts,
Psychology, University
of Montana, Missoula,
1997

Town of Stevensville WWTP Improvements and Grant Administration

HDR provided permit negotiation, preliminary engineering, and grant application/administration for the Town of Stevensville wastewater facility. The project involved evaluating modifications to the wastewater treatment plant to improve facility performance and operability and meet discharge permit requirements. Phase 2 improvements will include a new headworks structure mechanical screen and grit removal and retrofit of the existing facility to provide biological nutrient removal. The project included the successful application for and administration of TSEP, CDBG, RRGL, and RD grants.

City of Hamilton WWTP Phase 2 Improvements

HDR prepared a Preliminary Engineering Report in addition to grant applications to the Treasure State Endowment Program, DNRC, and Community Development Block Grant to assist the City of Hamilton in securing funding for their Phase 2 WWTP Improvements. In addition HDR completed the design and assisted the City with bidding and construction administration for the Phase 2 WWTP Improvements project that will upgrade the existing disinfection facilities to UV disinfection to meet water quality requirements, replace aging aeration blower equipment, expand the existing laboratory space to enable the City to provide the laboratory testing required by their new wastewater discharge

permit.

Missoula County, Lewis & Clark WW Improvements Grant Administration

HDR designed improvements to the wastewater treatment and disposal system that services the Lewis & Clark Subdivision. The project included evaluating tank sizing based on population served and providing recommendations for improvements. Chris is administering the RRGL grant for this project.

Missoula County, Sunset West Water System Preliminary Engineering Report

HDR completed a Preliminary Engineering Report (PER) and Department of Natural Resources (DNRC) Renewable Resources Grant to evaluate disinfection/chlorination alternatives to address needed improvements for the Sunset West water system. The existing water system is a groundwater-sourced non-transient community system with a single source storage tank and transmission main with 39 active connections. The system experiences periodic positive coliform samples from the tank and distribution system. The project included a public meeting to discuss the proposed improvements with area residents.



Tom Hamlin, PE

Water Tank Evaluation/Design

Tom's experience includes structural design, plan development, quality control reviews, and construction administration for a wide range of structure types including water/wastewater facilities, mining, and industrial facilities. Additionally, Tom has extensive experience in performing structural investigations and rehabilitations of existing water/wastewater facilities.

EDUCATION

Bachelor of Science,
Civil Engineering,
South Dakota State
University, 2003

Master of Science,
Civil Engineering,
South Dakota State
University, 2004

REGISTRATION

Professional Engineer
- Structural, NM, No.
23315

Professional Engineer -
Civil, CA, No. 71864

Professional Engineer
- Structural, AZ, No.
54311

Professional Engineer
- Structural, CA, No.
S6122

Professional Engineer
- Structural, OR, No.
85852PE

Professional Engineer
- Structural, UT, No.
10670513-2203

Professional Engineer
- Structural, HI, No.
PE16088

Professional Engineer -
Civil, MT, No. 27040

Professional Engineer -
Civil, OK, No. 25578

City of Missoula, Prospect Tank

HDR is designing a new 150,000 gallon concrete water storage facility adjacent to the existing Upper Prospect Tank. The current water storage zone can provide 1,000 gallons per minute (gpm) for two hours of fire flow, but the City wants to increase this to 1,500 gpm for two hours to accommodate planned future development. HDR's design services will include analyses, plans, specifications, cost estimates, and services during construction.

City of Phoenix, 24th Street Water Treatment Plant Reservoir No. 3 (1-ES2-3) Rehabilitation Design Services

HDR provided condition assessment, design, and bidding services for the rehabilitation of the 24th Street Water Treatment Plant Reservoir No. 3, which is a 20 MG concrete reservoir. Improvements included new polypropylene membrane liner that replaced the existing liner, replacement of an aluminum roof deck, column and girder repairs, and other miscellaneous repairs. The project also includes development of guidelines for a comprehensive City of Phoenix concrete reservoir management program. Addressed jurisdictional dam requirements of the Arizona Department of Water Resources.

Evergreen Water & Sewer District, Evergreen Water Tank

HDR evaluated four mixing technologies for potable water tanks to be installed in the Horton Steel Water Tank and the Concrete Water Tank. The recommended alternative was developed into final design.

City of Phoenix, Concrete Reservoir Assessment and Improvements Program

HDR provided condition assessments and design services for the rehabilitation of city potable water concrete reservoirs. Stemming from an initial reservoir assessment and improvements study by HDR in 2000 the city has rehabilitated or begun the rehabilitation of 12 large-capacity concrete reservoirs. Of those 12 reservoirs HDR has provided design services for 11 and construction administration and inspection service for ten reservoirs.

City of Port Townsend, Finished Water 5 MG Reservoir and Booster Pumping Station

HDR provided design and construction administration for a new finished water storage reservoir and a finished water booster pumping station adjacent to existing water storage tanks. The new 5 MG tank will operate similar to the existing 5 MG reservoir at the site. The finished water booster pumping station will enable the transfer of finished water from the new reservoir to the existing 1 MG Standpipe for adequate quantity and pressures in a major fire flow event.

City of Laramie, WTP Clearwell Design

HDR designed improvements to the existing Laramie WTP clearwell and plant hydraulics to improve the operation of the existing treatment facilities including: improvement of the hydraulic capacity between the pretreatment basins and filters increasing the usable clearwell storage available for backwashing the filters increasing the HGL to the water transmission lines to increase delivery capacity and improving plant pumping capability for backwash surface wash and service water systems.



Tom Hanou

Construction Administration

Tom's experience includes structural design, plan development, quality control reviews, and construction administration for a wide range of structure types including water/wastewater facilities, mining, and industrial facilities. Additionally, Tom has extensive experience in performing structural investigations and rehabilitations of existing water/wastewater facilities.

Missoula County, On-site Pressure Sewer Pump Station

HDR provided design and construction administration services to complete an on-site packaged pump station for the County's Public Works and Roads Building.

Missoula County, Wye Area RSID Development and Sewer Development

HDR provided design and construction administration services for three new wastewater pumping stations and associated force mains. HDR developed a pumping system model for planning the pumping stations for the previously unsewered area located northwest of the City of Missoula.

Missoula County, Mullan Road Corridor Sewer Design

HDR assisted Missoula County in the planning for installation of a regional wastewater collection system for a 2280 acre area in northwestern Missoula County. HDR developed a collection system model for planning interceptor sewers and pumping stations for the previously unsewered area. Model output was used to develop preliminary design of the area's collection system and estimated construction cost. HDR designed and provided construction management services for three wastewater pumping stations for the project with associated force mains.

Missoula County, El Mar/New Meadows & Golden West Wastewater Collection System Upgrade

HDR assisted the City with design for the El Mar Estates/New Meadows and Golden West Subdivisions wastewater collections system upgrades to meet City of Missoula and Montana Public Works standards. HDR assisted the City in preparation and implementation of the bid/procurement documents

and provided construction oversight assistance.

Missoula County, Mullan Trail/Country Crest RSID Sewer System Connections

HDR assisted the County with development of RSIDs for the Mullan Trail and Country Crest subdivisions including right-of-way assistance public involvement and grant administration assistance. HDR also provided design and construction administration assistance to Missoula County. The backbone system mainlines were designed to receive side sewers and service connections.

City of Missoula, Reserve Street Pumping Station

HDR designed improvements to an existing station that consisted of a wetwell and below grade drywell configuration to upgrade it to City of Missoula standard submersible pumping systems. Future development and plans to eliminate existing septic tank effluent pumping systems (STEP) in nearby developments will add significant flows to this station in the future. HDR conducted an earlier study which evaluated current and future flows tributary to this lift station and its ability to handle these flows.

Daily Meats, Permitting Lagoon Closure and Pretreatment

HDR assisted Daily Meats bacon manufacturing plant to support closing an existing lagoon treatment system and transitioning to discharge to the City of Missoula sewer system. Work included design and construction of flow metering and pretreatment lagoon closure industrial discharge permit application mixing zone analysis for a cooling water discharge permit assembling a spill prevention plan stormwater prevention plan and stormwater permitting.



Dan Harmon, PE
QA/QC

Dan's facility plan experience includes the development of metering plans and implementation of flow measurement and flow characterization development of a facility water balance evaluation of land application systems and facility sizing and acquisition of project funding through the CDBG, TSEP, and USEPA STAG funding programs.

City of Hamilton, 1.0 MG Water Tank & Water System Improvements Design & Construction Administration

HDR provided design and construction administration services for this improvements project which include construction of 6-IN through 12-IN water mains and services in the downtown Hamilton Business District and Main Street, development of three supply wells, construction of a clearwell and pumping station, and construction of a 1.0 million gallon pre-stressed and partially buried reinforced concrete water storage tank.

City of Missoula, Prospect Tank

HDR is designing a new 150,000 gallon concrete water storage facility adjacent to the existing Upper Prospect Tank. The current water storage zone can provide 1,000 gallons per minute (gpm) for two hours of fire flow, but the City wants to increase this to 1,500 gpm for two hours to accommodate planned future development. HDR's design services will include analyses, plans, specifications, cost estimates, and services during construction.

City of Billings, Zone 3E Reservoir Expansion

The City of Billings needed additional water storage in their Zone 3E pressure zone and the ability to remove their existing 2 MG welded steel tank from service for maintenance. The project added 2 MG more storage in this pressure zone to meet the future projected need of 4 MG.. The project included a mixing system evaluation, and ultimately the addition of coarse bubble mixing in the new reservoir and retrofitting the existing reservoir also with coarse bubble mixing. In addition to the benefits of a standard mixing system, the coarse bubble system also

provides TTHM removal, a strategy to reduce disinfection by product formation. The reservoir construction was an AWWA D110 type III precast pre-stressed concrete wire-wound style, and the piping was setup to allow either of the reservoirs to be taken out of service.

City-County of Butte-Silver Bow, Basin Creek Water Treatment Plant Design

HDR provided water filtration and disinfection design services for the new Basin Creek WTP. The facility uses a cutting edge ceramic membrane filtration system which is the first of its kind to be installed in the United States. The Basin Creek WTP includes a recovery skid designed to filter the backwash waste from the process and resulting in an overall 99.95% production capability. The CIP interval for the ceramic filters installed at Basin Creek is every 6 months. This means that chemical use is decreased, operation staff labor is cut, and energy use associated with heating chemicals and pumping is reduced by 1/6th over conventional systems. One of the objectives of this project was to operate by gravity to the greatest extent possible. The site was selected based on a hydraulic analysis that allowed placement of the membrane equipment to be at the perfect elevation to accomplish that goal. The Basin Creek WTP is unique in that it operates as an on-demand system. Staff does not make decisions about how much water to treat in order to meet demand but rather demand itself sets the flow rate through the WTP at any given moment.

EDUCATION

Bachelor of Science,
Civil Engineering,
Montana State
University, Bozeman,
1984

REGISTRATION

Professional Engineer -
Civil, OR, No. 16181PE

Professional Engineer -
Civil, WA, No. 25727

Professional Engineer,
Canada, No. 176626

Professional Engineer,
MT, No. 8151

Professional Engineer -
Civil, ID, No. 7440



Trey Morris, PE SCADA

Trey's experience includes electrical engineering and automation. Trey has working knowledge and experience in low- and medium-voltage distribution and utility design. His automation experience spans Industrial and Building Systems, Programmable Logic Controllers, Human Machine Interfaces, Variable Frequency Drives, Control Panel Manufacture, and Complex Troubleshooting. Trey has over 19 years of varied experience in electrical, instrumentation and control system engineering. His experience includes Low Voltage Systems, Ground-fault coordination, Communications Backbones, Motor Control, Industrial and Building Systems, Programmable Logic Controllers, Human Machine Interfaces, Variable Frequency Drives, Control Panel Design & Manufacture, and Complex Troubleshooting. He has performed studies, designs, programming, configuration, start up, testing, and commissioning for a wide range of projects.

EDUCATION

BS Electrical Engineering, Electrical Engineering, Seattle University (SU), 1992

REGISTRATION

Professional Engineer - Electrical, WA, No. 36559

Professional Engineer - Electrical, CA, No. 21548

Professional Engineer - Electrical, HI, No. 13531

Professional Engineer - Electrical, Guam, No. 1605

Professional Engineer - Electrical, AK, No. 12784

American Water Services, Tolt Water Treatment Facility SCADA Upgrade

HDR provides ongoing I&C support at the Tolt Water Facility, and has provided support since 2001. Beginning with initial operations of the facility, HDR has executed discrete process improvements and water chemistry projects, and most recently completed a SCADA system upgrade. The effort included developing comprehensive recommendations for the upgrades, evaluating SCADA system platforms, and completing the programming of new hardware (servers, workstations and monitors) and software (GE iFix HMI and Proficy Historian).

Montana Craft Malt, Montana Malt Plant

HDR provided fast-track support of Montana Craft Malt's Grain Malt Preparation Facility control system design and integration with the rest of the plant. HDR leveraged the existing design documents to finalize this control design.

City of Anacortes, Water Treatment Plant

The City contracted HDR to provide engineering services to design major WTP improvements to meet three key goals: To improve the treatment performance of the WTP to ensure compliance with increasingly stringent drinking water regulatory requirements; Improve WTP reliability/redundancy to provide for uninterrupted operations and consistently meet system demands;

and increase the WTP production capacity to a rated capacity of 42 million gallons per day.

Washington Dept of Fish and Wildlife, Tumwater Falls Fish Hatchery Facility, Design Services (Adult Holding Facility)

HDR provided electrical and control system design for a new fish hatchery facility at Tumwater Falls in Olympia, Washington. Electrical distribution features a new service with standby generator and automatic transfer switch to power the entire facility and support buildings. New service and cutovers will be staged to allow the existing facility to operate without interruption until the new facility is ready to be brought online. Facility features three 50 horsepower intake pumps, level controls, and offsite alarm autodialer.

City of Pocatello, Water Pollution Control Facilities Improvements Phase 1

Lead electrical engineer for design of a new UV disinfection building. Responsible for plans and specifications, multi-discipline coordination, dual source power system overall design, and working with UV Vendor to ensure building systems met requirements for packaged UV disinfection system. Provided pre-selection and purchase specifications to assist owner in early selections of UV vendors, reviewed qualified bids and assisted in selections. Project is currently in construction.



Joe Mullaney

SCADA

Joe provides extensive experience in management and design of instrumentation and control systems for various environmental and industrial processes. He has specified initial design and implementation, in addition to system commissioning for plant control and diagnostic instrumentation systems. His experience ranges from minor plant control systems to major integrated centralized control systems.

EDUCATION

Bachelor of Science, Engineering Science, Energy Option, Montana Tech of the University of Montana

REGISTRATION

State of Montana Certified Operator in Water Treatment Class 1B

State of Montana Certified Operator in Water Distribution Class 1A

City/County of Butte-Silver Bow Water Department, Water System Improvements, I&C/SCADA Maintenance and Current HMI Upgrades

SCADA Maintenance agreement to service any failures, logic changes, or HMI changes. MSE supported design, construction oversight, and start-up of water utility improvements for the city-county of Butte Silver Bow. These system improvements helped bring the county's municipal water system to within (and exceeding) required state and federal compliance requirements. MSE designs also referenced all safe drinking water recommended standards and practices.

City of Hamilton, SCADA Improvements & Master Plan

HDR is providing SCADA upgrades, which include: reviewing existing documentation and documenting existing conditions. SCADA master plan, application integration services, design review, materials list development/procurement, and installation.

City of Helena, Tenmile Water Treatment Plant SCADA Upgrade

Upgraded water treatment plant's entire SCADA network including new PLC and ladder logic, all new graphics and HMI controls. Analysis and reporting is now much more capable and user friendly.

Galen Campus Water and Wastewater SCADA System

Installed a SCADA system for the Galen Montana campus to monitor and control the level of drinking water stored in a new, elevated storage tank. The tank reports its level to two well houses, and the Rugid Computer®

RTUs at the well houses start and stop automatically depending on operator start and stop set points. The SCADA system communicates using licensed free spread spectrum radios. There is one master radio and three slave sites on this system. The new system also monitors plant statuses for the upgraded wastewater treatment plant. All water and wastewater system parameters are posted to this site from the master RTU and current data is archived and viewed with an NI Lookout® HMI personal computer. With this configuration, an operator can dial into the system remotely from home or any other location and view the water and wastewater system parameters. The treatment plant also has an automatic telephone dialer to call out operators in case of failures or alarms.

Town of Philipsburg, SCADA Water System

Upgraded existing SCADA system for the town of Philipsburg. The new system consists of five PLCs: four slaves and one master. The new system consists of a master Modicon® PLC and radio located at the town shop polling the remote sites and posting the data locally to a new RSView® HMI. The HMI allows operators to monitor system parameters, archive and trend data, and acts as a call out dialer for failures or alarms within the water system. The system has one slave at a water storage tank and chlorinator; one slave at the metal water tank to monitor tank water level; one slave at the pressure reducing valve; and one slave at the Booster Pump Station.



Anders Nord, EI

Population & Demand Forecasting

Anders is an engineering in training with experience in design and construction of wastewater conveyance and treatment facilities. His design experience includes sewage pumping stations, sewer main extensions, and electrical distribution. His skills include developing engineering reports, standard operating procedures, and water sampling.

EDUCATION

Bachelor of Science,
Mechanical
Engineering, Montana
State University,
Bozeman, 2018

City of Billings, West End Water Facility

The Billings Water Treatment Plant (WTP) is the only source of potable drinking water for over 110,000 residents. Identifying and securing an alternate source of raw water is a top priority for the City of Billings, and a West End source location most efficiently meets the City's needs for long-term drinking water service capacity and system redundancy. Building on concepts and ideas initially identified as part of the Integrated Water Plan Supplement, HDR is providing engineering services to develop existing gravel pits into raw water storage reservoirs that will supply water to an associated water treatment plant in the future, as well as serving as an attractive community amenity. The project is currently in preliminary design, with permitting, final design, and bidding and construction administration phases to follow. The main goals of the Preliminary Design Phase include: identifying the preferred configuration for conveyance of raw water to the reservoir; evaluating and selecting the preferred seepage control method(s); completing a preliminary assessment of ground water impacts; analyzing reservoir water quality; developing a master plan and conceptual designs for end-land use improvements; and performing Water Treatment Plant siting evaluation.

City of Hamilton, SCADA Improvements and Master Plan

HDR completed a SCADA master plan for the City which includes a review of existing documentation and existing conditions, application integration services, design review, materials list development/procurement, and installation.

City of Kalispell, Secondary Digester Evaluation

HDR evaluated improvements to the City's AWWTP's Secondary Digester. These include: evaluating the condition of the secondary digesters, gas piping, digested sludge pipe, and digester mixing/wasting pumps to develop alternatives for repair or replacement.

City of Kalispell, Water Quality

In response to MDEQ's TMDL, which placed nitrogen and phosphorus limits on Ashley Creek, HDR prepared a sampling and analysis plan (SAP) and Quality Assurance Project Plan (QAPP) for water quality sampling along Ashley Creek. Sampling sites were selected to provide a comprehensive view of Ashley Creek immediately upstream and downstream from the Kalispell AWWTP. The data collected will inform the City on the dynamics of Ashley Creek, guide future decision making, and enable the City to request a site-specific nutrient variance, if needed.

City of Kalispell, AWWTP Facility Plan Update

HDR updated the City's wastewater treatment plant facility plan, which included: summarizing current and potential future regulatory requirements that could impact the AWWTP, including effluent limits; confirming existing flow and loading conditions at the plant, including volumetric flow, biochemical oxygen demand, total suspended solids, phosphorous, and nitrogen loading; comparing projected flow and loading conditions to existing design capacity; developing alternatives; and providing recommendations for facility improvements.



Cora Revis, PE

Project Manager

Cora is an environmental engineer with experience in the planning, permitting assistance, design, and construction of water and wastewater facilities. She has successfully written PER's for funding agencies. Additionally, she has been the project manager on the last few Stevensville projects. She is knowledgeable in her expertise and prides herself in listening to her clients.

EDUCATION

Bachelor of Engineering, Environmental Engineering, Stevens Institute of Technology, 2006

REGISTRATIONS

Professional Engineer - Civil, Montana, No. 19791

Town of Stevensville, Phase IV Water System Improvements

HDR is assisting the Town in planning and scheduling their Phase IV Water System Improvements. The project includes: evaluating the Town's water rights and providing a schedule for updating and completing the Town's water rights; evaluating and quantifying system leakage and providing a prioritized plan for addressing leaks; evaluating the status of the Town's water utility and this project's impacts to rates and cash flow; updating the Capital Improvement Plan; evaluating options for rehabilitating Well No. 2; performing a pump test on Wells No. 1, 3, and 4 to evaluate pump condition; and evaluating potential grant and loan programs and providing a summary of requirement and schedule of tasks to complete to maximize grant competitiveness.

Town of Stevensville, Stevensville WWTP Phase 2 Improvements

HDR designed upgrades to Stevensville's WWTP to meet the requirements of its MPDES discharge permit. The improvements were extensive and due to funding constraints required a phased approach over the next 10 years. These improvements will: provide redundancy for critical treatment plant components to reduce the chance for discharging substandard treated effluent to the Bitterroot River; provide system upgrades to reduce the risk of plant upsets health and safety concerns and excessive maintenance requirements at the WWTP; and provide enhanced treatment systems to reduce nutrient loading and pathogens to the Bitterroot River. The Phase 2 Improvements

include: upgrading the secondary treatment process to meet the nitrate limit and providing a new headworks facility with screenings and grit removal.

Town of Stevensville, Stevensville WWTP Improvements

HDR provided permit negotiation preliminary engineering and grant application/administration for the Town of Stevensville wastewater facility. The project involved evaluating modifications to the wastewater treatment plant to improve facility performance and operability and meet discharge permit requirements. The evaluation included decommissioning the polishing pond and a new outfall to the Bitterroot River as well open-channel UV disinfection. Standby power a sludge drying bed and alum addition for phosphorus removal were also added as part of the Phase 1 improvements. Phase 2 improvements will include a new headworks structure mechanical screen and grit removal and retrofit of the existing facility to provide biological nutrient removal.

Town of Stevensville, 2019 WWTP Discharge Permit Renewal Assistance

HDR assisted the Town in commenting on their Montana Department of Environmental Quality (MDEQ) discharge permit for the wastewater treatment plant (WWTP). Project included a draft comment letter, addressing concerns that the Town had over the permit limits and methods MDEQ used, in addition to phone calls with MDEQ to discuss the permit. Comments ultimately resulted in a reduction in the requirements of the permit limits and removal of the original draft phosphorus and nitrogen limits, place the Town in a beneficial position.



Appendix B: Draft Workplan & Schedule

Draft Workplan

TASKS	
100	Project Management
200	Basis of Planning
300	Water Supply Assessment
400	Water Treatment Assessment
500	Water Distribution and Storage Assessment
600	System Recommendations and Capital Improvements Plan
700	Financial Management Evaluation
800	Reports
900	Public Participation

Project Background

The Town of Stevensville (Town) completed a comprehensive Water System Improvements Preliminary Engineering Report Update in 2009. A phased approach to water systems improvement was outlined in the 2009 PER, including metering, a new well field, decommissioning of the Water Treatment Facility, and distribution system improvements. The Town is now planning to update this PER with a focus on the Phase IV Storage System Upgrades. Phase IV of the approach consists of storage system improvements and was previously deferred due to a lack of reliable metering and leakage data. This data has recently been better quantified and consequently it is the intent of the Town to proceed with Phase IV of the project.

Project Objective

HDR will prepare an update to the Town of Stevensville's 2009 Water System Improvements PER with an emphasis on completing the Phase IV Water Storage Improvements. The PER update will utilize the W2ASACT outline and format, and will address the Stevensville water system capital improvements through 2040. Topics that will be addressed by the PER include:

- Population Projections and Estimates of Future Water Demands
- Future Potential Regulations and Impact on Current Water System
- Assessment of Water Supply
- Assessment of Water Treatment
- Assessment of Water Distribution and Storage

- Improvement Alternatives and Cost Estimates
- Implementation and Funding Strategy

Task 100. Project Management

Objectives:

Plan and execute the PER Update in accordance with an established schedule and budget while achieving quality expectations.

HDR Subtasks:

101. PROJECT COORDINATION MEETINGS

Conduct meetings with the Town to review status of the planning effort. These meetings will be held in coordination with other meetings and workshops during the course of the work. A total of two (2) meetings will be budgeted in addition to other scheduled meetings and workshops.

102. PROJECT MANAGEMENT PLAN

Develop a Project Management Plan setting forth project procedures and clearly defining individual responsibilities, task schedules, milestones, deliverables and task budgets. The Project Management Plan will contain project objectives; organization and roles of the project team, contract work plan, management tools and techniques; subconsultant management; coordination with the Town and other participating agencies; Quality Assurance and Quality Control Plan; monitoring; and reporting and administrative procedures. At the onset of the project, a project team meeting will be conducted to develop communication channels and form the basis for a comprehensive Project Management Plan.

103. MONITORING

Monitor project progress, including work completed, work remaining, budget expended, schedule and estimated cost of work remaining and estimated cost at completion. Manage activities within task budgets. Prepare and submit a brief monthly progress memorandum and invoice using the project management tools prepared in Subtask 102.

104. QUALITY CONTROL

Review all work activities and project deliverables for conformance with quality control requirements and project standards. Monitor project activities for potential changes, anticipate changes whenever possible, and with the Town's approval, modify project tasks and approach to keep the overall project within budget and on schedule.

Deliverables:

- Project Management Plan.
- Memoranda and meeting notes as required.
- Project status memoranda and invoices as required.

Town Involvement:

- Participate in telephone calls and meetings.
- Participate in project management workshop.
- Review project status reports and approve invoices.
- Review and approve modifications to approach, schedule and deliverables as appropriate.
- Report to Mayor, Town Council, and Public Works Superintendent as appropriate.

Task 200. Basis of Planning

Objectives:

The Basis of Planning establishes the planning constraints, clarifies the issues that will impact planning decisions, and provides a clear foundation for the development of the alternatives for the Town's water storage facilities. The Town's current growth planning, zoning, census data, and previous engineering reports (2009 Water System PER) will be utilized to update existing and future population estimates. Data will be gathered regarding current, planned and potential land use in the Stevensville area and meetings will be held with Town staff to set a study area and potential future utility service area for water utilities. Future potential regulations and the potential impacts on the current water system will be identified. For the purposes of utility planning work,

year year 2040 conditions will be established. A total of two (2) meetings have been assumed for this task in addition to the regular meetings conducted for other project tasks.

HDR Subtasks:

201. POPULATION, ECONOMIC AND LAND USE BASELINE (EXISTING CONDITIONS)

Fortify HDR's understanding of existing conditions. Socioeconomic and land use data will be provided by the Town of Stevensville planning personnel for the Stevensville area to develop current population and economic (commercial and industrial) characteristics. The following information will be reviewed and, where appropriate, incorporated into the PER Update by HDR:

- Previous water planning work and wastewater facilities basis of planning.
- Town of Stevensville growth policy and current planning work.
- Current zoning.
- Census data.
- Current transportation planning.

202. EXISTING DATA COLLECTION

Collect all available existing reports, records, logs, system maps, and as-built drawings relating to the water system. This information, along with information from the staff discussions, will be used to identify problem areas in the existing system.

203. POPULATION AND WATER DEMAND PROJECTIONS

Develop residential, commercial, and industrial population distribution projections for 2040 conditions using data collected in the baseline evaluation. This task will include identification of future areas of expansion based upon past and projected patterns of community growth and development. A potential service area will be identified and the area broken into logical zones with assigned population, commercial use, and industrial use for 2040 forecasts. The Town will provide input and approve these projections as they are finalized. HDR will develop a GIS map of the study area and potential service area(s) and zones. This map and associated data will be used in planning, modeling, and analysis of future utilities and their impact to existing Town of Stevensville water utilities. The population projections along with historical water use will be used to develop projections of future water demands for the identified conditions.

204. IDENTIFY POTENTIAL FUTURE REGULATIONS

Potential future regulations that could affect the Town's water system will be identified. These potential regulations will be discussed and their impacts on the water system will be articulated.

Deliverables:

- Population and economic distribution summary.
- Population and water demand projections.
- Study area map including potential service area(s), population distribution, and land use in GIS format.
- Summary of potential future regulations that could affect the water system or planning efforts.

Town Involvement:

- Review and approve population and economic distribution summary and population projections.
- Participate in meetings with Town Planning personnel to develop areas of expected development and population estimates.
- Provide copies of current and past planning work and mapping.

Task 300. Water Supply Assessment

Objectives:

Conduct an evaluation of the existing water supply system, including water rights. Compare the results of this evaluation to the projections from Task 200, and identify deficiencies in the current water supply in light of future projections.

HDR Subtasks:

301. SUPPLY CAPACITY

Examine the Town's existing water supply capacity and evaluate the system's capability to meet predicted residential use, commercial use, and industrial use projections for 2030, 2040, and theoretical build-out. Deficiencies and potential capital improvement projects will be identified. The relative conditions of the existing water supply infrastructure will also be evaluated.

302. WATER RIGHTS EVALUATION ASSISTANCE

Continue to work with Miller Law (who is under separate contract with the Town) to assist in solidifying the Town's current water rights structure and to identify issues associated with future water rights acquisition. Recommendations will be made for

new water source locations and potential water right and source acquisitions from planned development projects. The need for additional water rights will be evaluated in light of the projections from Task 200.

Deliverables:

- A summary of the current available water supply compared to projected future demands.
- Summary and recommended actions related to water rights required to meet future conditions.

Town Involvement:

- Provide all applicable reports, records, logs, system maps and as built drawings for review.
- Participate in discussions and inspections to assess water supply system.
- Provide Town water attorney water rights summary.

Task 400. Water Treatment Assessment

Objectives:

Conduct an evaluation of the existing water treatment (chlorination) system, and compare the current treatment capability to the expected future demands. Evaluate how future regulations could impact the current chlorination system.

401. EVALUATION OF EXISTING TREATMENT SYSTEM

Examine existing treatment capacity and evaluate the system's capability to meet predicted residential use, commercial use, and industrial use projections for 2040 conditions. Evaluate the system's current performance and ability to meet any potential future regulations. Deficiencies and potential capital improvement projects will be identified.

Deliverables:

- A summary of the current available treatment capacity compared to future projected demand and a summary of the current treatment performance compared to any possible future regulations. Recommendations regarding the treatment system will be identified.

Town Involvement:

- Provide all applicable treatment reports, records, logs, system maps and as built drawings for review.
- Provide existing system flow monitoring operation and maintenance data.

- Participate in discussions and inspections to assess water treatment system.

Task 500. Water Distribution and Storage Assessment

Objectives:

Conduct an evaluation of the existing water distribution system, including supply, transmission, pumping, and storage. Compare the results of this evaluation to the projections from Task 200, and identify deficiencies in the current distribution system in light of future projections.

501. STORAGE/DISTRIBUTION CAPACITY ASSESSMENT

Examine current storage/distribution capacity and evaluate the system's capability to meet predicted population, commercial use and industrial use projections for 2040 conditions. Deficiencies in the system and potential capital improvement projects will be identified.

502. STORAGE/DISTRIBUTION CONDITIONS ASSESSMENT

Conduct a conditions assessment of existing water storage and distribution infrastructure. Hold discussions with key Town staff concerning past and current water system issues in order to identify and assign priorities to deficiencies and potential capital improvement projects. Gather information on the physical conditions of the existing system.

503. HYDRAULIC MODEL

Utilize and update the Town's existing water system hydraulic model using EPANet or WaterCAD to analyze the existing system. Water system hydraulic demand will be estimated from source water production records and existing and projected population distribution from Task 200. The model will be used in subsequent tasks for analysis of the water system.

504. EXISTING DATA COLLECTION

Collect all available existing reports, records, logs, system maps, and as-built drawings relating to the water distribution system. This information, along with information from the staff discussions and the hydraulic model, will be used to identify problem areas in the existing system.

505. WATER SYSTEM MAPPING UPDATE

Update the map of the Town's existing water distribution system. This map will be utilized in conjunction with the water system modeling.

506. FIRE FLOW TESTING RECORDS

Examine fire flow testing records and analyze the system's capacity to meet necessary requirements. Deficiencies and potential capital improvement projects will be identified. These records will be used for validating the results of the hydraulic model.

Deliverables:

- A summary of the current water distribution and storage capacity compared to projected future demands.
- A summary of the current conditions of the storage and distribution infrastructure, and recommendations for improvements.
- Water system model output and model file.
- Updated water system map.

Town Involvement:

- Provide previous water system mapping.
- Provide previous water system model.

Task 600. System Recommendations & Capital Improvement Plan

Objectives:

Select a recommended plan for the water system from the analysis performed in previous tasks. The recommended capital improvements will be evaluated in a workshop format and a priority ranking system will be developed. System recommendations will be documented and a capital improvement schedule (CIP) will be prepared with preliminary cost estimates. HDR updated the CIP a year ago and the updated information will be included in this section. HDR will create a list of recommended improvements and approximate timing based on growth projections, grant cycles and need.

HDR Subtasks:

601. DEVELOP RATING CRITERIA

Establish non-monetary criteria, including environmental impacts, for evaluating the alternatives for the water distribution, storage, and production systems. A list of evaluation criteria will be developed for the Town's water utility.

602. ALTERNATIVE EVALUATION WORKSHOP

Conduct an alternative evaluation workshop with Town staff. The workshop will evaluate, rank and select the recommended alternatives for the water system. Public impact and the Town's water utility

financial condition will be included as part of this process.

603. CAPITAL IMPROVEMENT AND IMPLEMENTATION PLAN DEVELOPMENT

Prepare a plan for implementation of the recommended alternatives for the water system. This plan will include a description of the recommended projects and their priorities. A capital improvements schedule will be developed that includes prioritization and capital costs, and the impacts to the Town's water utility finances by defining system operations and maintenance related costs specific to existing customers as well as capital costs and operation and maintenance related to growth.

Deliverables:

- Rating criteria.
- Recommend alternatives.
- Capital improvement implementation plan and capital improvements schedule.

Town Involvement:

- Participate in alternative evaluation workshops.
- Review rating criteria.

Task 700. Financial Management Evaluation

Objectives:

Utilize HDR's working knowledge of the Town's baseline financial condition for their water system to assist the Town with any required changes to their existing rate structure as a result of the updated capital improvements planning. Utility rates and potential funding sources, including connection and impact fees, will be evaluated versus current and projected revenues. A simplified revenue requirement analysis will be developed for the utility to assess the impact of the projected O&M and capital infrastructure. HDR will provide summary conclusions of the potential financial and rate impacts of the facility plan for the water system. Recommendations for modifications to fees and rate structures will be provided as well as recommendations on possible external funding sources for planned capital improvements.

HDR Subtasks:

701. CAPITAL IMPROVEMENT SUMMARY

Summarize recommended capital improvements made as part of the CIP developed in Subtask 603 for the water system. Summarize on an annual basis

and determine the probable funding source for the expenditures. Consider cash reserves, revenue bonds, State Revolving funds, grants and other likely sources. Allocate the planned capital improvements between expenditures for system expansion (growth) versus expenditures for enhancing the current system. Utilize previous work efforts performed for the Town as a starting point for the analysis. Develop a simple revenue model for projecting annual rate adjustments and provide a strategy for implementing rate and growth impact fee adjustments.

702. FUNDING SOURCE AND IMPACT FEE ASSISTANCE

Assist the Town with identification of potential funding sources for both planning and contribution of needed facilities. A financial assistance plan will be developed outlining specific funding assistance approach and schedule for specific projects identified in Task 600.

Deliverables:

- Capital improvement and rate impact summary.
- Simple revenue requirement model.
- Project financial management summary.
- Funding source identification and schedule.
- Strategy for updating the Town's existing rate and growth impact fee adjustments.

Town Involvement:

- Provide existing rate schedules and financial data.
- Review financial management summary.

Task 800. Reports

Objectives:

Assemble data collected and evaluations conducted for Tasks 200 through 700 into a single document. These documents will form the 2020 Water System Improvements PER Update. These documents will be structured similar to the following outline:

Water Systems Improvements PER Update:

Executive Summary

Section 1: Basis of Planning

Section 2: Existing Water Supply, Treatment, Storage, and Distribution

Section 3: Regulations

Section 4: Water Quality

Section 5: Water System Analysis

Section 6: Alternatives Development and Evaluation

Section 7: Recommendations and Capital Improvements Plan

Section 8: Financial Management Evaluation

HDR Subtasks:

801. DRAFT PER UPDATE

Submit draft versions of the 2020 Water System Improvements PER Update to the Town for review on an intermittent basis as sections are completed. A complete formal draft of each section will be submitted at the 90% level of completion for review and comment prior to finalizing each section. Five (5) copies of each draft will be submitted for review.

802. PREPARE AND DELIVER FINAL FACILITIES PLAN UPDATE

Revise draft report, based on review comments received, and assemble the final report. Five (5) copies plus a PDF digital version of the final plan, will be delivered to the Town.

Deliverables:

- Draft Reports: Five (5).
- Final Reports: Five (5).
- Digital files in PDF format.

Town Involvement:

- Review of Draft Reports.

Task 900. Public Participation

Objectives:

Provide public education on the existing condition of the Town's utilities, the impact of future growth, plans for maintaining and expanding infrastructure, and financial management of the utilities; provide updates to council; and hold public hearings, at a minimum, necessary for meeting funding agency requirements.



HDR Subtasks:

901. PUBLIC MEETINGS

Prepare materials for and facilitate presentations for the public to discuss the following subjects:

- Existing system evaluation and Basis of Planning including water source capacity and water rights condition.
- Future system expansion requirements and alternatives.
- System upgrading recommendations.
- Capital improvement program and financial evaluation and recommendations.

These public presentations will be performed during work sessions or regular meetings of the Town Council.

902. PLAN ADOPTION

Perform a final public presentation during a regular session of the Town Council for adoption of the 2020 Water System Improvements PER Update.

Schedule

The schedule below is based on the Town's RFP and our understanding of the work to be performed.

TASK	DURATION (DAYS)	START	FINISH
Notice of Award	2		
Task 100 Project Management	228	5/1/2020	12/15/2020
101 Project Coordination Meetings	0		
102 Project Management Plan	14	5/1/2020	5/15/2020
103 Progress Monitoring	ongoing		
104 Quality Control	as needed		
Task 200 Basis of Planning	75	5/1/2020	7/15/2020
201 Population, Economic, and Land Use Baseline	45	5/1/2020	6/15/2020
202 Existing Data Collection	31	5/1/2020	6/1/2020
203 Population and Water Demand Projections and Distribution	30	6/15/2020	7/15/2020
204 Identify Potential Future Regulations	45	5/1/2020	6/15/2020
Task 300 Water Supply Assessment	61	6/1/2020	8/1/2020
301 Supply Capacity	44	6/1/2020	7/15/2020
302 Water Rights Evaluation Assistance	61	6/1/2020	8/1/2020
Task 400 Water Treatment Assessment	44	6/1/2020	7/15/2020
401 Evaluation of Existing Treatment System	44	6/1/2020	7/15/2020
Task 500 Water Distribution and Storage Assessment	108	6/15/2020	10/1/2020
501 Storage/Distribution Capacity Assessment	62	7/1/2020	9/1/2020
502 Storage/Distribution Conditions Assessment	31	7/1/2020	8/1/2020
503 Hydraulic Model	78	7/15/2020	10/1/2020
504 Existing Data Collection	47	6/15/2020	8/1/2020
505 Water System Mapping Update	78	7/15/2020	10/1/2020
506 Fire Flow Testing Records	30	6/15/2020	7/15/2020
Task 600 System Recommendations and CIP	47	9/15/2020	11/1/2020
601 Develop Rating Criteria	16	9/15/2020	10/1/2020
602 Alternative Evaluation Workshop	7	10/1/2020	10/8/2020
603 Capital Improvement and Implementation Plan Development	31	10/1/2020	11/1/2020
Task 700 Financial Management Evaluation	31	10/15/2020	11/15/2020
701 Capital Improvement Summary	17	10/15/2020	11/1/2020
702 Funding Source and Impact Fee Assistance	31	10/15/2020	11/15/2020
Task 800 Reports	91	9/1/2020	12/1/2020
801 Draft PER Update	75	9/1/2020	11/15/2020
802 Prepare and Deliver Final PER Update	16	11/15/2020	12/1/2020
Task 900 Public Participation	44	11/1/2020	12/15/2020
901 Public Meetings	30	11/1/2020	12/1/2020
902 Plan Adoption	14	12/1/2020	12/15/2020



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File Attachments for Item:

f. Discussion/Decision: Resolution No. 474, Establishing the maximum number of Police Officers of the Stevensville Police Department



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/23/2020
Agenda Topic:	Discussion/Decision: Resolution No. 474, Establishing the maximum number of Police Officers of the Stevensville Police Department
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/23/2020
Notes:	

RESOLUTION NO. 474

**A RESOLUTION OF THE TOWN OF STEVENSVILLE, MONTANA,
TO ESTABLISH THE NUMBER OF POLICE OFFICERS OF THE
STEVENSVILLE POLICE DEPARTMENT**

WHEREAS, the Town of Stevensville, Ravalli County, Montana provides the municipality law enforcement services; and

WHEREAS, the Stevensville Municipal Code authorizes a Police Department and provides for the management of said Department; and

WHEREAS, MCA 7-32-4106 authorizes the Town Council to determine and limit the number of police officer and members to comprise the police force, reduce the number of the police force at any time, and divide the membership into an active list and eligible list;

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville hereby establishes the number of officers of the Stevensville Police Department to be six active (6) full-time equivalents; and

BE IT FURTHER RESOLVED THAT, the Mayor is only authorized to fill officer vacancies if funding has been properly appropriated in the Town's annual budget to fund the positions; and

BE IT FURTHER RESOLVED THAT, the attached exhibit 1 be established as the list of active and eligible police officers for the Town of Stevensville.

PASSED AND ADOPTED by the Town Council of the Town of Stevensville, Montana, this 23rd, day of April, 2020.

APPROVED:

Brandon E. Dewey, Mayor

ATTEST:

Monica Hoffman, Town Clerk

RESOLUTION NO. 474

EXHIBIT 1

List of Active Police Officers

Ellington, John

Guida, Jacob

Marble, James

List of Eligible Officers

File Attachments for Item:

g. Discussion/Decision: Resolution No. 475, Determining the wages and compensation of Police Department Personnel of the Town of Stevensville and Establishing an Effective Date



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/23/2020
Agenda Topic:	Discussion/Decision: Resolution No. 475, Determining the wages and compensation of Police Department Personnel of the Town of Stevensville and Establishing an Effective Date
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/23/2020
Notes:	

RESOLUTION NO. 475

A RESOLUTION DETERMINING THE WAGES AND COMPENSATION OF POLICE DEPARTMENT PERSONNEL OF THE TOWN OF STEVENSVILLE AND ESTABLISHING AN EFFECTIVE DATE FOR WAGES AND COMPENSATION.

WHEREAS, Section 7-4-4201, Montana Code Annotated, mandates the establishment of wages and compensation of elected and appointed Town officers and all Town employees by ordinance or resolution, and

WHEREAS, in the interests of public safety, recruitment, and retention of personnel the Town Council of the Town of Stevensville is desirous of establishing by resolution the wages and compensation of personnel in the Police Department,

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana:

- Section 1. That all resolutions or any portion thereof in conflict here within are hereby revoked.
- Section 2. That the wages and compensation for Police Department Personnel, are hereby established as set forth in Schedule A attached hereto and by this reference made a part hereof.
- Section 3. That the wages and compensation shall be effective upon passage unless otherwise noted.

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this 23rd day of April, 2020.

APPROVED:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Resolution No. 475 Schedule A

The Police Department Pay Matrix is Attached



Patrol Officer

YEARS OF LAW ENFORCEMENT SERVICE	ENTRY LEVEL OFFICER	ACADEMY TRAINED	MT BASIC CERTIFICATE	MT INTERMEDIATE CERTIFICATE	MT ADVANCED CERTIFICATE
0	18.36	18.61	18.86	19.11	19.36
4		19.54	19.80	20.07	20.33
8		20.52	20.79	21.07	21.34
12		21.54	21.83	22.12	22.41
16		22.62	22.92	23.23	23.53
20		23.75	24.07	24.39	24.71
25		24.94	25.27	25.61	25.94
30		26.19	26.54	26.89	27.24

School Resource Officer		Corporal		Sergeant			
MT INTERMEDIATE CERTIFICATE	MT ADVANCED CERTIFICATE	MT INTERMEDIATE AND INSTRUCTOR CERTIFICATES	MT ADVANCED AND INSTRUCTOR CERTIFICATES	MT INTERMEDIATE CERTIFICATE	MT SUPERVISORY CERTIFICATE	MT ADVANCED CERTIFICATE	MT BASIC CERTIFICATE
19.36	19.61	20.11	20.36	22.36	22.61	22.86	24.36
20.33	20.59	21.12	21.38	23.48	23.74	24.00	25.58
21.34	21.62	22.17	22.45	24.65	24.93	25.20	26.86
22.41	22.70	23.28	23.57	25.88	26.17	26.46	28.20
23.53	23.84	24.44	24.75	27.18	27.48	27.79	29.61
24.71	25.03	25.67	25.99	28.54	28.86	29.18	31.09
25.94	26.28	26.95	27.28	29.96	30.30	30.63	32.64
27.24	27.59	28.30	28.65	31.46	31.81	32.17	34.28

Chief of Police					Clerk
MT INTERMEDIATE CERTIFICATE	MT SUPERVISORY CERTIFICATE	MT COMMAND CERTIFICATE	MT ADVANCED AND ALL OTHER CERTIFICATES	MT ADVANCED, ALL OTHER CERTIFICATES, AND COLLEGE DEGREE	ENTRY LEVEL \$17.50/HR
24.61	24.86	25.11	25.36	26.36	17.50
25.84	26.10	26.37	26.63	27.68	18.38
27.13	27.41	27.68	27.96	29.06	19.29
28.49	28.78	29.07	29.36	30.51	20.26
29.91	30.22	30.52	30.83	32.04	21.27
31.41	31.73	32.05	32.37	33.64	22.33
32.98	33.31	33.65	33.98	35.32	23.45
34.63	34.98	35.33	35.68	37.09	24.62

File Attachments for Item:

h. Discussion/Decision: Resolution No. 476, Approving Appointed and Elected Officials and Contract Public Officers into the Employee Benefits Program



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/23/2020
Agenda Topic:	Discussion/Decision: Resolution No. 476, Approving Appointed and Elected Officials and Contract Public Officers into the Employee Benefits Program
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/23/2020
Notes:	

RESOLUTION NO. 476

**A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE,
MONTANA, APPROVING APPOINTED AND ELECTED OFFICIALS AND
CONTRACT PUBLIC OFFICERS INTO THE EMPLOYEE BENEFITS PROGRAM.**

WHEREAS, Montana Code Annotated Title 7, § 2-18-702, authorizes cities and towns to enter into group hospitalization, medical health, including long-term disability, accident or group life insurance contracts or plans for the benefit of their officers and employees and their dependents; and

WHEREAS, the Town of Stevensville participates in the Employee Benefits Program as provided by Montana Municipal Interlocal Authority; and

WHEREAS, during their term in office, appointed and elected officials may opt to participate in the employee benefits program (at their own expense), provided to individual town employees; and

WHEREAS, the appointed and elected officials may choose the type of coverage plan they wish to participate in of those offered by MMIA; and

WHEREAS, the Town Council also wish to allow municipal government public officers, identified in Title 7 MCA, performing municipal government services of a nature generally related to municipal government operations, who contract under a service contract with the Town of Stevensville; and

WHEREAS, a Contracted Municipal Government Public Officer covered under this Plan shall have the same rights and shall be subject to the same responsibilities and all of the terms and conditions of this Plan in the same manner as an Eligible Employee or Participant.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana that the Town Council authorizes appointed and elected officials and contracted municipal government public officers to participate in the Town's benefits through the MMIA Employee Benefits Program.

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this 23rd day of April, 2020.

APPROVED:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk