



**Stevensville Town Council Meeting
Agenda for
THURSDAY, NOVEMBER 09, 2023
6:30 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - a. Town Council Meeting Minutes for 10/26/2023
5. Approval of Bi-Weekly Claims
 - a. Claims #18654-#18681
6. Administrative Reports
 - a. Airport
 - b. Building Department
 - c. Finance
 - d. Fire Department
 - e. Police Department
 - f. Public Works
7. New Business
 - a. Discussion/Decision: Appointment of Stephen Lassiter as the New Public Works Director
 - b. Discussion/Decision: RFP for Gravel Pit at the Stevensville Airport
 - c. Discussion/Decision: Suspension of Town Council Rules to Cancel the November 23, 2023, Town Council Meeting in Observance of the Thanksgiving Holiday and Authorizing Claims to be Paid out of Cycle
 - d. Discussion/Decision: Approve Process to Replace the Mayors Position
8. Board Reports
9. Town Council Comments
10. Executive Report
11. Adjournment

Welcome to Stevensville Town Council Chambers

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

Guidelines for Public Comment

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

Thank you for observing these guidelines.

File Attachments for Item:

- a. Town Council Meeting Minutes for 10/26/2023

Stevensville Town Council Meeting Minutes
for THURSDAY, OCTOBER 26, 2023, 6:30 PM
206 Buck Street, Town Hall

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

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

NONE

4. Approval of Minutes

a. Town Council Meeting Minutes 10/12/2023

Mayor Gibson: introduced Town Council Meeting Minutes 10/12/2023.

Councilmember Barker: make a motion to approve Town Council Meeting Minutes 10/12/2023.

Councilmember Michalson: 2nd.

Mayor Gibson: motion and a 2nd. Public comment? Any further discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

b. Special Town Council Meeting Minutes 10/23/2023

Mayor Gibson: introduced Special Town Council Meeting Minutes 10/23/2023.

Councilmember Barker: make a motion to approve Special Town Council Meeting Minutes 10/23/2023.

Councilmember Michalson: 2nd.

Mayor Gibson: motion and a 2nd. Public comment? Any further comments? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: Passes 4-0

5. Approval of Bi-Weekly Claims

a. Claims #18634-#18650, additional claims #18652 and #186532 were added per the finance officer.

Mayor Gibson: introduced claims #18634-#18650, additional claims #18652 and #186532.

Councilmember Michalson: make a motion to approve claims #18634-#18650, additional claims #18652 and #186532.

Councilmember Lowell: 2nd.

Mayor Gibson: motion and a 2nd . Public comment? Any further discussion?

Councilmember Barker: I would just like to see that all claims come in at the same time instead of having two adjust at the last minute, especially for the publics knowledge.

Mayor Gibson: Gina, maybe you can explain what has happened.

Gina Crowe, Finance Officer: I try to get as many in as a I can, but then there are some that are overdue or they have a specific date on them so in order to not create fines and fees, that is why I have to process claims like that. I am just trying to mediate that; I have tried to work things out where if I get them in time this won't happen.

Councilmember Barker: I just feel that it is very important for the public to see what is put in front of us.

Mayor Gibson: any further discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

Mayor Gibson: I would like to suspend town council rules to move new business item a. and b. ahead of unfinished business.

Councilmember Michalson: I make a motion to suspend council rules to move new business item a. and b. ahead of unfinished business.

Councilmember Lowell: 2nd.

Mayor Gibson: motion and a 2nd. Public comment? Any further discussion? Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

7. New Business

a. Discussion/Decision: Confirmation of Police Officer Trevor Frandsen

Mayor Gibson: introduced new business item a. It has been a year, and he is here, doing a great job.

Officer Frandsen: I just want to say that I absolutely love working here, it is amazing, I am so thankful for being here. I enjoy working with everybody here, it is awesome.

Mayor Gibson: public comment? Can we have a motion?

Councilmember Barker: make a motion to approve the confirmation of Police Officer Trevor Frandsen.

Councilmember Lowell: 2nd.

Mayor Gibson: motion and a 2nd. Further discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0.

b. Discussion/Decision: Lighting Funds to be Returned to Donor

Mayor Gibson: introduced new business item b. Mr. Edwards is here, my understanding is that he gave \$10,000.00 he has been working with the county because that strip is in the county you are looking at solar so the town would not have to look at electric bills.

Jimmy Edwards: we are getting real close to getting the lights ordered and the project started, so we thought we would get the money transferred over and get these guys a down payment.

Councilmember Lowell: thank you for that I am very excited that there are going to be some lights, it is going to be a project.

Councilmember Michalson: make a motion to approve the lighting funds to be returned to donor.

Councilmember Lowell: 2nd.

Mayor Gibson: motion and a 2nd. Public comment? Further discussion?

Councilmember Barker: just a question cause I was not familiar with what had actually the lighting was donated.

Mayor Gibson: Jimmy Edwards raised the money from the Brewfest.

Councilmember Barker: so, in other words you had looked at lights like we have now, was that what it was.

Jimmy Edwards: we were looking at it, to have a city do a whatever you call it to have everyone pay a little. When Steve ran for mayor, he said that he was not going add cost, so I thought about that and so I went out and looked at solar and have been working on it for a year and a half.

Councilmember Barker: so is this going to be something that look like the other lights that are higher up or smaller.

Jimmy Edwards: smaller and much nicer looking.

Mayor Gibson: any further discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

6. Unfinished Business

a. Discussion/Decision: Resolution No. 524, a Resolution for Adopting a Budget and Adopting Wages and Salaries for the Town of Stevensville, Montana FY 23/24

Mayor Gibson: introduced unfinished business item a. there are a couple additions and how they came to be.

Councilmember Michalson: make a motion to approve Resolution No. 524, a Resolution for Adopting a Budget and Adopting Wages and Salaries for the Town of Stevensville, Montana FY 23/24.

Councilmember Lowell: 2nd

Mayor Gibson: motion and a 2nd. The main change if you recall we were asking .40 per hour for everyone, starting January 1st, with some recent developments we found some additional money basically number one, Steve Kruse is retiring, the person that will take his place will make about

\$5.00 hour less. So, what we are proposing now, and because of the retention issue, especially the police. .50 per hour for all employees and all \$1.00 per hour for the three police officers starting January 1st. Robert, was that the only major change?

Robert Underwood: and the travel for the council.

Councilmember Michalson: \$1.00 for the police officers you said?

Mayor Gibson: and .50 for everyone else, starting January 1st, this is a tight budget, I wish we could do more. Other than the amendment for the council to go to training, everything else is the same Robert.

Robert Underwood: yes.

Councilmember Michalson: if the council does not mind, I have some notes here when I was going through some of the expenditures Robert. Most of them are just questions to satisfy me. First one is on page 1 of 44, executive services 370 and 380 is where the mayor I am assuming. It has nothing in there for travel do we want to wait until the next mayor decides what he wants to do and then amend it then.

Mayor Gibson: I thought we left some, we reduced the mayors travel. The intent before was \$2,000.

Robert Underwood: you left \$50.00 in case you had to go.

Councilmember Michalson: do we want to amend that?

Mayor Gibson: go ahead and I would put \$1,000 in there, go ahead and make an amendment.

Robert Underwood: you do not need an amendment, if you are just adding it.

Councilmember Michalson: page 3 of 44 audit services, \$25,000.00 my question why is it so much when it was around \$14,000 in previous years.

Robert Underwood: when the prior mayor, the auditor dropped us and we became a high-risk audit, and then only one person bid and that was Downing and Associates for the three year.

Mayor Gibson: Strom and Associates and they said that they would not do it anymore. I think that it had to do with those things.

Councilmember Lowell: do we have a contract with Denning, for a couple of years.

Mayor Gibson: three years, we did that before you were here.

Robert Underwood:

Councilmember Michalson: page 4, elections, we are leaving this alone until we hear from Regina. Page 6 of 44, fire department administration, fire fighter recruitment, shouldn't there be something there we had \$250.00 last year.

Mayor Gibson: \$250.00 was for the banner, which I do not think that they are advertising.

Councilmember Michalson: maybe Vicky can answer for Jeff, shouldn't something be in there for recruiting.

Mayor Gibson: we did the banner and I think we had one or two people apply.

Robert Underwood: we had \$250.00 last year and did not spend any and over the past four years we have spent \$40.00.

Councilmember Michalson: page 7 of 44 fire department suppression, clothing and uniforms. You have \$4,000 and we budgeted \$17,000 last year, is there a reason why it is down so much?

Robert Underwood: they are broke. Last year was a big purchase, we are usually about \$4,000.00.

Mayor Gibson: last year was unusual.

Councilmember Michalson: page 8 of 44 road and street services, \$450.00 from \$2500.00 last year, is it because we did not use as much last year.

Mayor Gibson: as far as any streets, we have the bids out for Railroad and Spring. With a combination of leftover BARSSA and senate bill 180 we have like \$400,000.00 and then next year you will have some more.

Robert Underwood: that part right there is utilities, their electric bill for the plant down there. It is just how we broke up the bills, a little differently. You could bump that up, but we have covered it in a different area.

Councilmember Michalson: page 9 of 44 cemetery, utility services we are budgeting more, what is the reason for the increase. Pumps, electricity.

Mayor Gibson: I can't say specifically but it was on the news they approved another electricity increase, whatever is an average home that was like \$10.00 more per month.

Robert Underwood: it is \$1,100 from last year but I think when we redid the whole utilities you saw the streets go down and the cemeteries went up to cover more of their share. They both come out of the general fund.

Councilmember Michalson: page 10 of 44 forestry and nursery, \$6500.00 and it was \$13,000 last year.

Robert Underwood: that is what we budgeted for, we did not spend it all, spent \$8400.00. Talked to Kruse and we brought that down a little bit. I told him we had to cut it by 20% and he said he could do it for \$6500.00.

Mayor Gibson: I did not hear it, I did not hear anything from Steve or Stephen Lassiter, did you Robert.

Robert Underwood: no, I remember that we did cut that one down. In 2021 it was only \$900.00, and it has been all over the place.

Councilmember Michalson: page 10 of 44 administration, \$3045 and it was \$4,121 last year salaries and wages.

Councilmember Lowell: wrong page.

Councilmember Michalson: it is the zoning administrator I am assuming.

Robert Underwood: page 13, that was in the budget last year, part of that money was for the zoning administration position.

Councilmember Michalson: page 15 of 44 TEDD district, \$9500.00 budgeted airport, see resolution. Will this close the account, it shows another \$150.00 after this.

Robert Underwood: this money is the TEDD district for the airport they get that money, and it is set aside in the TEDD account, and we use that money to pay off their loan to Montana Aeronautics. We transfer this money from here to the airport account.

Councilmember Michalson: so, you just leave a little bit in there for seed?

Robert Underwood: yes, we get about that much a year, and they have about 2 years left on that loan.

Councilmember Michalson: page 17 of 44. Building inspections professional services, \$16,999. Last year it was budgeted for \$25,000.00.

Robert Underwood: yep.

Councilmember Michalson: what is that for, I looked at the contract.

Robert Underwood: that is the contract, nobody builds anything anymore, so it has gone down.

Councilmember Michalson: I just wasn't sure. Page 24 of 44 roads and streets, it has to do with the BaRSSA. \$450,000.00. We are moving the BaRSSA money over with the gas tax.

Robert Underwood: yes, we have about \$100,000.00 and then another \$350,000.00 so, we will not use all of this year, we can use it on the bids.

Mayor Gibson: there is a delay in the bids, hopefully next month. Obviously, work isn't going to start until the spring so it will not be all spent down. Kind of like the ARPA.

Councilmember Lowell: on the gas tax is there a stipulation that you are supposed to pay or use so much of that money every year.

Robert Underwood: on the BaRSSA it was, we used to have to fill out a form have a resolution tell them what it was for. As long as you are doing street maintenance, and then the state realized that everyone was using it for that, so they said we are just going to give you the money.

Mayor Gibson: legislation changed it this year so we can just get the money.

Councilmember Michalson: page 28 of 44, Jean Thomas Fund what is the \$10,000 from.

Robert Underwood: that is the \$10,000 that you authorized in June to fix the pool. We did not spend it all last year, some of the bills came in July and it was a carryover of how much money we are going to spend of the Jean Thomas fund.

Councilmember Michalson: we approved last year to spend \$10,000 from the Jean Thomas fund, it did not get all spent so it just carried over.

Robert Underwood: it is just carrying forward.

Councilmember Michalson: we are not taking any more from the Jean Thomas fund?

Robert Underwood: no.

Councilmember Barker: so that is going to leave us back with \$15,000.00 that we originally had. It seems like we just keep pulling and pulling there is money that the Park Board has talked about doing things with and now you guys have taken it out again. It keeps going away.

Mayor Gibson: it seems confusing you approved the \$10,000 that we have explained I have heard for a couple of years that the Park Board wanted to do some things I have not heard what that is with the Jean Thomas fund.

Councilmember Barker: we also had an agreement when we first went in there and specified what we wanted was for the pumps that were in there. We got a grant and part of it was to go back into that fund and then we turn around and it is \$10,000 taken out again. I still have some issue with this because I do not think it was properly brought to the council for that.

Mayor Gibson: I respectfully disagree. You approved it.

Councilmember Michalson: it was approved last year.

Robert Underwood: I have an alibi. Looking at this and after coding it, it looks like \$5,400.00 so there is \$4,700 left to pay. If that is something that you want to do with it, that is a question. The \$10,000.00 I see that there is \$2,700.00 left of that.

Councilmember Barker: we also had some donations that came in for that.

Mayor Gibson: the total bill was around \$20,000.00. it was over that for all of the repairs.

Councilmember Baker: I just think that you guys are double dipping more out of it. And that is not right.

Mayor Gibson: with all due respect, I don't really like that comment. We are not dipping out of anything.

Councilmember Michalson: page 33 of 44, water utilities administration. Just a questions about the help for you. my question is what is the total amount that we have in it now.

Robert Underwood: I do not have that in front of me. It is not a lot. I can get that for you.

Councilmember Michalson: in the past when it got built up, we always suspended it, we did not take the program away.

Robert Underwood: after the budget is passed, we will need to go through the rates and that would be a good time to bring that up.

Councilmember Michalson: bring that up then. Page 44, storage and wells, utility. You have \$1,200.00 budget and it was \$9,200 last year what is the reason for.

Robert Underwood: we spent \$58,000 last year and after talking to Steve he believes that is what he will spend.

Councilmember Michalson: is the Burt Fork well that uses up all the electricity.

Robert Underwood: if you look at facility and grounds that is where a lot that goes to.

Councilmember Michalson:" page 39, wastewater treatment and disposal, last year \$132,625.00 and this year only \$33,000.00 why is it so low.

Robert Underwood: sewer, we budget for \$132,000.00 and only spent \$28,000.00. there was a \$20,000 capital expenditure that they wanted to buy, and they did not spend it.

Mayor Gibson: any other questions on the budget?

Councilmember Brown: I noticed in our agenda package that part of it, where can the general public view it?

Jenelle Berthoud: when it is completed it will be on the towns website.

Councilmember Brown: I thought that the public got to view it before.

Jenelle Berthoud: this was not updated on the packet, because of all of the changes that they were making through the week. You received those in front of you tonight. Anyone could have contacted town hall to look at that document, when you guys finalize it, it goes on the towns website.

Mayor Gibson: we have a motion and a 2nd to approve the budget, any public comment.

PUBLIC COMMENT

Vicky Motley, 318 9th Street: I was not able to follow the budget online. Was the relief association request put into the budget? I also have a problem with the Jean Thomas Fund; the Park Board approved up to \$10,000.00 if the Rapp Family Foundation money did not come through, the Rapp Family Foundation money came through so it should have been a \$5,000 hit to the Jean Thomas fund.

Mayor Gibson: any other public comment? The budget is tight we are leaving a couple of positions open, one in public works and one in police, I think that it is important that again with the raises I wish we could have done more, everyone is struggling to hire and retain people, especially the police officers. With that.

Councilmember Michalson: can you explain it to us the ARPA grant money why the differentials between revenues and expenditures.

Robert Underwood: it appears that we are spending down \$830,000.00 of that we are using our money, \$495,000 for our ARPA project, not all of that will be spent this year, they wanted us to put it into the fund and show where we are spending it, and that we have it. That right there is about \$500,000.00 of that \$830,000.00. The airport is going down about \$47,000 because they have that project, Master Plan about \$17,000.00 and they just do not make enough revenue. Some of the water itself we are losing about \$170,000.00 because we have not raised the water rates in three years so that is huge. That also saying that we are spending down \$455,000.00 in gas and BaRSSA money. there are some big projects, the biggest is the general fund. \$170,000.00 that we have to spend down in the general fund we need to reserve about \$250,000.00 we are going to be at about \$280,000.00 at the end of the year. Next year is going to be tighter, the taxes will be up a bit. Historically we have not spent the whole budget. This is the best budget that we have had, meeting with the department heads and making cuts.

Mayor Gibson: any other questions? Jenelle, please take the vote.

Councilmember Barker: no.

Councilmember Brown: no.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: be my first time, I am going to break the tie, I vote aye we need to get the budget done. Passes 3-2.

8. Board Reports

Councilmember Brown: had a special airport board meeting. The new airport manager is here, they talked about trying to increase revenue and they will be bringing in front of council the possibility of a gravel pit up there that will need to go out for bid. It is in the works. I think that Will is doing an excellent job, he is trying to get things squared away.

Councilmember Lowell: I think that when we decide to increase your rates there is a resolution that the airport has in place that you would have to follow.

Will Rowe, Airport Manager: are you referring to the lease payments on the hangers, that was passed, and it is 10%. It comes out to 1.4 cents per year.

9. Town Council Comments

NONE

10. Executive Report

Mayor Gibson: you will be getting an official letter from me with my resignation date of November 30th. You will also receive a memo from the attorney and your choices on how you go through the process. I will attach that to all of you.

11. Adjournment

APPROVE:

Steve Gibson, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Claims #18654-#18681

11/07/23
16:15:05

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 11/23

Page: 1 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (10/23) ****								
18654	E	33 NORTHWESTERN ENERGY	15,269.99					
Northwestern Energy 36 different accounts								
	Oct 23	10/30/23 721275-6 Light Dist 3	299.69			2430 430263	340	101000
	Oct 23	10/30/23 722451-2 206 Buck 90% TH	289.81			1000 411201	340	101000
	Oct 23	10/30/23 722451-2 206 Buck 10% Bldg Dep	32.21			2394 420531	340	101000
	Oct 23	10/30/23 723606-0 Peterson Add'n Lighti	225.65			2420 430263	340	101000
	Oct 23	10/30/23 723607-8 Dayton Add'n Lighting	310.27			2410 430263	340	101000
	Oct 23	10/30/23 724186-2 Maplewood Cemetery	12.59			1000 430900	340	101000
	Oct 23	10/30/23 724187-0 Main St seasonal Lig	10.29			1000 430263	340	101000
	Oct 23	10/30/23 724206-8 Orig Town Street Ligh	297.35			1000 430263	340	101000
	Oct 23	10/30/23 724207-6 ESH - 5th St. Lights	543.04			1000 430263	340	101000
	Oct 23	10/30/23 724208-4 5th St to Lange Park	20.40			1000 430263	340	101000
	Oct 23	10/30/23 724209-2 Add'l Town lighting	184.94			1000 430263	340	101000
	Oct 23	10/30/23 724515-2 MBF H20 plant	48.42			5210 430520	340	101000
	Oct 23	10/30/23 724518-6 102 Main St pump #1	39.35			5210 430520	340	101000
	Oct 23	10/30/23 724755-4 Riverside Cemetery IR	4.20			1000 430900	340	101000
	Oct 23	10/30/23 724756-2 Maplewood Cemetery	0.00			1000 430900	340	101000
	Oct 23	10/30/23 724942-8 Sewer lift station W.	10.75			5310 430620	340	101000
	Oct 23	10/30/23 724944-4 Sewer trtmnt plant	2,978.83			5310 430620	340	101000
	Oct 23	10/30/23 724971-7 Truck garage South	48.52			5210 430520	340	101000
	Oct 23	10/30/23 725036-8 L&C Yard Light	12.59			1000 460430	340	101000
	Oct 23	10/30/23 725041-8 L&C Park 5hp IRR	0.42			1000 460430	340	101000
	Oct 23	10/30/23 725042-6 L&C Park Parking Lot	6.00			1000 460430	340	101000
	Oct 23	10/30/23 725084-8 L&C Park Rest/Field	131.08			1000 460430	340	101000
	Oct 23	10/30/23 782189-5 214 Buck St.- H20 25%	16.57			5210 430520	340	101000
	Oct 23	10/30/23 782189-5 214 Buck St. - WW 25%	16.58			5310 430620	340	101000
	Oct 23	10/30/23 782189-5 214 Buck St.- PD 50%	33.14			1000 420100	340	101000
	Oct 23	10/30/23 1447753-3 3rd & Park	15.09			1000 430263	340	101000
	Oct 23	10/30/23 1538216-1 421 Airport Rd - SRE	42.09			5610 430300	340	101000
	Oct 23	10/30/23 1583216-1 421 Airport Rd - FD	42.08			1000 420422	340	101000
	Oct 23	10/30/23 1685436-6 Crksde Mdws Ph 1	312.34			2440 430263	340	101000
	Oct 23	10/30/23 1685994-4 Crksde Mdws ph 2	166.71			2440 430263	340	101000
	Oct 23	10/30/23 2057364-8 Pool	51.75			1000 460445	340	101000
	Oct 23	10/30/23 2079637-1 MBF Well Field 305	8,250.50			5210 430520	340	101000
	Oct 23	10/30/23 2079645-4 MBF booster station	117.26			5210 430520	340	101000
	Oct 23	10/30/23 3148944-6 Twin Creeks Lighting	537.86			2450 430263	340	101000
	Oct 23	10/30/23 3218493-9 223 Main St	56.18			1000 460430	340	101000
	Oct 23	10/30/23 3672984-6 300 Main Street	6.15			1000 460430	340	101000
	Oct 23	10/30/23 3672985-3 Stevensville Cutoff	6.00			1000 430263	340	101000
	Oct 23	10/30/23 3691677-3 157 Sewer Work Rd	3.62			5210 430520	340	101000
	Oct 23	10/30/23 Sewer 157 Sewer Works Rd Depot	3.63			5310 430620	340	101000
	Oct 23	10/30/23 Streets 157 Sewer Works Rd Dep	3.63*			1000 430200	340	101000
	Sept 23	10/30/23 3763580-2 Dickerson Park	7.72			1000 460430	340	101000
	Sept 23	09/06/23 3795194-4 206 Buck St Light	74.69			1000 411201	340	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (10/23) ****								
18655		23 VALLEY DRUG AND VARIETY	9.60					
		Date Stick 32 gb						
		637262 10/30/23 Date Stick Pro 32-gb	9.60			1000 410360	210	101000
*** Claim from another period (10/23) ****								
18656		1436 Maureen M. O'Connor	3,000.00					
		November Invoice						
		NOV23 11/01/23 Court Services	3,000.00			1000 410360	350	101000
*** Claim from another period (10/23) ****								
18657		155 Supply Ditch Association	325.00					
		Fall Water Assessment 2023. Its the service water for Riverside Cemetary Irrigation.						
		4173 10/15/23 Fall Water Assessment Fee	325.00			1000 430900	342	101000
*** Claim from another period (10/23) ****								
18658		6 Eastside Ace Hardware	55.98					
		Batteries for UV Building						
		27710/2 10/26/23 Batteries for UV Building	55.98			5310 430640	230	101000
18659	C	1841 Overstreet Law Group	594.00					
		Oct2023 11/01/23 Professional Fees	594.00			1000 411100	352	101000
18660	C	1711 Office Solutions & Service	30.00					
		Printer Lease for Court and Fire Departments						
		119628 10/26/23 Printer Lease Court	15.00			1000 410360	320	101000
		119628 10/26/23 Printer Lease Fire	15.00*			1000 420410	320	101000
18661		16 MONTANA ENVIRONMENTAL LAB LLC	1,060.20					
		MT Environmental Labs October Statement						
		2310148 10/31/23 WWTP Lab Testing	211.50*			5310 430640	355	101000
		2310465 10/31/23 WWTP Lab Testing	425.70*			5310 430640	355	101000
		2310783 10/31/23 WWTP Lab Testing	211.50*			5310 430640	355	101000
		2310946 10/31/23 WWTP Lab Testing	211.50*			5310 430640	355	101000
18662		16 MONTANA ENVIRONMENTAL LAB LLC	58.00					
		MT Water Treatment						
		2310463 10/31/23 Water Lab Testing	58.00			5210 430540	355	101000
18663		1897 Denning, Downey & Associates	22,500.00					
		Assistance with closing financial stmts for FY ended as per contract. Invoice # 16668						
		16668 11/01/23 Closing FY 22-23	22,500.00			1000 410530	350	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (10/23) ****								
18664		74 STEVENSVILLE RURAL FIRE DISTRICT	35.27					
		Meal split with Rural Fire District						
		138 10/18/23 Meal Split	35.27			1000 420410	229	101000
18665	C	1827 Pintler Billing Services	50.00					
		Medical Billing Clearing House Maintenance Fee						
		1238 11/01/23 Clearing house fee	50.00			2230 420730	350	101000
*** Claim from another period (10/23) ****								
18666		1972 D. Miller Ent Inc.	850.00					
		Stump grinding service around gas line						
		789018 10/23/23 Stump grinding around gas line	850.00			1000 460437	350	101000
18667	C	1754 Construct Montana, LLC	1,289.00					
		Building Inspection Consultation and Plan Review						
		1106 11/03/23 Bldg Inspection Consult	1,157.44			2394 420531	350	101000
		1106 11/03/23 Plan Review	131.56			2394 420531	350	101000
18668		1974 Brown Trout Lives Matter	10,000.00					
		Resolution 498 establishing a special fund for street lighting on main street recorded 1/3/2022.						
On October 15th Jimmy Edwards is requesting the \$10K be returned to BTLM for lighting project, they are going with Solar Lighting and hoping to have lights in 2024.								
		BTLM 10/15/23 Return money for lighting proj	10,000.00			4005 521000	800	101000
*** Claim from another period (10/23) ****								
18669	E	1823 Visa c/o Rocky Mountain Bank	3,282.73					
		October 2023 Visa Bill						
		CC-97 10/20/23 ZM-Charger SurePower Charging	992.25			2230 202200		101000
		Cardio Partners				CC Accounting: 2230-	-420730-220	
		CC-97 10/20/23 MAN-Prestan Cable Pads Replac	28.00			2230 202200		101000
		Cardio Partners				CC Accounting: 2230-	-420730-220	
		CC-108 09/22/23 Phone Bill	57.75			5610 202200		101000
		Sept Phone Bill				CC Accounting: 5610-	-430300-345	
		CENTURYLINK						
		CC-108 10/22/23 Phone Bill	59.36			5610 202200		101000
		Oct Phone Bill				CC Accounting: 5610-	-430300-345	
		CENTURYLINK						
		CC-98 10/17/23 Water Heater for Town Hall	399.00			1000 202200		101000
		HOME DEPOT				CC Accounting: 1000-	-410550-230	
		CC-99 10/12/23 Public Works 365 renewal	17.99			1000 202200		101000
		GoDaddy				CC Accounting: 1000-	-430100-330	
		CC-100 10/12/23 Police Dept email - Cassie	17.99			1000 202200		101000
		GoDaddy				CC Accounting: 1000-	-420100-330	
		CC-101 10/01/23 Phone/Internet	159.97			1000 202200		101000
		100123				CC Accounting: 1000-	-420100-345	
		Spectrum						

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	CC-101	10/01/23 Phone/Internet	51.99			1000 202200		101000
100123		Spectrum			CC Accounting: 1000-	-410550-345		
	CC-101	10/01/23 Phone/Internet	25.99			1000 202200		101000
100123		Spectrum			CC Accounting: 1000-	-420410-345		
	CC-101	10/01/23 Phone/Internet	25.99			1000 202200		101000
100123		Spectrum			CC Accounting: 1000-	-410360-340		
	CC-101	10/01/23 Phone/Internet	97.98			5210 202200		101000
100123		Spectrum			CC Accounting: 5210-	-430510-345		
	CC-101	10/01/23 Phone/Internet	97.97			5310 202200		101000
100123		Spectrum			CC Accounting: 5310-	-430610-345		
	CC-101	10/01/23 Phone/Internet	50.00			1000 202200		101000
100123		Spectrum			CC Accounting: 1000-	-460445-345		
	CC-102	10/15/23 Electric Services	6.90			1000 202200		101000
		RAVALLI ELECTRIC CO-OP			CC Accounting: 1000-	-420422-340		
	CC-102	10/15/23 Electric Services	131.10			5610 202200		101000
		RAVALLI ELECTRIC CO-OP			CC Accounting: 5610-	-430300-340		
	CC-107	10/15/23 IT set up for PD at Town Hall	1,237.50			1000 202200		101000
		Invoice 91373			CC Accounting: 1000-	-420100-356		
		First Call Computer Solutions, Inc						
	CC-109	10/23/23 Refund for Services	-175.00			1000 202200		101000
		Tyler-IDOC Market			CC Accounting: 1000-	-410550-330		
18670	C	1904 Trapper Peak Law, Melanie C	557.94					
		Legal Services November 2023						
	00611	11/06/23 Legal Services Travel	27.00			1000 410360	370	101000
	00612	11/06/23 Legal Services	30.00			1000 410364	352	101000
	00613	11/06/23 Legal Services	210.00			1000 410364	352	101000
	00614	11/06/23 Legal Services	65.94			1000 410364	352	101000
	00615	11/06/23 Legal Services	105.00			1000 410364	352	101000
	00616	11/06/23 Legal Services	75.00			1000 410364	352	101000
	00617	11/06/23 Legal Services	45.00			1000 410364	352	101000
		*** Claim from another period (10/23) ****						
18671		34 STEVENSVILLE HARDWARE AND RENTAL	162.84					
		Steevensville Hardware Month of October Charges						
		16101507 concrete for sidewalk & 6th st water repair.						
	16097892	10/04/23 Town Hall Water Heater Repai	34.41*			1000 410550	230	101000
	16100840	10/16/23 Town Hall Water Heater Repai	1.97*			1000 410550	230	101000
	16103577	10/27/23 Town Hall Water Heater Repai	13.49*			1000 410550	230	101000
	16101070	10/17/23 Town Hall Water Heater Repai	32.99*			1000 410550	230	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	16101070	10/17/23 Town Hall Water Heater Repai	-16.18*			1000 410550	230	101000
		Return Push coupling						
	16101080	10/17/23 Town Hall Water Heater Repai	17.98*			1000 410550	230	101000
	16101507	10/19/23 Concete-sidewalk &6th St wat	58.40			1000 430200	230	101000
	16100128	10/13/23 Chainsaw file	6.29			1000 430100	230	101000
	16101172	10/18/23 Map pro fuel	13.49			1000 430100	230	101000
18672		74 STEVENSVILLE RURAL FIRE DISTRICT	72.12					
		Food - training at town station						
	230	11/01/23 Food-Training at Town	72.12			1000 420410	229	101000
		*** Claim from another period (10/23) ****						
18673	E	852 CENEX FLEETCARD	1,163.07					
		Cenex charges for October due 11/25/23						
	276234CL	10/31/23 Fuel Charges	63.66			1000 420460	231	101000
	276234CL	10/31/23 Fuel Charges	27.86			1000 420460	231	101000
	276234CL	10/31/23 Fuel Charges	44.41			2230 420730	231	101000
	276234CL	10/31/23 Fuel Charges	162.94			1000 420100	231	101000
	276234CL	10/31/23 Fuel Charges	222.74			1000 420100	231	101000
	276234CL	10/31/23 Fuel Charges	134.45			1000 420100	231	101000
	276234CL	10/31/23 Fuel Charges	96.28			1000 430100	231	101000
	276234CL	10/31/23 Fuel Charges	86.89			1000 430100	231	101000
	276234CL	10/31/23 Fuel Charges	179.70			1000 430100	231	101000
	276234CL	10/31/23 Fuel Charges	80.84			1000 430100	231	101000
	276234CL	10/31/23 Fuel Charges	63.30			1000 430100	231	101000
18674		1626 Yoder Gravel	110.00					
		Road base for Road Repairs						
	38443	10/31/23 Road Base for Road Repair	55.00			2820 430200	360	101000
	38450	10/31/23 Road Base for Road Repair	55.00			2820 430200	360	101000
		*** Claim from another period (10/23) ****						
18675	E	690 Core & Main LP	266.75					
		Sewer winter gloves						
	T858605	10/27/23 Winter gloves -H20/WWTP	24.83			5210 430510	226	101000
	T858605	10/27/23 Winter gloves -H20/WWTP	24.82			5310 430610	226	101000
	0003846	10/30/23 Winter gloves -H20/WWTP	108.55			5210 430510	226	101000
	0003846	10/30/23 Winter gloves -H20/WWTP	108.55			5310 430610	226	101000
		*** Claim from another period (8/23) ****						
18676		708 USA BLUEBOOK	318.61					
		Chlorine valves for disinfection at well house						
	00108408	08/17/23 Chlorine Valves Well House	318.61			5210 430510	230	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (9/23) ****								
18677		708 USA BLUEBOOK	214.25					
		Chlorine Injection Valve						
		00143926 09/25/23 Chlorine Injection Valve	214.25			5210 430510	230	101000
18678		708 USA BLUEBOOK	231.21					
		Chlorine Injection Valve						
		00158014 10/09/23 Chlorine Injection Valve	231.21			5210 430510	230	101000
*** Claim from another period (9/23) ****								
18679		1929 MISSOULA MOTOR PARTS CO.	41.18					
		Trico Force Blade						
		763972 09/22/23 Trico Force Blade	41.18			5210 430550	230	101000
*** Claim from another period (10/23) ****								
18680		1929 MISSOULA MOTOR PARTS CO.	8.23					
		Water Repair Freeze-Off Penetrant						
		768415 10/17/23 Water Repair	8.23			5210 430550	230	101000
18681		1929 MISSOULA MOTOR PARTS CO.	144.59					
		Truck Battery						
		771144 11/02/23 Truck Battery	144.59			1000 430100	232	101000
		# of Claims	28	Total:				61,700.56
		Total Electronic Claims	22,503.48	Total Non-Electronic Claims				39197.08

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$33,027.48
2230 AMBULANCE	
101000 Cash - Operating	\$1,114.66
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$1,321.21
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	\$310.27
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	\$225.65
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	\$299.69
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	\$479.05
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	\$537.86
2820 GAS APPORTIONMENT TAX	
101000 Cash - Operating	\$110.00
4005 Main Street Lighting Project	
101000 Cash - Operating	\$10,000.00
5210 WATER	
101000 Cash - Operating	\$9,627.08
5310 SEWER	
101000 Cash - Operating	\$4,357.31
5610 AIRPORT	
101000 Cash - Operating	\$290.30
Total:	\$61,700.56

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

Stacie Barker, Councilmember

Bob Michalson, Councilmember

Cindy Brown, Councilmember

Nancy Lowell, Councilmember

Steve Gibson, Mayor

Date Approved _____

File Attachments for Item:

a. Airport

Stevensville Airport Report for October 2023

Will Rowe, Airport Manager

- We have fixed the runway lights.
- The part for the Vasi approach lights has showed up, so that can be fixed as well and get the airport back in compliance with FAA guidelines.
- Still working on getting all lease payments caught up for this year.
- Bills have been going out in sections so as to not congest town hall with a lot of airport bills at once.

File Attachments for Item:

b. Building Department

MONTHLY REPORT

Building Department

October 2023

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (5 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$607.80
4. Demo	\$50.00
<u>Electrical</u> (4 permits)	
1. NSFR	\$200.00
2. New Commercial Building	\$0
3. Renovation/Remodel	\$280.00
4. Demo	\$0
<u>Mechanical</u> (1 permits)	
1. NSFR	\$235.00
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Plumbing</u> (1 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$74.00
4. Demo	\$0
Total permits issued: 11	Total fees collected: \$1,446.80
<u>Activities</u>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<u>Items of Interest</u>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Jenelle Berthoud, Town Clerk

File Attachments for Item:

d. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – October 2023

Calls for the Month of October: 57

Calls for Stevensville Town: 21

Calls for Stevensville Rural: 33

Mutual Aid: 3

Missed calls: 1

Medical Response: 42

Fire Calls: 13

Motor Vehicle Crash: 2

Total Calls: 57

Calls for the Year to Date: 580

Calls for Stevensville Town: 222

Calls for Stevensville Rural: 344

Mutual Aid: 14

Missed call: 2

Medical Response: 461

Fire Calls: 92

Motor Vehicle Crash: 27

Total Calls: 580

File Attachments for Item:

e. Police Department

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT**

October 2023

MONTHLY REPORT: September 2023 - Police Activity Report

Officer engaged in 34 Warnings, 3 Citations on traffic stops. There was 2 Sex Crime, 6 Suspicious Incidents, 1 disturbance, 5 accidents and 1 vacation check. Officer Kopsa has secured a spot for the January Montana P.O.S.T. Academy.

PROACTIVE POLICING, CALLS FOR SERVICE, and Investigations: Call for Service totals do not include Traffic Citations, Traffic Warnings, Vacation Checks, Extra Patrols or Agency Assists. Officer Kopsa has taken the SRO assignment and Officer Frandsen is on night shift.

PERSONNEL WORKLOAD	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	10/23	11/23	12/23	Total
PATROL													
Arrests	0	0	1	1	1	1	2	1	1	0			8
Traffic Citations	12	19	7	0	3	2	7	8	3	3			64
Traffic Warnings	30	16	10	17	12	38	63	40	33	34			293
Calls for Service	51	38	63	58	32	38	52	47	36	44			465
Calls for Service 2022	59	66	69	48	60	67	66	75	52	47	49	43	701
INVESTIGATIONS													
Robbery/Homicide	0	0	0	0	0	0	0	0	0	0			0
Robbery/Homicide 2022	0	0	0	0	0	0	0	0	0	0	0	0	0
Assault	0	2	0	0	1	0	0	0	1	0			4
Assault 2022	0	1	0	0	1	1	2	1	1	1	0	1	9
Sex Crime	0	0	1	0	0	0	0	0	1	2			4
Sex Crime 2022	0	0	2	0	0	0	0	1	1	1	0	0	5
Burglary/Theft	1	0	0	0	1	1	0	1	0	0			4
Burglary/Theft 2022	4	0	4	2	2	0	0	1	0	0	0	1	14
Crim Mischief	2	2	1	0	0	0	1	1	0	2			9
Crim Mischief 2022	3	1	1	0	1	2	3	2	1	1	1	0	16
Fraud	0	0	2	0	1	1	0	1	0	0			5
Fraud 2022	0	0	0	0	1	1	1	0	1	0	0	1	5
Suspicious Incident	5	2	2	7	3	2	6	4	2	6			39
Suspicious Incident 2022	4	3	5	1	3	6	6	1	6	5	2	5	47
Disturbance	6	3	5	9	2	9	5	2	2	1			45
Disturbance	2	2	6	5	2	2	10	5	3	1	1	3	47
Found Property	0	0	0	0	0	0	1	0	0	0			1
Found Property 2022	0	0	1	0	1	2	0	0	1	1	0	1	7
Traffic Hazard	0	0	0	0	0	0	0	1	0	0			1
Traffic Hazard 2022	0	0	0	0	2	2	0	0	0	0	0	0	4
Traffic Accidents	4	1	0	1	6	1	2	1	2	5			23
Traffic Accident 2022	0	0	3	2	3	2	5	1	0	6	4	3	29
Vacation Checks	0	0	1	1	1	1	0	0	0	1			5
Vacation Checks 2022	0	0	1	0	0	0	1	0	0	1	0	2	5
SPD AGENCY ASSISTS													
Ravalli County S.O	2	1	1	2	1	3	2	2	6	2			22

File Attachments for Item:

f. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002996	SCHEDULED	Closed	Monthly Meter Reads entire distribution system	Water / Town of Stevensville	Cody Anderson Dustin Tribby Steve Kruse	Steve Kruse
002995	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002986	SCHEDULED	Closed	Monthly Meter Readings	Water / Town of Stevensville	Cody Anderson Dustin Tribby Steve Kruse	Steve Kruse
002980	SCHEDULED	Completed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002978	SCHEDULED	Completed	Check oil level on influent pumps	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse
002975	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
002974	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002973	SCHEDULED	Closed	Check compressor oil level, blow off air and recharge	23-Headworks Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Steve Kruse	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002972	CORRECTIVE	Closed	Winterize irrigation systems at all parks, pool and splashpad	Town of Stevensville	Cody Anderson Steve Kruse	Steve Kruse
002971	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002970	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002969	CORRECTIVE	Closed	Remove wood chips from stump grinding at 105 College	Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Steve Kruse	Steve Kruse
002966	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002965	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002964	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002963	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002962	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
002961	CORRECTIVE	Closed	Mount plows on pickups	Town of Stevensville	Cody Anderson Jeff Wilkinson Steve Kruse	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002958	CORRECTIVE	Closed	Pour sidewalk repair at 302 E 6th, mixer, etc	Streets	Cody Anderson Glenn Bies Jeff Wilkinson Steve Kruse	Steve Kruse
002957	CORRECTIVE	Closed	Stump removal L and C park, near Bear Mountain, excavator or backhoe	Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Steve Kruse	Steve Kruse
002955	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002951	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002950	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002949	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002947	CORRECTIVE	Closed	Start burning brush pile, call in burn permit	Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter Steve Kruse	Steve Kruse
002943	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002942	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002940	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002939	SCHEDULED	Closed	Backhoe Status fluids/tires/air filter/filters/clean exterior and interior		Glenn Bies Ian Murray	Steve Kruse
002938	SCHEDULED	Closed	Remove boards at Union Ditch Headworks	Town of Stevensville		Steve Kruse
002936	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002935	SCHEDULED	Closed	Run eyewash station until clear	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002934	SCHEDULED	Closed	maintenance jetting of St Mary's/5th Street/Masonic alley, alley behind SPD and alley behind Town Hall	43-Manholes / Wastewater / Town of Stevensville Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002933	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002932	SCHEDULED	Closed	Check oil level on influent pumps	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse
002931	SCHEDULED	Closed	Inspect Mini Excavator			Steve Kruse
002930	SCHEDULED	Closed	Inspect skidsteer			Steve Kruse
002929	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002928	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002927	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002925	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002924	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002923	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002922	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002921	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
002920	SCHEDULED	Closed	Inspect and sign all plant extinguishers	Town of Stevensville	Steve Kruse	Steve Kruse
002919	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002918	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002917	SCHEDULED	Closed	Check oil level on influent pumps	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002916	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
002915	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002914	CORRECTIVE	Closed	Check out leaking water heater at fire house, blue on on shelf in corner by court room	Town of Stevensville	Cody Anderson Jeff Wilkinson	Steve Kruse
002912	CORRECTIVE	Closed	Pothole repair corner of South and Smith, NW corner of Maplewood Cem, need road base and cold patch	Streets	Jeff Wilkinson Stephen Lassiter	Steve Kruse
002910	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002909	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002908	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002907	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002906	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances,	Town of Stevensville	Stephen Lassiter	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			conditions, etc, and start work order for any issues needing attention			
002905	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
002903	SCHEDULED	Closed	Email monthly CL2 residual sheet to DEQ. Directions at Wellhouse	Water / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse
002902	SCHEDULED	Closed	Switch UV banks		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002901	SCHEDULED	Closed	Inspect and document all plant fire extinguishers	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Ian Murray Stephen Lassiter Steve Kruse	Steve Kruse
002900	SCHEDULED	Closed	Remove sediment/rags/rocks from in front of bar screen	23-Headworks Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
002899	SCHEDULED	Closed	Grease perf screen and influent pumps		Glenn Bies	Steve Kruse
002898	SCHEDULED	Closed	Check the level of hydro at the pump with dipstick, UV building	39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Steve Kruse	Steve Kruse
002896	SCHEDULED	Closed	Hose down clarifier walls to prevent buildup, do between 8:15 and 9 during pump down	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Steve Kruse	Steve Kruse
002894	SCHEDULED	Closed	Grease Huber sludge press and sludge pump		Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002893	SCHEDULED	Closed	Monthly DEQ Sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002891	SCHEDULED	Closed	Monthly Meter Readings	Water / Town of Stevensville	Cody Anderson Dustin Tribby Steve Kruse	Steve Kruse
002890	CORRECTIVE	Closed	Bring benches in old drying beds to St Mary's on Friday, Oct 6th for event on Saturday	Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse
002860	CORRECTIVE	Closed	Remove sidewalk at 105 College for stump grinding	Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter Steve Kruse	Steve Kruse
002854	CORRECTIVE	Closed	Remove flower pots from Main ST after Scarecrow	Town of Stevensville	Jeff Wilkinson Stephen Lassiter	Steve Kruse
002836	SCHEDULED	Closed	Backhoe Status fluids/tires/air filter/filters/clean exterior and interior		Glenn Bies Ian Murray	Steve Kruse
002758	CORRECTIVE	Closed	Grade and roadbase right of way behind Stevi hardware	Streets	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter Steve Kruse	Steve Kruse

TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT September, 2023

UTILITIES REPORT

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	18,284,000	25,496,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 157
- 💧 Satisfied Permit reporting and testing requirements

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	4,799,000	5,290,000

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

○

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Meter reads and billing cycle
- 💧 Winterized all Parks, Pool, Splashpad and irrigation systems
- 💧 Daily road grid inspections
- 💧 3 utility locates
- 💧 3 different curb valve repairs, Park, Riverside, Kodiak Jax
- 💧 Stump removal diseased tree, College St
- 💧 Storm drain repairs Mission ST
- 💧 Removal of curb weeds Twin Creeks, Geo Smith and other areas
- 💧 Started plowing and sanding
- 💧 Changed over fleet to winter mode, plows, sander
- 💧 Poured sidewalk at 6th ST after water main repair
- 💧 Started burning yard debris as conditions permit
- 💧 Pre-bid meeting with contractors for water main replacement (ARPA) project
- 💧 Coordinate with engineers on paving project, Spring and RR Ave
- 💧 Replace faulty water heater at firehouse
- 💧 Special event support

- 💧 Road shoulder repair and maintenance
- 💧 Continued to replace defective meters
- 💧 Budget finalized
- 💧 1 Urn burials
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Water and Waste plants rounds
- 💧 1 Utility inspections
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 3 after hours trouble calls
- 💧 Alley maintenance
- 💧 Downtown risk management inspections

File Attachments for Item:

- a. Discussion/Decision: Appointment of Stephen Lassiter as the New Public Works Director



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	11/09/2023
Agenda Topic:	Discussion/Decision: Appointment of Stephen Lassiter as the New Public Works Director
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/09/2023
Notes:	The current Public Works Director is retiring as of November 17, 2023. The Public Works Director position was posted and there were two applicants internally that applied. Interviews were held on October 31, 2023, and Stephen Lassiter was chosen for the position. His starting wage is \$28.00 per hour and his starting date is November 20, 2023.

File Attachments for Item:

b. Discussion/Decision: RFP for Gravel Pit at the Stevensville Airport



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brian Germane, Stevensville Airport Board
Second Person Submitting the Agenda Item:	
Submitter Title:	Board Member
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	11/09/2023
Agenda Topic:	Discussion/Decision: RFP for Gravel Pit at the Stevensville Airport
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/09/2023
Notes:	The Airport Board held a special meeting on 10/16/2023 to discuss proposed gravel pit sizes. The Airport Board voted on a pit size and would like to proceed with the additional steps needed to put out an RFP for this project.

Stevensville Airport 32S Gravel Pit Proposal

Approximately one year ago, the Ravalli County Road and Bridge Department contacted the Airport Board and proposed opening a gravel pit on airport property. The proposal included opening a large pit on the west end of the airport. Several items were discussed regarding fence relocation, dust control, environmental assessments, DEQ permits, and of course, royalties. Since then, the idea of the gravel pit has been debated as the Airport Board has tried to keep the airport's future plans in mind.

Ultimately, the Airport Board zeroed in on two different options with the major difference being size. The small option limited the area to be mined to a small area north of the runway centerline. The advantage to the smaller option was that it kept the operation off the centerline and out of the future Runway Protection Zone (RPZ) in the event that the runway was lengthened. The disadvantage was that the volume of material, and therefore revenue, was greatly reduced. The county also had limited interest in going to all the effort and expense to open a new pit for such a small amount of material.

The second option included a much larger pit in the same area of the airport. The disadvantage of the larger pit is that it would extend across the runway centerline and all the way across the future RPZ. Of course, the advantage is that there is substantially more volume and revenue with this option.

Both of these options were presented to the FAA and they provided some very valuable feedback. First, the FAA does not take exception to either pit size. They believe that a gravel pit is a great opportunity for the airport to generate revenue and have encouraged us to pursue it. Second, as state apportionments have continued to decrease, the FAA's focus has switched to maintaining existing pavements and not funding new pavements. During this meeting, the FAA estimated that it would be ~10 years before the funding was available to extend the runway.

With that information, the larger pit became a more attractive option. The larger pit does not extend into the current RPZ and will likely be complete long before the runway is extended, and that's IF the runway is extended. The Airport Board has reviewed all this information and has voted to propose the larger pit to Town Council.

The Airport Board is asking that Town Council review this information and vote on the following:

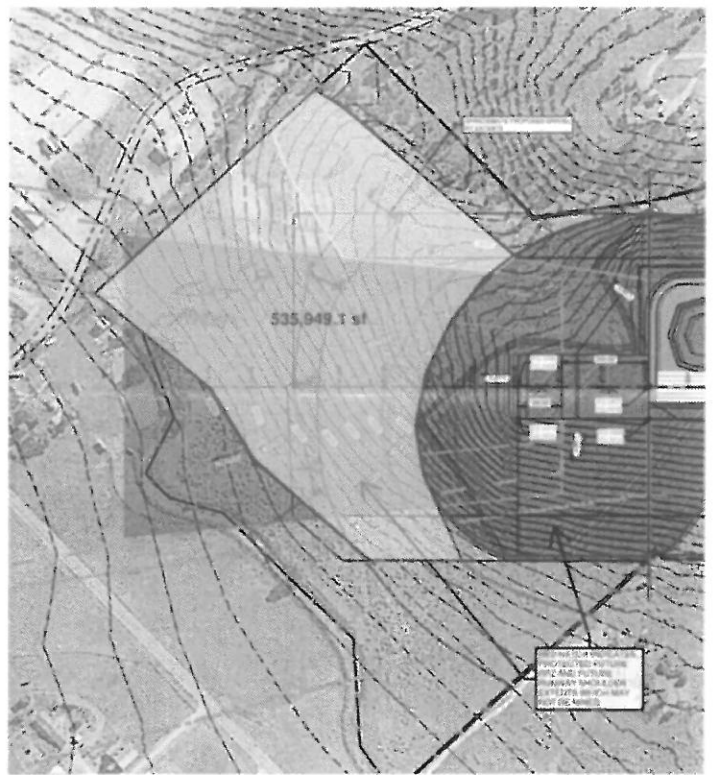
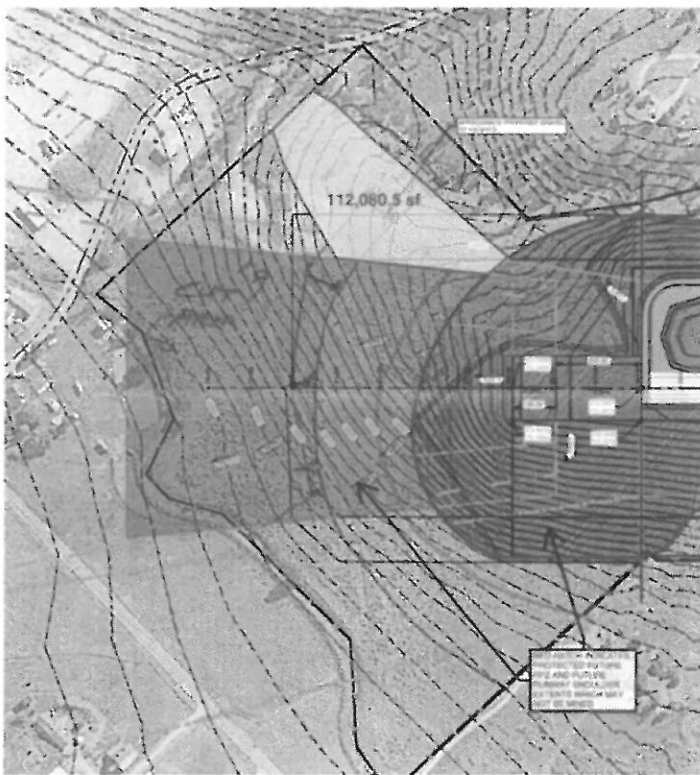
1. Will Town Council approve airport property to be used for the purpose of a gravel pit?
2. If yes, how does Town Council want to proceed with acquiring bids from contractors? For this, I see two options. 1. The Airport Board continues to negotiate with the county and any other interested parties (currently, there is one party) and will ultimately present those proposals to Town Council. 2. Town Council publishes a public Request for Proposal and a firm is selected based upon that process. If #2 is selected, I would ask that the Airport Board be involved in the RFP writing process to capture all the selection criteria that we have already identified.
3. Ultimately vote to approve an agreement with the selected party to open and manage the gravel pit.

In summary, the Airport Board believes a gravel pit will be instrumental in closing the current budget gap. The process to open a pit is not fast. Several assessments need to be completed and permits

obtained. The estimated timeframe is ~6months. If a public RFP is preferred, that duration will grow. If beneficial revenue is to be realized in 2024, this process needs to begin as soon as possible.

Please feel free to reach out to me with any questions.

Sincerely,
Brian Germane
Stevensville Airport Board Member
406-880-3361
briangermane@gmail.com



File Attachments for Item:

c. Discussion/Decision: Suspension of Town Council Rules to Cancel the November 23, 2023, Town Council Meeting in Observance of the Thanksgiving Holiday and Authorizing Claims to be Paid out of Cycle



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	11/09/2023
Agenda Topic:	Discussion/Decision: Suspension of Town Council Rules to Cancel the November 23, 2023, Town Council Meeting in Observance of the Thanksgiving Holiday and Authorizing Claims to be Paid out of Cycle
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/09/2023
Notes:	

File Attachments for Item:

d. Discussion/Decision: Approve Process to Replace the Mayors Position



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	11/09/2023
Agenda Topic:	Discussion/Decision: Approve Process to Replace the Mayors Position
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/09/2023
Notes:	Mayor Steve Gibson informed the Town Council Members of his resignation on October 30, 2023. Town Attorney, Greg Overstreet provided a memo outlying processes to replace the mayors position.

Steve Gibson
Mayor of Stevensville



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

October 30, 2023

Dear Councilmember Michalson, Councilmember Lowell, Councilmember Brown and Councilmember Barker,

Regretfully due to ongoing health issues, please accept this correspondence as my official notification of my resignation as Mayor, effective November 30, 2023.

It has been an honor and privilege to have had the opportunity to work for and serve the citizens of Stevensville the past two years. I would like to thank the staff and Greg Overstreet for their dedication and hard work.

Attached is a memo from Attorney Overstreet outlining the procedure for filling the vacancy of the mayor.

Sincerely,

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

Steve Gibson
Mayor of Stevensville

CC: Jenelle Berthoud
Greg Overstreet
Gina Crowe

Greg Overstreet
Town Attorney



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

MEMORANDUM

To: Steve Gibson, Mayor
From: Greg Overstreet, City Attorney
Date: July 27, 2023
Re: Process for Filing Vacancy of a Mayor

Issue

What is the process for filing the vacancy of a mayor?

Brief Answer

- (1) The mayor must officially resign.
- (2) Within 30 days of the mayor's resignation, the Town Council appoints a replacement to fill out the remainder of the vacating mayor's term until the next municipal general election.
- (3) To do so, the Town Council has the choice of either voting to appoint the Town Council President or to go through the application process.
- (4) At the next municipal general election, the voters elect the mayor (who can be the replacement mayor or a new person).

Analysis

Summary of the Process

The Montana Municipal Officials Handbook provides this overview:

A vacancy in an elected municipal office must be filled by majority vote of the council within 30 days of the occurrence of the vacancy 7-4-4112, MCA.

The person appointed to fill the vacancy must possess the required qualifications for the office, including residency in the ward of a vacant, ward-based council seat.

The person appointed to fill the vacancy may serve until the expiration of the term of office of the council member who created the vacancy, except that the position shall be open for nomination and election at the next available municipal election. If a vacancy occurs during the first two years of a four-year term, the position will be open for

election in the next available election and the successful candidate will serve the unexpired term of the office (a two[-]year term for the successful candidate). ...

Vacancy Triggered by Official Resignation

MCA 7-4-4111 and Town Code § 2-117 list the 11 things that create an official vacancy. The only one that relates to the current situation is “resignation.”

A resignation begins on the effective date of the resignation, not the date of sending it in. See *Hoffman v. Town Pump, Inc.*, 255 Mont. 415, 418, 843 P.2d 756, 758-759 (1992), *superseded on other grounds by statute as stated in, Kearney v. KXLF Communications, Inc.*, 263 Mont. 407, 414, 869 P.2d 772, 776 (1994) (resignation begins on effective date of resignation); *State ex rel. Mitchell v. District Court of First Judicial Court*, 128 Mont. 325, 334, 275 P.2d 642, 647 (1954) (same).

The resignation must be in writing and specify an effective date. See Council Rules (Resolution 387e) Part XIV § 3 (page 11) (“as soon as Town Council President receives official notice that an elected Town Office will become vacant at a specified date in the future[.]”).

Town Council Can Appoint Town Council President or Go Through the Application Process

The Council Rules provide that the Town Council can, by a majority vote, either appoint the Town Council President or go through the application process. Specifically, the Council Rules provide:

If a Mayor gives advance notice¹ that he will vacate the office, the council may fill the office as follows:

- Appointment of the Council President to the office of Mayor until such time as a Special Election or General Municipal Election can be held.
- By an application process as described in Section 3 [of the Council Rules].

Council Rules, Part XIV § 2 (page 11).

The statute simply provides that the Town Council must appoint a new mayor within 30 days of the vacancy; it does not say how the Town Council must do so. See MCA 7-4-4112(2) & Town Code § 2-118. Council rules can supplement – but not contradict – a statute. The Council Rules giving the Town Council the choice of appointing the Town Council President or going through the application process supplement, but do not contradict, the statutory provision and therefore are valid.

¹ Even though this provision of the Council Rules say the Town Council can appoint the Council President or go through the appointment process when the mayor “gives advance notice that he will vacate the office,” state statute and Town Code limits the replacement process to only when a mayor formally “resigns.” See MCA 7-4-4112(2) & Town Code § 2-117. Therefore, a mayor merely providing “advance notice” – but not a formal resignation – does not trigger the process for replacing him or her.

Application Process

The application process is spelled out in Section 3 of the Council Rules, Part XIV (pages 11-12). It begins with the Town Clerk publicly announcing the vacancy “using the same manner of advertising as when publicizing a public meeting, and the Town of Stevensville website.”

Then the Town Clerk receives written applications from citizens by using a form that has been created by the Town Clerk and approved by the Town Attorney. The current form on the Town’s website does so (but needs to be changed for a vacant mayoral seat instead of the current version, which only refers to a town council seat). The Town Clerk reviews the applications to ensure that the applicants are eligible for office (e.g., are residents of the Town).

After the application deadline passes, the Town Clerk then submits a list of all applicants and the status of their eligibility to the Town Council at the next regularly scheduled or a special meeting.

Then “Each Town Council Member is entitled to select for interview or nomination a final slate of candidates.”

“All applicants shall be interviewed using the same interview questions, without the presence of another applicant. No applicant shall be afforded an advance copy of the interview questions.”

The interview process must occur in an open public meeting. *See MCA 2-3-202* (defining “meeting” subject to the open public meeting requirements as “convening of a quorum” of the governing body of a municipality “to hear, discuss, or act upon a matter” within the powers of the municipality).

Town Council Vote on Replacement

Whether the Town Council votes to appoint the Town Council President or goes through the application process, the Town Council must replace the outgoing mayor by a “majority vote of the members[.]” MCA 7-4-4112(2) & Town Code § 2-118.

If the Town Council decides to appoint the Town Council President, or if the Town Council President is an applicant, the Town Council President must recuse himself or herself. *See Council Rules, Part XIV, § 3* (page 12) (recusal for application process).

Since the outgoing mayor has no conflict of interest, the normal rules about the mayor casting a tie-breaking vote would apply.

The Replacement Mayor Serves Out the Term Until the November 2023 Election

A replacement mayor serves out the remainder of the outgoing mayor’s term until the next general municipal election. MCA 7-4-4112(1) & Town Code § 2-118(a). General municipal elections are in November of odd-numbered years. *See MCA 13-1-104(3)(a) & Town Code § 2-*

113. The candidate winning the mayoral election serves out the remainder of the outgoing mayor's four-year term. *See* MCA 7-4-4112(1) & Town Code § 2-118(a).