



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, JULY 08, 2021  
7:00 PM**

**NVPL Community Room – 208 Main Street**

The Town of Stevensville live streams Town Council meetings on our website at  
<http://www.townofstevensville.com/meetings>

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.](#) Meeting Minutes 04/01/2021
  - [b.](#) Meeting Minutes 04/06/2021
5. Approval of Bi-Weekly Claims
  - [a.](#) Claims # 16800-#16891
6. Administrative Reports
  - [a.](#) Airport
  - [b.](#) Community Development
  - [c.](#) Finance
  - [d.](#) Fire Department
  - [e.](#) Parks Department
  - [f.](#) Police Department
  - [g.](#) Public Works
7. Guests
8. Correspondence
  - [a.](#) Email from Stephanie Mapelli RE: pedestrian and traffic safety on College
9. Public Hearings
10. Unfinished Business
11. New Business
  - [a.](#) Discussion/Decision to nominate and elect a Councilmember to serve Council President in accordance with Town Council Rules Part XII
  - [b.](#) Discussion/Decision: Special Event and Alcohol Use for Stevensville Class of 2011 Reunion
  - [c.](#) Discussion/Decision: Morrison-Maierle Task Order No. 4, New Automatic Vertical Pivot Gate at the Stevensville Airport
  - [d.](#) Discussion/Decision: Consent to the Mayor's appointment of Wendi Planty as Director of Finance (Finance Officer) and Human Resources
  - [e.](#) Discussion/Decision: American Rescue Plan Act Water & Sewer Infrastructure Grant Application

12. Executive Report
13. Town Council Comments
14. Board Reports
15. Adjournment

## **Welcome to Stevensville Town Council Chambers**

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

## **Guidelines for Public Comment**

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

**Thank you for observing these guidelines.**

**File Attachments for Item:**

a. Meeting Minutes 04/01/2021

**Stevensville Special Town Council Meeting Minutes**  
**for THURSDAY, APRIL 01, 2021**

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order, Councilmembers Devlin, Ludington, Shourd and Vick 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

None.

5. Approval of Bi-Weekly Claims

None.

6. Administrative Reports

None.

7. Guests

None.

8. Correspondence

None.

9. Public Hearings

None.

10. Unfinished Business

a. Discussion/Decision: approval, approval with conditions, or denial of preliminary plat for the major subdivision known as Burnt Fork Estates

Mayor Dewey: introduced unfinished business item (a) the last time council considered this was at their last town council meeting there were two descending votes for approval so I would be interested to hear from Mr. Vick and Ms. Devlin if there is any information that has been provided since our last meeting that has clarified your concerns or helped you better address those concerns as we approach the meeting tonight so Mr. Vick if you want to address those first.

They came to a tied vote, there have been some changes to the proposal since the last meeting. Those changes were the road, connection to the other subdivision. The second change is that the C-2 has been withdrawn from the plan and it will not just be R-2. Ms. Devlin has asked

Councilmember Vick: my vote was based on the opinion of the citizens and the public of our town.

Councilmember Devlin:

Mayor Dewey: yes, that is correct in a judiciary role, legal matter. Can it legally proceed or not proceed? You are looking for the fairness of this to the public. It needs to go back to findings and fact, is there a finding with a fact

Councilmember Vick: the only finding and fact that I

Mayor Dewey:

Councilmember Vick: so, somebody make a motion

Councilmember Shourd:

Mayor Dewey: Andy is the guru to this

Andy Mefford: PCI representative and developer. I want to bring up a point that Dempsey brought up, yes, it is about the people. What you don't see is the people that don't come. Andy spoke to the Seeley Lake sewer project, saying that if you don't come and vote. Population of the town of Stevensville 2100, voting age 20 and up 1500. I picked 100 people and out of that 75% of the people would be in favor. Back to the traffic condition,

Councilmember Shourd: I have a condition that I would like to add,

Councilmember Devlin: can we add that a traffic phase is done for each phase.

Councilmember Ludington: there is the assumption that everything

Councilmember Vick: I agree.

Councilmember Shourd: I agree.

Councilmember Devlin: there has been a shift over the last week, I am looking to you Dempsey you and I are the ones that. There has been a lot of education on this. I do commend you over and over and being able to bend, a lot of developers would not do that. I want to personally thank you for that, I think that it has shown our community a lot. Dempsey back to you, I am sure that you have heard from people

Councilmember Vick: I have heard the same as you, what can we shift, a larger shift.

Councilmember Devlin:

Councilmember Vick:

Councilmember Devlin:

Councilmember Vick: I just want to say my vote was based purely on public comment I am not, the way in feel I am not the person that needs to be convinced, it is the people that live here and as far as I am concerned the majority of the people right now do not want this subdivision. The people here that drive the road for our town, and they should be able to have a say on whether or not how something looks in my opinion.

Mayor Dewey: okay, Ms. Devlin?

Councilmember Devlin: I guess for me; I am going to piggy-back off of what you are saying my understanding kind of clouds that and I am having a struggle. This isn't our position just here of council it is basically we are the judge as well. So, we listen to what people say but it is, it falls into our court to make that decision. And sometimes like we were saying in the last meeting sometimes there is the opportunity, well there is always opportunity, for public comment sometimes they really don't have a say in that decision, and I am struggling with that because this is one of those times. At the end of the day, you and I have kind of discussed this before, we don't have a say in if they dot all their "I's" and cross all their t's" whether a subdivision goes in or not. And if we don't have that say people of Stevensville don't really have that say. It is a struggle, am I correct in that analysis?

Mayor Dewey: are you referring to the quasi-judicial role that the council?

Councilmember Devlin: correct.

Mayor Dewey: so yes, in planning and zoning especially in planning and zoning matters the council fills a quasi-judicial role where you are representatives of your community, but you are also decision makers more or less on a legal matter, where in this case can a subdivision legally proceed or not legally proceed. So you are kind of backed into a decision, you are in a position where you have to way findings of fact and a criteria for approval and decide if those have been satisfied in order to proceed. I think purposefully and we discussed a little about this at the last meeting, but purposefully there are catches in the law that balance the public's right to participate in this process and a balance of their input and an interest of the future developments and making sure that those process are fair, that is what you are ultimately after here you are after fairness for the citizens of the community present and future and you are after the fairness for the people bringing forth a proposal for their property. I think you are not just sitting in a council role this evening where you are purely representing interest and the desires of your citizens you are also balancing that with criteria and finding of act. So, if there are additional conditions or changes, we really want to, we have to tie those back to a finding of fact. Finding in the project where you can say this is why we are asking for this. Otherwise, we get into some really muddy water.

Councilmember Vick: I guess the only thing I want to say is it is the only finding of fact that I can think of right here and right now, is we are a government for the people, by the people and their voice out ways the voice of those people that don't live here yet.

Mayor Dewey: I don't disagree with you Mr. Vick but philosophically I don't disagree with you but based on the codes that govern these processes the developers are only required to mitigate the impact s that they have created by their subdivision and if they are unwilling to

mitigate those impacts that is grounds, clear grounds to say we don't want this proposal, but if they are going to be accommodating and mitigate those impacts the statues are pretty clear that allows the process to proceed.

Councilmember Vick: somebody make a motion and do whatever.

Councilmember Shourd: I would like to discuss an impact that was brought to our attention last week in regard to the traffic study in regard to the multifamily lots being listed at 48 that should have been listed at 31. The traffic study in the report that we have states that the traffic would increase 50% west of what was the commercial entrance into Stevensville based on those numbers that would be a 62% increase to the number of lots going into that figure which would then increase the amount of traffic of up to 100%? Is that correct?

Mayor Dewey: Andy is the guru to the traffic so we will let him speak to that. I figured that there would be another addendum to the traffic report after the realization that there were errors in the numbers. And that was clarified in an email, but I don't know if it is an official addendum.

Andy Mefford: I would like to address one other point that Dempsey brought up about the decision of the people and you representing the people hearing from the people is very important no doubt that is a major part of your role hearing what the public has to say bringing concerns to the table a very key step that is why we had the neighborhood meeting that is why there are a lot of process, we are probably on meeting eight or nine that we have heard from the people. One of the things that I think can very convoluted sometimes is the feel of what the majority, I think what usually happens at meetings like these who you don't see at this meeting are the people that are neutral in that or the people that are in favor of it, that is the majority we herd statements last time that 97% of the people were against it, the best we could tell that was a reference to a meeting that we had at the LDS church were one person spoke in favor and twenty five spoke against. I can draw a parallel to that we had that exact concurrence go on in this meeting last week while we were going through the conditions and it was understood that a no vote, no opinion or no comment was consent as we went through our own agenda setting in this room. Seeley lake in the water and sewer project actually put up a lot of controversial, a lot of public comment on that sewer project. Missoula County actually put a vote out on the ballot that said if you don't show up and vote against it we are assuming you are a vote for it that project went very far down the road of basically not showing that a ballot box not marked was a vote. I want to bring back a another parallel that I used today I pulled up the population just in the town of Stevensville population of the town of Stevensville is 2100. I pulled out the age population of twenty and up assuming that is the voting population it did not break it out at eighteen and up that equated to 1500 people at best we have probably heard 100, I did not do a count but I think that is a conservative number were 100 unique people show up and voice their concern about the subdivision doing that logic similar to facts that were presented at the last meeting I could deduct that 71% of the community not a room of people but a community, 71% were either neutral or in favor of the project, so I think this concept of a community not understood is kind of a understatement we have had a lot of opportunity for people to show up if they were apposed to this they know about it this community is very aware. We have heard some people very strong opponent and that is definitely their right to come and voice their opinion but in think when you said as a role for the community not a role that are opposed or



not, I think you have to weigh that into the consideration. Back to the traffic question I would be fully fine to have a condition that says an updated traffic study is done to revisit it, he looked at it when we got into the number of units versus the number of lots, he has issued an email opinion where he has said he was than willing to do that. He has run the numbers and said that it did not change anything significantly anything, fundamentally the function class of those intersections didn't degrade a condition such that stated you submit an updated traffic study I think is well deserved and if there is any kind of impacts that are solely related to this subdivision I think that would be an example of where you would mitigate an impact or as we said this causes a need for a left turn lane on Logan Lane because of that I think that it is a full well condition that should be proposed into the conditions of approval hopefully that answers that question.

Mayor Dewey: are you through Patrick or do you have more. You turned your mic back on.

Councilmember Shourd: I turned my mic back on to indicate that I would like to make a condition in regard to having an updated traffic study before final plat approval.

Mayor Dewey: are there any objections to that from the council?

Councilmember Devlin: can we add to that that any traffic study would be done per phase?

Mayor Dewey: that is whatever councils' pleasure is.

Councilmember Ludington: I think it would be considered automatic that all of the conditions were met for every single phase as we go through phase 1 and phase 2 we look at all of the conditions that are an issues and that everyone of those conditions are met every time it comes to the town council for approval of the final plat.

Councilmember Devlin: while I agree that there is that assumption of that I think we need to spell that out. If everyone agrees to.

Councilmember Vick: I agree with that.

Councilmember Shourd: I agree.

Councilmember Devlin: one thing that has been interesting for me over the last week going back to public viewpoints and such there has been quiet a shift and a lot of education that has been given over the past few weeks, month, I guess I am speaking to you Dempsey because you and I are the ones that are here, instead of hearing so much of we don't want this development there is a shift in, okay this development is probably going to happen so what can we do to make this feel better, what conditions can we come up with meaning that, not we but from the community, how can we lessen the impact that it is going to have on the community. I am seeing that shift happen instead of that we don't want this, get rid of it. There is movement in that which is quiet interesting to me, and I do tract that up to education again I really appreciate you taking the time to do that. With that said another really hard part is, that really makes me nervous about this subdivision, has nothing to do at all, I wish I would have been smart enough to buy that property I am sure there are people sitting in this room that wish they would have been in the fore front of buying that property I do commend you over and over with the willingness to bend and be flexible with that. I don't think, actually a lot of developers wouldn't

do that. Because you can get in that strong hold of we already are dotting our "I's" and crossing our "t's" we don't have to bend so I want to personally thank you for that I think that has shown our community a lot I don't know if we are 100% there yet but I just want to say that. Going back to Dempsey there are fewer and fewer people that are saying no, down right no. so, I am sure that you have heard from people my phone has been ringing off the hook my emails have been blowing up, I haven't gotten very much sleep a lot of late-night conversations I want to hear from you what you have heard from people on this.

Councilmember Vick: I have heard similar to what you have said that it is more of a shift to more of how it looks than a straight up no or how can mitigate the impact for especially the people that live in Creekside Meadows. It is really just a larger shift; more people have come out and are more educated on it and that is really the kind of the new feel that I have as well.

Councilmember Devlin: what kind of conditions have they shared with you?

Councilmember Vick: they like the conditions that we have added, they do want to see more widening of Logan and Missile Burnt Fork done. I would like to add that as a condition.

Councilmember Devlin: when you speak of widening what I have heard is turn lanes.

Councilmember Vick: like turn lanes and broader shoulders.

Councilmember Devlin: one specifically that I have heard of is turn lanes on both of those streets I think that is a realistic condition. I would agree with that, I have a whole page I want to hear from you Dempsey.

Councilmember Vick: I guess one thing to add to the green space in the parks in native tree life. We are starting to see more and more of that disappear, more native tree and plant life.

Councilmember Devlin: I have heard more of a hard scape landscaping in the covenants to help with water that doesn't quite match up with what you are saying. Is that a condition that you have heard from the public or one of your own?

Councilmember Vick: I have heard it from other people, that is one that I am going to champion for myself, a have heard that from a couple of people, we do need to mitigate the water run offs and impacts.

Councilmember Devlin: anything else? Nothing else from anybody?

Councilmember Vick: no.

Councilmember Devlin: I will kind of go through some of them that have brought to my attention, ones that I feel that I could get behind through some, I am not an expert none of us sitting here are experts and I am not going to pretend that I am, the water has been pretty muddied with us hearing from, when you are passionate about something not everybody but a lot of people think that they know how to read the laws they know engineering aspects of things for me that gets really confusing that it puts me in a place of like neutral because we rely on experts, Paul you mentioned that last week we pay a lot of money for experts to tells us what does this really mean and then we start getting that back and forth going on, no this is what it means this is what it means to me this is how I interpret it what about this and the water gets

muddy one that I feel I have pretty good grasp on are ones that I am going to discuss there are other ones that I am not putting aside I can't have an intelligent conversation about them it is not my level of expertise. There is a pretty big push I guess I would speak to you John or Andy that you stated you had a conversation with the police and fire department regarding this it is a pretty big push about not exactly no access to Creekside but the knock down gate there is a concern after those roads have been not used on Syringa and Aspen that now if we have traffic going through there, there is concern that it is going to create an issue for the safety of those people that are using those roads currently so what is the opposition of the knock down gate? We talked briefly on that last week, you had mentioned that fire and police department were not in favor of that, am I remembering that correctly?

Mayor Dewey: I don't know if that is a question that they can answer, because the opposition isn't coming from the developers as much as it is from the administration.

Councilmember Devlin: I understand that I brought that up last week as that being a condition that the fire and the police are mentioned in the very beginning.

Mayor Dewey: it was discussed when the staff did their review of the subdivision it wasn't discussed as a proposal, like looking at a piece of paper and saying do you want to take these gates out or leave them? It was what do you guys think about putting gates here, here and here. It was with Andy and John in a room all around a table, they said we have heard, they had heard in their meetings with Creekside residents that there was a desire to have gates there so they asked that question of us, do you how do you as the staff feel about having gates in these locations and it was unanimous that it was not something we would support from the police department to the fire department in terms of public safety and in that vein public works apposed it from a snow removal stand point.

Councilmember Devlin: so that was dismissed from the beginning?

Mayor Dewey: correct. And those sentiments remain true today regarding that proposal.

Councilmember Devlin: another would be lot 50-63 in speaking of fears again we are speaking in how this looks and how this is going to have effects upon a town. So, we know that money is a factor, selling lots all of that. So, the request is to reduce this a little bit we talked last week about how this potentially 70 more, so the request would be lots 50-63 if we eliminated those completely make that more of the common area, some of these common areas its understood, and correct me if I am wrong, they are not really going to be usable it is just greenery?

John Kellogg: disagree.

Councilmember Devlin: okay.

Andy Mefford: can you show me for everyone's knowledge I even need to see.

Councilmember Devlin: sure, this area right here. If we were to eliminate this and create a common area the thought process would be these lots right along here would sell for a whole lot more money, therefore potentially could recoup those costs for eliminating this and creating a common ground that would actually be right in the middle of your subdivision for everyone to access this is where your retention pond is, people are probably not going to want to hang out

in a retention pond, call me crazy, but I am not going to want to do that. Yes, it is green, yes, it is common area what about if we did something like that and kill two birds with one stone. We have an opportunity for developers to still make money we have an opportunity to reduce some of those single-family homes, we aren't worried about that area having two story homes. I think that could be an absolute win win. I think that could be a big piece in speaking volumes to our community in giving them some of what they are asking for in a reduction of this.

Councilmember Vick: I could get alongside that. Another thing that I would like to see, and this is just my understanding try to prevent returning wildlife for coming into the area, I can guess that is going to be fenced in for the most part especially on the Burnt Fork and Logan side probably some sort of cattle guard set up entering Burnt Fork Estate.

Mayor Dewey: you are proposing over 3.5 acres of common space, that is a huge common space? I guess I will ask the question and will ask this of every condition and so far, we have hit those criteria, what finding of fact are you tying this back to? under what authority do you have to ask them to remove lots from a subdivision?

Councilmember Devlin: if we are going back to a finding of fact, I am not sure what fact to be honest. But that is something that is maintained in the movement of everybody what has been maintained, and I am going to use the word density, and this is not high density I know that you could have put in quiet a few more homes. When we look at policies that have led us to this point, we have a master plan that is from 2006 we have a growth policy from 2016 that contradicts itself throughout it we are having to use those to make a decision on this plan those are outdated they don't work for this situation we as a council are in a situation to make a decision without adequate tools so to speak so how do we mitigate that? How do we? We are left here how do we look out for our town? How do we follow the policies that are in place? How do we create to get up to speed with those so that nobody that sits up here in the future is left with this kind of situation? Part of that speaks to that, so is it a finding of fact? No. no it is not but does it speak to the town of Stevensville as they spoke last week, I think it does.

Mayor Dewey: the challenge to that argument that could come is we have these different plans and policies in place and when someone comes to Stevensville and says I am going to do something with this bare chunk of property, those policies are what they are using to create whatever plan. I think that the folks that represent BFE did exactly that, they made sure that there was compliance to the growth policy and the master plans and governing regulations were considered when they put the proposal together. I don't know if it is reasonable for a subdivider to mitigate the towns lack of foresight and planning. It is not fair; you say how do me mitigate inadequate policies. How do you mitigate that? Paul is right, you can't but the reality is it is not their job to mitigate it. And it is not fair to their proposal that they mitigate this body or this organizations lack of policy building unfortunately I don't know any other way around it but to say that is the situation given. I think the solution is that you have done an incredible job to take public input in a fair way into this project, this project looks very different from the proposal that came from the staff in a positive way and you have done a lot of important work on behalf of the citizens in making accommodations to this proposal and the developers have done a great job in working alongside you. I talked myself off of my train, remember the fog I told you about it is back.

Councilmember Devlin: and going back to that I stated in the beginning that my issues are not the developer's issues, I understand that clearly, we are in a situation.

Mayor Dewey: the concern that I have is that you are making your issues their issues (laughing in the audience) Mayor Dewey asked to please stop. That is my concern if there are issues with the density or with the amount of common space or whatever that looks like that, we can't tie back to, we are just moving the monkey to their back to deal with it, once again it is not their problem. Our lack of policy is, they built their subdivision as required by law to the specifications that the town had in place at the time. Where I was going, I am back on the train here, is that you have done all of this work to incorporate the public's comment into the proposal, the next step is to for lack of a better term is to move on and fix the policies you guys and shift your attention, if we put the amount of time and money that we have spent on this proposal alone, if we put that into policy reform for this community we would be light years ahead. It is a hard process it is not a fun process I would much better build playgrounds, but the reality is it has to be done somebody, it has been kicked down the road since 2002 Mr. Ludington can probably attest to this; these conversations were probably similar in terms of we don't have a policy for that, but we wish we really did right now, and they still didn't do it. I think this is the council that could change that this is the council that can say we shot ourselves in the foot once, but we aren't going to shoot the other one off we are going to change this so that next group of people that sit in our chairs and consider a subdivision it will be easier for them. This is a process that is supposed to take 80 working days and if it doesn't happen in those 80 working days you are refunding fees to the developer \$50.00 a lot per month until the fee is back and the harsh reality for our organization guys is that we have already spent the fee and a lot more than that on this proposal accommodating a plethora of public comment that has come through, and it is all worthwhile don't get me wrong I am not trying to put a dollar amount or a worth to what public comment is. It is all worthwhile it has helped build the proposal we are looking at today, but our fees do not accommodate that at all. Jenelle has over 22 hours alone is just minutes from the planning board just that plus these meetings. You can do that math at \$20.00 per hour these meetings alone are \$125.00 per hour and in 20 days we will hit 365 days of having this subdivision on our desk. April 20<sup>th</sup> was when this was submitted. I don't mean to bring dark clouds and doom and gloom but I am afraid we are stuck on the hamster wheel of we don't like the problem and we don't know how to deal with the problem so we are going to overstep what the town can actually do with a subdivision in order to fix it. I think that there is merit to that, but my concern is that we are going to find ourselves in the uncomfortable, right now there is a very positive relationship between at least a working relationship between the developers and the town of Stevensville. I hate to see that relationship deteriorate due to a lack of patience and a drawn-out process that is my concern. If we could keep quiet in the galley, please so that we can continue our work up here. (Leanna Rudabaugh asked if we get to talk) no you don't not until the council goes towards a decision and they call for public comment, it is the same rule as any other meeting Ms. Rodabaugh. So, I guess in closing I am concerned that we are going to go down a bumpy path, not only an impasse from the council but there is going to be a hostile situation for relationship with the developers and the council it is just, this is going to deteriorate into a snowball effect of some kind that is largely a concern of mine.

Councilmember Ludington: I spent a couple of hours today looking at MCA., especially tile 76 that as to do with subdivision regulations and subdivision review and you will see a law in there of recent rules for lack of a better term that are meant to and one of those that the mayor mentioned was a time line, basically this is not new for developers to go on and on and on and commission or town councils have basically tried to drag them out wait them out they will go away. You will see some that in MCA and you will also see some protection for towns that say, "you know what if something happens and you didn't intend in your mitigation efforts there is a responsibility for the person that is developing that property there is a responsibility there, but we have to understand as a community and as a town that we cannot unreasonably restrict a land owners ability to develop land. Will reducing the density unreasonably restrict, I don't know but I can tell you this form when Creekside Meadows was done I was on council then it started off as a pretty good relationship it ended horribly, absolutely horribly for anybody to talk they had to go through the lawyer to be able to have any type of conversation because there was no communication left there was no compromise there was no understanding it was I am not paying of this you have to pay for that. That is what it deteriorated to and that is why it took a while for some of the issues that Creekside Meadows had, we couldn't get them fixed because we were waiting on lawyers, so I don't want to see us get to that point where we have to try to resolve this in court. Not that I want to threaten any of the council members that it is going to go to court but I also think that we have to be reasonable on both sides of the coin, these people have the ability to develop their property they spent time money effort to try and make sure that what they were doing was allowed. The town then spent time and money trying to make sure what they proposed was okay. Then they went and met with the police department, fire department and the public works department and all sat down around the table and said what do you guys think? What are your concerns? How can we fix it? And then they came up with a report, so all of this stuff has proceeded where we are at today it makes a lot of people uncomfortable like I said last time, and I apologize to the current administration of the town, the town has a credibility issue you don't think we can do this. I am not sure that you are wrong, we might run into some kind of issue along the way that we tried to amend through a condition that won't get taken care of but we have to try and do the best that we can and as long as we try to maintain a decent and reasonable relationship with the property developer so that we can say, "hey wait a minute we didn't see this coming down the road what are we going to do" and if they say " we will see you in court" then nothing will happen and those people for instance Creekside Meadows had 18 pounds of water pressure we couldn't get it fixed because we couldn't come to an accommodation with the developer of how it was going to get fixed and the town couldn't afford it but it took a while for those things to happen I don't want to be in that boat again I don't want to see us try and dismiss something or be in that adversary relationship with somebody that owns the property and I understand that this is an emotional issue for a lot of people and I understand that and it is an emotional issue for me to trust people and we don't like to do that, we just don't, because they have let us down so here is our opportunity to say "aright trust me once, trust me twice shame on me" this is your opportunity to say we are not prepared to do this we don't have the regulations that we should have let's get this done. In the meantime, we have this proposal on the table, is it unpalatable for those people that live in Creekside Meadows, I am sorry, and I really am sorry I wish it was something else I wish it didn't look like this I am sorry you have not been happy with this. This is not excellent either, but it is

allowable, and it is less dense than it could be it mirrors in a way what is already there and could be a nice-looking subdivision, it really could but at this point it has a 50/50 chance of happening and probably less than that just because of the history of what has happened in this particular area. I am not planning for failure, but it happens. We have seen it I have seen it in the plus 20 years that I have been here there hasn't been a reasonable developer on anything over 20 lots it has always gone to the second or third guy and that is where we are here. Planning and Zoning heard one last night from developer number three and developer number four and particular parcels here in town trying something else to see if we can get that to work, it didn't work before maybe we can get that to work so, am I am in favor of a redone traffic study? Yes, I am in favor of that. Am I in favor of an upgrade on Logan Lane and Burnt Fork? You know I think that there would have to be a collaboration of entities that are responsible for those roadways, and we haven't heard from them yet. To be perfectly honest and the developer can tell you this they don't have access permits yet and if they can't get that the whole thing is dead, we didn't do that we don't want to be the ones that say "we are killing it" we want what they are doing and the process that are going to happen you want that to they may not be able to get a permit or proper mitigation for the storm water, if they are not able to get that it kills the subdivision right there at some point we may have to say wait a minute take a time out while the town has to fix some issue or continue to fix the issues with our water system. We didn't do that; it is a fact that we are leaking a lot of water, so all that stuff is in place it is already there it is not going to make it more palatable for anybody I am sorry it is just not.

Mayor Dewey: I think that Mr. Ludington brings up a good point, same that Mr. Shourd brought up at last meeting we are embarking on a, assuming that this entire development comes to fruition we are embarking on a ten-year relationship it is very possible that these developers could see more councils then we see developers just given our tract record, when we talk about adversarial relationships and those types of things even after your decision tonight even if we saw an approval or not frankly the organization will have to gage our relationship with these folks and they could come back with a new proposal for their property or we will have to work through seven phases of the subdivision over the next ten years. Paul hit it right on, it is really important that we have a good faith relationship with the developers because independent of this body having to engage with them our department heads have to work with them, public works has to work with them on the infrastructure installation and all those other pieces that they have to sign off on, if that relationship is less than uncomfortable than it just bogs things down and causes issues. One thing that I will offer, I did go ahead and put in language that an updated traffic study should be provided to the town upon filing for final plat approval for each phase, so that condition is in there. In terms of the Logan Lane improvements, I think that Paul is right in that those will certainly be addressed when they file for permits with the jurisdiction of that roadway. You have to a degree addressed improvements to Logan Lane in your condition number 9 property owners are required to waive their right to a special improvement district in regard to improvements to Middle Burnt Fork Road and Logan Lane along the frontage road or areas of benefit that are required to bring those roads into the standard limits. What you have done there is that you foresee, and it could be tied back to one of the findings in traffic studies that you will see, you may trigger that okay it is time that something happens to these roadways and improvements are made and those improvements will be made to whatever standard that those roads at that time, that means if Ravalli County has those roadways at that time they will

be built to a county standard and that may or may not include a turn lane. But I think that the county commission has to address that with their road department and then you are not forcing the existing taxpayers of this community to pay that bill, because they wave their right to protest you are taxing the people who use it in that subdivision, who created the problem so to speak, not to say that there isn't already a problem today. Those people in Burnt Fork Estates see if that is the case, they will see an increase in their taxes to pay for that road use. You have made that assurance already; it may happen in phase one it may happen in phase four or phase seven it is completely up to the governing body when they file for the final plat. That is a big distinguisher we are still in preliminary plat phase, and we have a long road ahead to just to get, and Paul indicated that, just to get the final plat.

Councilmember Ludington: I would also consider; I would like to have the council consider adding a sentence to condition number 1 the last sentence of condition number 1 says that a public hearing is required to the approval of the final plat of each phase. I would like to add to that, and approval conditions should be met for each final plat file that would mean that they would have to go through the council's position at that point to look at every applicable condition in the conditions of approval and at the time of the filling of each plat. Now some of this is not going to be necessarily applicable and we can decide that as we go through is this applicable or not because of final that they are trying to file. I understand when it is time for final plat approval that means that basically the lots are prepared for sale all the infrastructure is there; the road is there to the satisfaction of the public works, the sidewalks, infrastructure for wastewater and water and power utilities such as gas or telephone and cable if that is what they want are available e to each lot. That must be complete and signed off by town council, and public works, and the police department and the fire department before they can approve the final plat. Public works department comes and says "we were there today you poured sidewalk next to lot such and such and it has big heave in it" we would have to say that final approval for this phase is on the condition of you fixing that or fixing this issue that we still have that means that nobody buys anything until that final plat is filed with the county and that final plat cannot be filed with the county until a public hearing has been held by us were we have the people up here that say I walked out there and there are huge piles of dirt on such and such street, that sidewalk is covered up, where we can say you have to fix that before we can approve this or there is standing water in my backyard and they haven't built a house yet, the street is in the sidewalks are there and it rained last night and now there is a big puddle in front of my house last time that it rained, so you have to address that. I for one will be standing here saying "yep we have to address that because there was a change because of something that happened because of this subdivision that caused rainwater some place that wasn't before. We don't have a choice it wasn't caused by the you the current property owner it was caused by something new.

Mayor Dewey: so, a sentence that says that the conditions here in must be satisfied by the town before final plat approval are there any objects from council on that sentence? At the end of condition number one. What else?

Councilmember Vick: did you hear my cattle guard from keeping wildlife from getting in there?

Mayor Dewey: and what finding are you going to relate that back to?



Councilmember Vick: wildlife already live there they are going to be forced out they are going to want to return, wildlife will cause damage to the properties that are in there, eating the grass, trees whatever, being hit by cars, cause property damage. And it will also help out with the speed mitigation.

Mayor Dewey: your current criteria is effects on wildlife and the findings of fact is that there are no known endangered species on or near the subject property that said that proposed subdivision is not anticipated to have any effect on wildlife. In conclusion of law under those criteria is that the board concludes that the proposed subdivision is not anticipated to have any significant adverse impact on wildlife.

Councilmember Vick: so, the mule deer and the white tail just don't exist?

Councilmember Devlin: they poop in my yard they certainly exist.

Mayor Dewey: folks please, they are all over, there are animals all over town, I guess what I am trying to get to Dempsey what are you pointing to verify that? Because that is what we use, we use the proposal and all of those things, and if you want to dare go down the road of an environmental assessment, I suppose that might address your concerns.

Councilmember Vick: I would go for a deeper review of that.

Councilmember Devlin: we did have a lady I believe that she was a wildlife biologist or studying to be that spoke at our meeting, she spoke about lights and the impacts that it would have to the bats and the birds I think that is, I mean we are right by a wildlife refuge.

Mayor Dewey: can we please in the audience, please, it is extremely distracting.

Councilmember Devlin: I don't know if I can disagree with that, it is a valid point I do think it is a valid point.

Mayor Dewey: Andy or John do you want to address the impacts noted?

John Kellogg: cattle guards, is that what we are talking about? Off the top of my head, I think that a cattle guard would be more of a safety concern for pedestrians than it would be a benefit for keeping wildlife down. I live nearby that, and I agree that there is deer wandering through my yard all the time we get elk actually I see them wandering down through the school property occasionally. I guess I understand that it is important to try to not encourage them to not enter the subdivision, but I guess I fear that putting in a cattle guard, and I have tiptoed across those many a times going hunting it is kind of a scary experience, so my concern would be if someone happens to be walking along that it could create a safety hazard.

Mayor Dewey: one question that I have is what you envision in terms of wildlife protection are you suggesting that a wildlife fence, I guess what comes to mind is the airport comes to mind and sometimes we run into a situation where wildlife get in and can't get out and it creates even more so problems. Are you envisioning a wildlife fence around the subdivision in its entirety to prevent other points of intrusion besides just the roadways?

Councilmember Vick: I have made mention of that earlier when I first mentioned the cattle guard, and what I speak of cattle guards I don't mean that type that are similar to what is at the

airport, I know I have walked on that before that was a very scary experience myself, I am talking about and I know that there are cattle guards out there that are pedestrian safe and are also discourage animals from stepping on.

Mayor Dewey: who would be responsible for the maintenance of the wildlife fence?

Councilmember Vick: Burnt Fork HOA.

Mayor Dewey: and the cattle guards, those are going to fall within the towns right away?

Councilmember Vick: if they fall in the towns right away then the town can be responsible.

Councilmember Ludington: you are talking about an 8-foot-high chain link fence with razor wire on the top around the subdivision to keep wildlife out?

Councilmember Vick: yes.

Councilmember Devlin: they have other ones, if you go through Arlee, they have wildlife fencing along the highway that is taller I think than eight feet with no razor wire. It is pleasing to look at. I would actually be 100% opposed to having razor wire.

Councilmember Vick: I don't want razor wire; I would restate my fencing to be aesthetically pleasing wildlife protection barrier.

Councilmember Shourd: would that include Creekside as well?

Councilmember Vick: I can't propose anything on Creekside.

Councilmember Shourd: that is correct, but deer are going to come in from Creekside, I am just looking at access points, if deer want to get in they are going to, they are constantly going through at my house and there is fencing there, I don't see a deer fence completely stopping the deer from getting tin to the neighborhood, unless you were going to cattle guard Creekside entrance and then fence Creekside entirely and tie it in.

Councilmember Vick: it would not completely deter them, but it would discourage them from reentering the property.

Mayor Dewey: why don't you want them in the neighborhood?

Councilmember Vick: can get hit by a car, craping in your yard. Things that deer do, and elk do.

Mayor Dewey: I can be bitten by a dog, I guess I am just trying to wrap my head around why we are having a discussion about fencing off an entire subdivision when we have never asked another subdivision and they have equal impacts on wildlife.

Councilmember Vick: when another council sits here to decide on another subdivision, they can decide whether or not to put a fence there.

Mayor Dewey: the reason that I am asking some of these questions is it sounds like Jamie is clearly on board, but I am watching Paul and Patrick and I am not tracking that there is consensus that this is the move.

Councilmember Devlin: I am wondering if there is intent to help mitigate some potential problems. Right now, in Creekside we have deer we have racoons we have skunks we have voles I mean they are there and there is no getting around that. If I am understanding you correctly it would be an attempt to mitigate some of the wildlife behavior. We are not talking about a subdivision the size of Creekside we are talking about fifty-seven acres of farmland that have a lot of species on it that come through, is that my understanding?

Councilmember Vick: you are 100% correct, it is not my intent to make it look like Creekside Meadows is next to Deer Lodge either. The deer are still going to get in there but if we can deter them from getting in there, we can reduce the impacts of them destroying people's property

Councilmember Devlin: Dempsey could we go at that with convenience I mean in Creekside right now along Logan it is 6-foot privacy fence could we go that with a conveniences with those along Logan and Burnt Fork?

Councilmember Vick: yes.

Councilmember Devlin: would you feel comfortable with that?

Councilmember Vick: I would.

Councilmember Devlin: so, maybe we tie that into the covenant of not a wildlife fence.

Mayor Dewey: would a condition asking the developers to address mitigation of wildlife impacts, I understand that is very broad, but you have an opportunity in the final plat that this is done in each phase. That is a concern of mine is how do you phase that in, the phases are stretched over ten years, right? So how do you phase in this wildlife impact that we have noted? We don't get into real specifics, in some of our conditions on how you are going to do something we just say do it, you need to mitigate this impact and make sure that it is done before you file for final plat. Is this one of those areas where we could condition that, the developers address and mitigate the identified impacts of wildlife prior to the final plat of each phase. Andy?

Andy Mefford: I would like to try and offer some guidance maybe put some bounds in this. One of the things that I am hearing Dempsey saying is actually justification of the condition that is actually exactly the opposite of what we are supposed to be gaging subdivisions for. I hear Dempsey say we are trying to fence the deer out or mitigate impacts to the cars, to the people, to the petunias and that is exactly opposite of what the subdivision criteria is set to engage, it is supposed to be saying is our subdivision creating negative impact to the wildlife. One of the things that I can suggest and it is very common in residential and suburban subdivisions is an adoption and we would be happy to poke into the covenant is a wildlife convenience, they are very specific convenience developed by Fish Wildlife and Parks that get into these exact issues; bird feeders, BBQ grills, fencing is a very sensitive one actually FWP hates fence I believe, it promotes entanglement so they have very specific criteria when you put up fencing to try and not to damage wildlife because they are protecting wildlife not the petunias. And so, I think that maybe incorporating a living with wildlife covenant that is very common language that we see in a lot of covenants would be a way to address that and help mitigate the impacts to wildlife. Just something to consider.

Councilmember Vick: I could get along with that try to defer impacts of wildlife by reducing the human element of putting out bird feeders, BBQ grills leaving them out, in the wildlife section of the covenant.

Mayor Dewey: so, a condition stating that the covenant shall include living with wildlife guidelines is adequate and serves the needs of the council.

Councilmember Shourd: yes.

Councilmember Ludington: the problem is that they get stuck inside, happens all of the time at the airport. That is what the Fish and Game do not want to see.

Mayor Dewey: what else?

Councilmember Devlin: now that the Middle Burnt Fork Road access has been addressed can we talk about connecting to the bike and walking trail. It is my understanding that it was requested by the road administrator back in September.

Mayor Dewey: John and Andy do you want to speak to your intent to that road and connect to pedestrian wise?

Andy Mefford: I had a conversation when we initially submitted the permits to Ravalli County that was one of the comments I had a discussion with John Horat the Ravalli County Public Works Road Supervisor, and we talked about ways to provide that connectivity and he thought that internal sidewalks would be an adequate way to achieve that goal. He mentioned a walking path on Logan but due to the numerous challenges with grade and speed separation of the pedestrians from that he thought it would be reasonable that internal subdivision walkways and boulevard sidewalks would be an adequate way to provide that north to south connection.

Mayor Dewey: does that address or are you digesting? One thought, I don't know if you are specifically concerned about the non-motorized traffic and if you are looking specifically at pedestrians, bicyclists or a combination I don't see why you couldn't have a bike lane painted on road one for a connector for north to south. You might impact parking a little bit depending on lanes, but that might be something that you consider working with the developer on.

Councilmember Devlin: I think that it would be nice to have some designation.

Mayor Dewey: sidewalks certainly address pedestrian traffic, but I think in some cases bicycle traffic we try to discourage using sidewalks it is specifically prohibited in the town not that we enforce it or follow it, we discourage bicycles on certain sidewalks in Stevensville, downtown is one of those areas where we ask people to not ride on the sidewalk.

Councilmember Devlin: I would like to see that.

Councilmember Ludington: do you want to propose something?

Mayor Dewey: is that palatable to the...

Andy Mefford: I guess I missed what is being proposed maybe I need to hear that again.

Councilmember Devlin: so, like a bike lane.

Mayor Dewey: can you paint a bike lane on the road?

Andy Mefford: if you are going to encourage parking you really don't have the physical space for it, but one of the things that you could do is common and are met with varied levels of interest from the community, you could certainly paint the share road, it is the share the road, with what we have proposed in breaking up the box in the intersections, creative striping may be a way to achieve that same thing.

Mayor Dewey: I like the term varied levels of interest, that was interesting it is an interesting use of words for something share road.

Councilmember Devlin: I think the goal is to have a space to go safely for a person to get from point A to point B and I guess going back in the covenants that it didn't allow parking on the streets. Am I correct in that?

Andy Mefford: in the covenants we are not limiting parking on the street it is a city street and provides parking to the town's road standards with that 40 foot back to curb from back to curb.

Councilmember Devlin: what did you say?

Andy Mefford: the set back is 40 foot back to curb from back to curb.

Mayor Dewey: so, would a condition stating that non-motorized transportation needs to be addressed in the final plat submittal. I am seeing nods.

Councilmember Devlin: Dempsey, I want to hear more from you.

Councilmember Vick: that is about all that I got.

Councilmember Devlin: can we talk about bonds?

Mayor Dewey: what kind?

Councilmember Devlin: security bonds, we spoke last week, and I guess that there is varying understanding about his I did make a phone call and I am even more confused than when I started. That was almost a poor choice, when we speak about a bond, 125% putting in all the streets and sidewalks up front there are pros and cons to that, did Twin Creeks have a bond?

Mayor Dewey: no, at least in recent history none of the subdivisions in Stevensville have that requirement because it is a requirement to build everything before you get final plat, the bond is required to build or sell before final plat otherwise you are...

Councilmember Devlin: so, my understanding in a subdivision of this size we are looking at a ten-year project it would not be wise to get a bond to secure and it probably wouldn't even apply necessarily. Nor is it a requirement of the town.

Mayor Dewey: it is not a requirement because they can't sell a lot before infrastructure is in, protects the person that buys a lot before there is a road to it.

Councilmember Devlin: so, if they were to presell before.

Mayor Dewey: it would not be advantages to do so if they were doing what we require.

Councilmember Devlin: let's talk about traffic and school mitigation amounts, this is kind of a hot one meaning that we really do not have that number and we don't know how to get that number correct? And let me follow this up I am familiar with another subdivision that is in the works, granted it is in the county, they are requiring a thousand dollars per lot to go towards the school they also are requiring two hundred for fire and there was one more and those seem to be pretty set amounts and then we get to this and we don't know how to come up with a mitigation amount I would just like some clarification to that.

Mayor Dewey: you spoke to this last time,

Councilmember Ludington: I am not aware of the school requiring one thousand dollars

Councilmember Devlin: the school did not, and this is in Florence it was a requirement by the county.

Councilmember Ludington: I haven't heard of the county requiring that either most of the subdivisions by the county to the school have some sort of mitigation looking at since they don't want to put in a road way that meets county specifications the schools policy is not to travel on that roadway unless it is maintained by the county and the county wont maintain a roadway if it is not built to their specifications and most subdividers are not going to do that in the case of this particular subdivision they will build the roads to the towns specifications and the school will travel on those roads, so I think part of the mitigation, the mitigation that I am aware of is they ask for 200 dollars and ask that there be some sort of showing of what the rural fire department has asked for and some place for the kids to assemble at the edge of the subdivision so they can be picked up for transportation. That is all that I have been aware of.

Councilmember Devlin: so, we can't come up with that amount?

Councilmember Ludington: I think as Andy pointed out last time, as soon as you create the lots there is money going to the school already when there is building put on it then there is a value put on it that is added no days can take up to two years used to take six years for the school district to see any money and that is not the case anymore now that the department of revenue is assessing these properties every two years the schools lag time is a lot less and that was the reasoning behind asking for money upfront from a developer for a school is because they were not able to address the impact of students showing up and not being able to receive any taxes from the property for five years that is not the case anymore.

Councilmember Devlin: so, we should expect not to see any mitigation costs go to the school it is replaced with the taxes?

Councilmember Ludington: there will be taxes that will be property taxes that those people will pay whether they have kids or not my point was, and I am not sure if this was a finding of fact, there was a report, or a statement made in this application that they are expecting .7 children per lot less than one kid per lot which is probably higher than Creekside Meadows. I think right now there are 5 in those two phases.

Mayor Dewey: I understand your hesitation Jaime in terms of the traffic impacts the original conditions suggested by the administration a payment between two and three hundred per lot

that was going to come to the town and was designated for offset improvements it was not a huge sum of money, that was removed and instead we went with the condition when they pull encroachment permits knowing that those encroachment permits would be coming from the county, the county has a process to collect for that obviously the town does not see any of that revenue unless we are the jurisdiction granting those encroachment permits at that time, but the towns needs were addressed through the SID.

Councilmember Ludington: you will also see right now on condition number 25, (Mr. Ludington read condition number 25) If you see what the school letter said

Mayor Dewey: in our last meeting Paul we took that out and the condition read the council decided to put a pet fence on the boarder of the school prior to filing for final plat for phase five.

Councilmember Ludington: the letters from the 16<sup>th</sup> are showing \$200 per single family structure and \$200.00 for a multifamily unit.

Mayor Dewey: council discussed both the pet fence and the payment per lot or per door and declined the condition that the payment would be made.

Councilmember Ludington: now you want it back?

Mayor Dewey: I think that is what Ms. Devlin is asking is whether or not if you want to instate that condition or not. I am not sure is she is advocating for it or not.

Councilmember Ludington: I don't want to speak out of turn but this is what I will tell you at this point as far as the transportation department with the Stevensville School goes we will travel through this subdivision as we do with Creekside pick up kids to try and mitigate some of the traffic, personal vehicle traffic at the school which is why we do it, where we do it now try to mitigate some of that. That is all that we can do plus the fact that right now the improvements that the school is making right now is to help mitigate the traffic issue that they have. So, yes, the look that you saw on my face this morning at the bus loop hopefully is going to go away because we will provide various other ways for people to drop off and pick up their kids.

Councilmember Devlin: so, you are saying that is not needed?

Councilmember Ludington: I don't think that it is.

Councilmember Vick: I think that the pet proof fence would be sufficient.

Mayor Dewey: okay, cross that off your list Jaime.

Councilmember Devlin: I am not ready to cross anything off my list. So, Dempsey last week you spoke about the multifamily housing you were proposing duplexes on everything how do, where are you today knowing that there is not as much commercial that will be multi family?

Councilmember Vick: I am still going to stick to my guns to the area outside of the C-2 area. As far as the other area, I would like to see a limit of a 4 plex on these lots.

Councilmember Devlin: I like that you are saying that. Last week it was two duplexes, my understanding was with the parking there is not going to be an opportunity for anything bigger than that already. Am I understanding that correctly?

Mayor Dewey: taking into consideration the dimensional requirements of a lot and what our city code already states and how far you have to be from the lot lines. In an R-2 you can limited to covering 40% of the lot with structures there are parking requirements the municipal code really self restricts development on your lot size. So, just because there is a box on a map doesn't mean you can fill it with a building in an R-2 zone you have to meet the same setbacks that R-1 has to meet and then when you get into multifamily residential wise there are parking requirements, off street parking requirements so they cannot rely on the street for parking they have to be able to, as an example just off the cuff one of the residential parking requirements is a space for every one and a half bedroom, so you are talking a 2 bedroom apartment is going to need three spaces and those are ruffly 10x10 square footage wise and parking that is required for a unit of 4 we are talking about a lot of parking spaces. Maps are somewhat deceptive and that is all reviewed when they pull a permit and if they can't fit than they can't get the permit. I understand, there is not necessarily any harm in conditioning it but know that your own development code does instill a lot of that it there, if it doesn't meet the dimensional requirements, they don't get to build it, simply don't get to pull a permit for that property.

Councilmember Vick: I am staying an upper limit of 4. I wasn't saying that they all had to be that.

Mayor Dewey: sure, sure I think that what my point was and what I think what Jaime was asking me to speak to was that upper limit is already there because of our existing development code.

Councilmember Ludington: I think that I spoke to that last time, there are potentially two lots that might be only one that would do anything more than four and that would be an issue, one thing for me would be trash removal where are you going to put all those trash cans and how are you going to allow for that and parking and that allows for disagreements among neighbors, my daughter lived in a place like that you had two parking places and a single car garage and one of those parking places was right in front of your door, and that is probably what they will do here whether or not you want to live in that condition or not, I don't know about you but a single car garage can't fit a car in.

Mayor Dewey: just looking at the two large lots in the originally proposed R-2 zone going east and west those are between 20 and 30 thousand square feet the lots in the new R-2 zone that used to be C-2 are going between 15 and 26 thousand square feet the biggest lot in there is a 31 thousand square foot lot and that happens to be the one designated for the fire station so those lots are not bigger than then two lots there were originally suggested, it was a projection that you might conservable get up to a 10 plex on that 30 thousand square foot lot, up to. but they did not put a footprint on the ground and actually calculate parking spaces I think that your 4 plex restrictions are already instilled on those properties.

Councilmember Vick: if it is already instilled in our zoning code, I am satisfied with that.

Mayor Dewey: as someone who reviews the plans for zoning and has ap pretty good idea of square footage wise if a 4 plex comes up and they rarely do but when a building comes up that is about the biggest footprint or the smallest footprint you are going to get

Councilmember Devlin: can we talk about two story homes. So last week I was having a little bit of heart burn around this and when I went home, I reviewed our meeting and chewed on it



these lots are going to have to build up, right? So, when we talk about 30 feet, we are not actually talking about 30 feet from where we are standing, we are talking about 30 feet from the built-up lot.

Councilmember Ludington: I see what you mean by higher up, they are going to be higher than street level.

Councilmember Devlin: exactly, so those really, so if we are going to have two story homes, they really are going to block views there is no getting around that. Part of the pleasure of this whole area is you really have views all the way around. I would like to see it conform with what we have in Creekside and to be quite honest I would argue to having them on Logan Lane because it does block a view. I would argue all these options for two story homes because of that. We are going to be blocking a lot of people's views that is part of the charm of living in that area so when we speak to that I do like that concession was made and there are some lots, but I would like to say, do I dare say, no two-story homes.

Mayor Dewey: sorry I am just going to bring this point up this sounds a lot like the reverse condition where your interest is protecting or mitigating impacts from people who don't quite live there yet.

Councilmember Devlin: no it is people that are currently there as well, I spoke last week from my house I can step out on my porch and I have 360 views when we were talking last week Paul, and I was staring at the plan thinking something is not right with what is being said here we talked about looking at it two dimensional and when the 30 feet was brought up it made sense to me at that moment but it didn't sit well with me. When I go back and think about that they are built up we are not talking 30 feet we are talking about obstructing views from homes that are already there.

Mayor Dewey: how does the council want to address it?

Councilmember Vick: I will side with Jaime on that.

Mayor Dewey: I am looking for a, are we abolishing single story, excuse me two story homes or restricting a height limit or what is it exactly you are after.

Councilmember Devlin: I don't think we can do a height limit we don't know how much buildup is going to occur on some of these lots so why the height limit I think we can do a maximum of 30 but I don't know if that is as big of an issue of where we are going to allow two story homes, that is my concern.

Mayor Dewey: so, the clarification that I need is are you looking at two story homes, disallowing two story homes throughout the subdivision or are you only looking at pockets?

Councilmember Devlin: I am looking at leaving this open for discussion.

Councilmember Shourd: are you just referring to R-1? Obviously, the single-family homes.

Mayor Dewey: so, single story homes in the R-1 zone, two stories would be allowed in R-2.

Councilmember Ludington: are there any two stories homes out there now?

Mayor Dewey: in Creekside? She lives in one now.

Councilmember Devlin: there are only three and they are on Logan.

Mayor Dewey: they are all on the far east side.

Councilmember Ludington: covenants say two story homes on Logan?

John Kellogg: but also, on the southwest corner of Creekside two story homes were anticipated also. When Creekside was proposed. The pod in the southwest corner there.

Councilmember Devlin: well, if we want to compare, we can go there.

John Kellogg: and all the rest in Creekside were going to allow lofts.

Councilmember Shourd: my opinion is that a second story house restricts your view to a certain distance and once you get out beyond that certain distance it is no longer obstructing your view of the Bitterroots, they have identified those lots next to Creekside owners where those lots would be obstructive.

Councilmember Devlin: except for and that is true if we are talking about the street level where we are at right now these lots have been addressed that they are going to have to be built up because of the water they are going up. So, we don't know how much that is we don't know how much fill is going to be brought in to bring it up to a level that can be built on we don't know.

Councilmember Shourd: I see your point, is there an answer to that? Do we know how much fill has to be brought in?

Andy Mefford: there has been a lot of discussion here recently and diving into this and a lot of this is taking an attempt to mitigate or take control of R-1 or R-2 zoning for that matter. One of the objections that we hear and we had was to create a diversity of product for a diversity of people we looked to try to get opportunities for town homes for other people who maybe can't afford a six hundred thousand dollar home in R-1 so that is one of the reasons that we wanted to try to provide some four plex options and duplex options that could be town home possibly if that was so desired, a growing family they can't have basements we restricted basements for obvious reasons we didn't want crawl spaces we wanted slab on grade. So, there will be some elevation from the actual ground I will give you that based on sheer economics we are not talking about massive amounts of fill to be brought in to elevate this sight we are probably talking one to two feet at best. I was okay at 30 and now 32 breaks some sort of glass ceiling with no concrete evidence into where that view shed may lie. Like Patrick said a two-story home blocks your vision for certain distances the farther you get from there that view shed is less. I am sure that you could set up a few examples' architects do this all the time, view sheds I don't think that any of these homes are providing any detrimental impacts of views to the west, most of the views are to the east and the west this subdivision lies south of this. There are 360 degree views to the south but you get a distance from this subdivision and you over view that, it is not significant we are not going to be bringing in copious amounts of fill because that comes at cost and we are trying to keep those costs controllable and put affordable housing into the community so this discussion about removing fourteen lots, restricting lot sizes, changing

diversity of product those are all concerns that I have affecting the ability to deliver those types of models to people that need them so hopefully that provides some information may not be satisfactory but I wanted to address that. We heard the two story and we went back and we looked and like I said we provided 25% of concession and we feel like we have done a lot of concession with Creekside and neighbors and the down town business and dropping the C-2 but we are kind of to that point where I don't think we have a lot more concession in us and this concept of view shed you come back to the finding of fact issue I am not sure what finding of fact you can hang on that to say that they have caused this detrimental impact in the finding of fact to justify view shed. Some communities value that so highly they adopt view shed zoning and things that say these are things we don't have those, so we are getting into an arbitrary mythical estimation of what is too much and that gets to dirty and hard to defend and that is my concern.

Mayor Dewey: I am not going to change your mind don't look at me.

Councilmember Devlin: so, hypothetically I understand one to two feet of fill I also understand the construction aspect of things very well. I know that is the intent when you are dealing with water and have to build up an area best case scenario never happens so, the intent is one to two but what if it is not. We are not talking about one-to-two-foot difference to thirty-two there is some areas in here where we could be talking significantly more. And then now we have a situation that I have spoken about, yeah absolutely you could argue after a certain point the view is different but at whose point does the view become a non-issue?

Councilmember Ludington: the issue is already there because something will be built, anything is going to cause an obstruction, in this scenario that you are speaking of anything even if it is a mound of dirt would seem obstructive to those people that currently live there, trying to mitigate anything is overly harsh to the developer so, there is an impact there I won't deny that so I guess my only option there is to say one of the conditions would be that we would review the height of the lots at final plat and if you want to set a number of 30 inches above sidewalk as the bench mark and say that no lot should be any higher than 30 inches about sidewalk height I don't have a problem with that.

Councilmember Devlin: I don't know how we can do that.

Councilmember Ludington: sure, you can they will have to try and figure out how to do it.

Councilmember Devlin: than we have lots that are undevelopable.

Councilmember Ludington: I don't think that you necessarily do I think what you are going to have to do is try to do some sort of water mitigation on the lot so that there is some sort of drainage system some storm water to be dealt with before it gets to the street that would be the only intent of three of four feet above street grade is because you want all of that water to run away and you don't have to do that, if you are putting a 1500 square foot house on a 4000 square foot lot you don't need that much grade to get the water to run down.

Councilmember Devlin: sure, but what is more cost effective? Building up your lot or putting in all that, putting in French drains or these drains of pipe this.

Councilmember Ludington: I think that it is more cost effective than limiting to one story when you are saying 30 feet is what you are allowing but you are not allowing that because the reason you can't allow them 30 feet is that will obstruct the view and what you really want to say is that you don't want anything above 30 inches of grade from the sidewalk. And the reason that you don't want that is because it is not necessary.

Councilmember Devlin: I am not necessarily saying that I am throwing that out there.

Councilmember Ludington: then you have to be able to tie that back.

Andy Mefford: maybe one more thing that may provide some clarification, it seemed like what you said you were understanding but it did not seem quite right after that last meeting. One thing to keep in mind is that this property falls to the west, so it is higher elevation than Logan Lane when you migrate to the east the lot that is along the school or that buffer on the west several hundred feet is significantly lower elevation than it does at Logan there is a natural slope to the river there is relief on the ground not just a flat plain out there.

Mayor Dewey: further thoughts from council? You have attempted to mitigate the view shed issues for Creekside residents through a reduction in lots that can build two story that was already done at the last meeting. I believe through the covenants, what further mitigation needs to be done and what is the criteria that you are tying it to and what is the solution to the issue?

Councilmember Devlin: this is unbelievably frustrating at best, and it really makes me upset and there is a no-win situation here. If we vote no against the subdivision we go into a lawsuit and we are costing our tax payers money if we vote yes on this subdivision we have a whole lot of issues that the town hasn't addressed and we are not ready for and it is going to cost the tax payers a lot of money and I am not ready to accept this is there are people that did this to us and this is not okay.

Councilmember Ludington: we did this to ourselves.

Mayor Dewey: I think that the point that Jaime might be speaking to is, and I share in your frustration code reform and policy preparation that I wanted to do over the past three years Creekside 3-5 which is not Burnt Fork Estates and we acknowledge three years ago and even longer we knew people were looking at these properties on and on again, every time you see a bulldozer parked on the lot in front of Super One we are going to get a McDonalds I mean you get those rumors bubble up my frustration comes from there was a lot of this code reform pieces that we wanted to have in place for this development and other developments that we didn't get done because we wasted our time on paragraphs and infighting we pissed away three years literally on absolute baloney. And here we are I share in your frustration we should have been ready, absolutely should have been ready and that takes me back to the point that I made earlier you know I guess we have to just deal with that and stomach it we screwed that one up and we are going to cram what could have been three or more years of reform and fix it rapidly tomorrow and in fact you may be interested to hear Jaime the planning board is actually on the ball and is preparing to bring a work plan to council for your approval so you can sign off on here are some priorities that we want to address, subdivision regulations, growth policy revisions and I think that there are some development codes they want to address also. So, those documents

that are governing how this works for us are failing us today, but we are the elected leadership, and we have to deal with uncomfortable situations and make the best of a crappy situation and ensure that it doesn't happen to the next guy, improve the camp site before we leave it.

Councilmember Ludington: I will say that I think that you will probably get an honest answer from the engineers that we are pretty prepared we are not prepared for some of the infrastructure issues over our heads I think as far as development code goes and what is allowed were and how all that application process works I think we are fairly well were we should be I think there are some additional stuff that we should try to do to make this stuff a little bit easier for people but you are right it is a no win situation and it was from the day the application was delivered to the town we knew it was going to be a no win situation we know that we were going to run up against this once we got to it because we knew people weren't going to like it and I think we put rules in place that have teeth and they are not able to do whatever they want know if you travel a couple miles north on eastside highway you will see what you get when there aren't any teeth and you can do whatever you want. Not to say that some of those aren't nice houses but some of the stuff they are putting up there is going to be unlivable in five to ten years really shotty construction that there is no building inspection there is no standard as to what it should look like or where it should be situated on the lot or how far it has to be away from another house and all that other stuff that we have put into our development code. Can we try to make this more palpable for people? Yeah, I really wish we could, but we will still have people that will say that is not what I expected when I moved here. And yeah, there is stuff that I didn't expect when I moved here too that I am having trouble dealing with so, this is unfortunate.

Councilmember Devlin: I am ready to hear from the people if everyone else is.

Councilmember Ludington: I think that we need to make a motion before we can take public comment.

Councilmember Shourd: just one remark. I whole heartedly agree with you Jaime this is an extremely challenging decision not one that we can base conscience on when we have to base on finding of facts and at the end of the day it is finding of facts and that is my responsibility in this position in this particular judgment.

Mayor Dewey: do I hear a motion from council?

Councilmember Ludington: I will make a motion to approve BFE subdivision with conditions as proposed previously and this evening.

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

Mayor Dewey: it has been moved by Mr. Ludington and 2<sup>nd</sup> by Mr. Shourd. Council discussion before I call for public comment.

Public Comment:

Steve Gibson: 1517 Creekside. Just a couple brief things I want to go back to the access for emergency off of Creekside Drive it just make sense to me, Creekside Drive has been there since 2004 I think there are only two vacant lots I think there are 60 some homes there it has never

been an issue before and then if we go back to these developers are going to get access off Middle Burnt Fork and another access off Logan why would a fire truck come through Creekside Drive to go to your R-2 stuff, it just doesn't make no sense and the fact is gates are done many places, emergency gates will all due respect I don't know where this came from your staff. It doesn't make no sense if you are going to have access off Middle Burnt Fork and another access off Logan, Creekside has been a dead end since 2004 it has never been an issue, it has never been an issue with a fire truck never been an issue with a police officer they come out there now, it has been a dead end since 2004 it is fully developed why would you go through Creekside through Aspen and Syringa to go to Burnt Fork Estates makes no sense what so ever. Mr. Ludington brought up subdivision requirements and I would respectfully request that you review them, Title 76 Chapter 3 encourage you to read. One more thing my understanding from last night's zoning board meeting the minutes are not even done from the second meeting that was on the 13<sup>th</sup> and haven't been approved I don't know how you could move forward at this time without even seeing it, approved minutes from the Planning and Zoning Board when they made their recommendations I think was on the 13<sup>th</sup>.

Stacie Barker: 104 Winslett Ave. I live behind the subdivision, Bird Box that was build up there is not four foot of fill there is probably five or six feet of fill in there so what you are talking about a small amount of fill it does black a view we used to be able to see the storage units behind our home we can no longer see the storage units, it does block a view the other thing that I have a problem with is like what Dempsey said, the wildlife that comes through still comes through there but very confused. Tonight, we heard them in there also when they get ready to put in asphalt and stuff, they are having a hard time with it because there is a lot more fill that has to go in there, so what you are looking at is a block to the view, my suggestion to you if you put houses in there put in single level homes not your big ones. Because you don't know how much fill is going to go in there you don't know it is very important where is that water displacement going to go? Right now, that water is going right under my home. We have a dehumidifier in our home right now because we are getting to much moisture in our home, never had that much problem before we are seeing it in our windows, what is it doing to our attics what is it doing to our walls, that water has to go somewhere and we are seeing it and it is only going to get worse if they put those homes in that area right now, that is my comment.

John Kellogg: PCI, there were some important points brought up by all of the councilors tonight. I am going to reinforce what Councilmember Vick said the native tree and plant life may not be a condition that is what is intended for the north park in the subdivision I guess I slightly disagree with Councilmember Devlin that it would be unusable because of the ponds, Andy shows photos of what typical ponds look like for 95-96% of the year there is not going to be water in them there is going to be grass. What I think what the northern common area affords is an opportunity for folks to step out the back door go through the fence or hop the fence and start on the walking trail that we are proposing in that common area we think a very usable common area. By enlarge I think that the comments have been really pertinent we are amazing thrilled that the conditions are something that will improve this, and we certainly encourage you to approve this subdivision. Thank you.

Jim Kalkofen: Mayor could you read the condition on the booster pump for me please?

Mayor Dewey: the existing water booster station located on lot C-12 shall be upgraded before the issuance of final plat meets 120 connections to the booster station.

Jim Kalkofen: and where does it say in that condition that it is the developer is responsible for paying for that and agreed by the council?

Mayor Dewey: all of the conditions are the developer responsibility.

Jim Kalkofen: okay, good I just wanted to make sure that it was a stated thing. There are people in favor of it and see two people here maybe three and there are people that are opposed to it and then the reason why many of those opponents are voicing their opinions for many reasons before you and you heard. I will bring up one more thing today I was talking with Nells Anderson who has lived in Creekside for 13 years and we walked out on the sidewalk in front of his house while a pickup with a trailer stopped right at Syringa and Creekside there was hardly any room for a third car in there if you have all this traffic coming through from Burnt Fork from Logan coming into Creekside eventually there is going to be enough cars stopped there were somebody is going to have to stop on Logan and I see it as a serious safety issue and then what happens in summer time when we have fire season there are two tankers that fill up at the corner of Logan and Creekside and they are there blocking half of the street and they are there continually while they are there taking water out to the airport, there is a valid safety reason why traffic should not come through Creekside from Burnt Fork, but I have a solution Mayor and Council and I will take Andy Mefford's suggestion there was an issue like this that he mentioned up in Seeley Lake and the actually had a vote and referendum and the public had a chance to weigh in on it I would take up Andy's suggestion and actually have a referendum or a vote if it happens in 30 days or 60 days if there is a way to do that and I think then you would find out exactly what the people think and that might give the council a lot more information that would make it sensible to vote a thumbs up or a thumbs down so that is my suggestion and I would like you to seriously consider it.

Mayor Dewey: any other comments? Okay with that, at the last meeting we briefly discussed before we got into the minutia of the subdivision about census building or making sure, or discussing how important at least from my perspective, is that the body to a degree agrees with not just the process but the decision collectively and yes you are individuals that have your own opinions and your own thoughts and conscience and convictions that you bring to the table and I think that it is absolutely critical but on the other side of that coin we collectively represent the community and the things that entails, I guess before I call for the vote I want to ask a question and Mr. Vick as the council president and leadership on the council I would appreciate feedback from you do you think that we have adequately addressed the concerns expressed from the council at the last meeting and this evening and have we done an effective job of maybe building some consensus?

Councilmember Vick: I believe that the questions that have been asked have been answered but as far as reaching a consensus I don't know how each individual person is going to vote tonight.

Mayor Dewey: sure, okay. That is understandable, with that is the council prepared to vote. Okay, Ms. Berthoud. Ms. Devlin?

Councilmember Devlin: so last night a really interesting thing happened I don't know if it is appropriate to be sharing. We can't drag this on any longer, at your meeting there was an opportunity for everyone to say ahead of time how they were going to vote and why and had a discussion. Do you think that was effective?

Councilmember Ludington: I think we were attempting to clarify where the planning board stood on the strict issue that was before us that is part of the problem that you are going to have with planning and zoning all the time is that trying to separate issues out because this isn't the only issue as far those particular subdivisions or potential subdivisions are going to have with the town there will be other decisions that will have to be made as we go down the road so this was strictly a decision saying whether or not this particular request was suitable for the area and that was something that we tried to make sure and the reason that they went around was to make sure that what they were considering because there was a lot of other issues that go along with that with what happens next. How you mitigate the issues that are already there and try to do something about that was why we were doing that was to make sure this is what we wanted to say yeah or nay this particular portion of what was going to happen to that particular piece of property.

Mayor Dewey: okay, with that I think we will call for the vote, Ms. Berthoud you know the drill.

Councilmember Devlin: to be quite honest I think that I need to abstain from voting on this. I don't like the position that we are in and I do not feel that the position we are in were I can make a decision.

Councilmember Ludington: aye.

Councilmember Shourd: aye.

Councilmember Vick: the biggest issue that I have with this whole thing is that what we were told earlier in the night the fact that it seems it doesn't matter what the public thinks the law says that it has to go through anyway pretty much sums up to me that local government is nothing more than professional wrestling except for when you come to this you don't know if it is scripted or not but with that I am going to go with my finding of fact is that public comment is a very important part of that and I am going to have to say no.

Mayor Dewey: the motion passes 2 to 1 with one abstention.

b. Discussion/Decision: Zoning change application for Burnt Fork Estates from R-2 to C-2

Mayor Dewey: there is no need to discuss a zoning change application because that has been withdrawn. Am I correct John? (John Kellogg gave a nod in the audience to Mayor Dewey)

## 11. New Business

a. Discussion/Decision: Bid opening for E. 3rd Street improvements project

b. Discussion/Decision: Bid opening for E. 5th Street improvements project



Mayor Dewey: introduced new business item (a) and (b) going to open the bids for both E. 3<sup>rd</sup> Street and the E. 5<sup>th</sup> Street. The reason for tonight's meeting is that are city code in terms of public works bids and has not been updated since 1973 requires the town clerk open sealed bids in front of the council, there is no action that we are asking the council tonight you are just here to witness Jenelle open the envelopes because 1973 code says so.

Councilmember Ludington: it does not necessarily say how much.

Mayor Dewey: we will reconcile it over the next week and bring forward a contract proposal for you guys.

Councilmember Ludington: you have already looked at?

Mayor Dewey: no, we are not allowed to.

Jenelle Berthoud: I just got these. Town Clerk opened sealed bids, first one is Three Rivers Landworks, LLC out of Frenchtown MT \$175,966.56 for the E. 3<sup>rd</sup> Street improvements. Second one is for 5<sup>th</sup> Street improvements, JAG Grading and Paving out of Missoula MT \$59,980.00

Councilmember Ludington: just one bid?

Jenelle Berthoud: just one for each.

Mayor Dewey: that will make is easy.

12. Executive Report

No executive report.

13. Town Council Comments

None.

14. Board Reports

None.

15. Adjournment

APPROVE:

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Brandon E. Dewey, Mayor

ATTEST:

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Jenelle S. Berthoud, Town Clerk

**File Attachments for Item:**

b. Meeting Minutes 04/06/2021

**Stevensville Special Town Council Meeting Minutes**  
**for TUESDAY, APRIL 06, 2021 7:00 PM**

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order Councilmembers Devin, Ludington, Shourd were all present, Councilmember Vick was absent.

2. Pledge of Allegiance

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

No public comments

4. Unfinished Business

5. New Business

a. Discussion/Decision: Consent to the Mayor's Appointment of Macario "Mac" Sosa to the position of Chief of Police

Mayor Dewey: introduced new business item (a) the town council are pretty familiar with the process that we followed to arrive at today in our chief of police recruitment and hiring process this is the last stage, the council communication in your packet outlines the nine steps that we have gone through the final two steps would be the police commission review which occurred this morning and then your consent to the appointment that we hope to obtain tonight. The police commission met this morning and certified and approved the certification of Mr. Sosa as the chief of police you are all familiar with his background 20 years of service with the city of Houston and an extensive investigative background so he has been offered and he has accepted from the Town of Stevensville and he has satisfactory met the conditions of the conditional offer that is comprehensive background check, the medical evaluation as well as the psychological evaluation all three of those came back with satisfactory results and some results were above as well. Per the Town of Stevensville's salary and wages schedule we have offered a salary of \$67,330.00 during the transition the previous individual in this position was paid an hourly rate making this a exempt position at a salaried rate I think that is the only change and that is to help us better predict overtime and who works overtime I think that it will solve some financial restraints the town has when dealing with nonexempt employees. I will turn it over to the town council for discussion or a decision.

Councilmember Devlin: I was going to add can you there are a lot of people that don't understand the terms of exempt and nonexempt employees can you maybe speak to that?

Mayor Dewey: in my very basic knowledge, you could probably get into the nuts and bolts of it, essentially an exempt employee is exempt from certain labor standards one of those being overtime exemptions because this person serves primarily in an administrative role and more executive functions they still have the operational capacities there, their primary functions are

supervising others and with that often times come with irregular hours irregular schedules and so that is part of the move to the exempt position we have to follow particular protocols with a nonexempt employee so this will be the second department head that we have transitioned the first one was public works supervisor.

Councilmember Shourd: I would like to make a motion to appoint Mac Sosa.

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

Mayor Dewey: it has been moved by Mr. Shourd and 2<sup>nd</sup> by Ms. Devlin. Any further discussion?

Councilmember Devlin: I just want to say that I watched your interview with the commission this morning and it was really nice to hear some of the comments and the words that you used. Our town is very excited to have you and I thank you for being here.

Mac Sosa: thank you.

Councilmember Ludington: I would like to add on to that we are extremely lucky to be able to get someone with your experience into the town, in a small town like this it is not very often I appreciate your willingness to help us out.

Mac Sosa: thank you.

Mayor Dewey: I will add that in conversations and in beginning process with the staff they are welcoming him very warmly, you had the opportunity today to intact with the police clerk and she is for one excited for Mr. Sosa's arrival, and we have been able to spend some time together today to get some things in order and narrow down some dates in terms of starting it think right now we are working towards May 10<sup>th</sup> as a start date for Mr. Sosa and that will get us time to get things transitioned with the rest of the staff and his arrival he has anticipated to attend an equivalency course at the Law Enforcement Academy in Helena rather than having to take the full 13 week academy he is eligible for an equivalency with his POST from Texas so he only has to attend one week in Helena we believe in August or September and there is one additional course for DUI's in Montana Law that occurs as well so, two weeks at the Law Enforcement Academy and then obviously some local training as well. Any further council discussion? Any public comment?

Jeff Motley: 318 9<sup>th</sup> Street, Fire Chief and also on the police commission board. I would also like to thank Mac for, this is a super caliber person that we have here and this morning I did ask him the question of how he projected his ten-year being and he hinted around 8-10 years. So if we can keep him that long we would be very lucky and again thank you Mac.

Mayor Dewey: any other comment? Hearing none we will call for the vote, Ms. Miller.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Shourd: aye.

Mayor Dewey: thank you, motion passes.

b. Discussion/Decision: Project plans for the Jean Thomas Parks Beautification Fund

Mayor Dewey: introduced new business item (b) there is council communication in your packet that discusses an over larging proposal for the funding that is included in the fund. To bring you folks up to speed this fund has been discussed, this fund was established in 2017 by resolution and Jean Thomas assigned the Town of Stevensville as a beneficiary of her estate that resulted in \$75,000 being given into the Town of Stevensville for beautification of Stevensville parks. So, processes were initiated at that time by the Park Board to do some master planning and establish some priorities for park enhancements. Mr. Sonsteng spent some time review some of that material and meeting minutes from some of those meetings and also considering some of the feedback we have heard from the community over the last couple of years since the fund has been established. So, all together what the proposal you are hearing tonight is to ask for an appropriation of \$50,000 of that \$75,000. \$25,000 of that would go towards renovations at Father Ravalli Park which were prioritized or identified as for enhancements to parks, the swing set has often been inadequate the structure in evaluating it over the last year is reaching the end of its useful life or is beyond it. And it no longer meets government safety standards it was repurposed when the other playground was built, both slides are dysfunctional, one has been done entirely and one will have to be removed this summer at that point they have been over used, primarily the play structure is past its life, there are also some other items in terms of beautification and functionality where we have often heard from an adjoining land owner specifically the Vance's where the park butts the storage units and there is often Tres-passers that comes through there and has resulted in a whole in our fence we would like to board that up so why not make it kind of cool for young children. In your council packet there is an example of a rock-climbing wall and that is one idea that we would like to bring to Father Ravalli as well. The second part of the proposal before I let Mr. Sonsteng speak to the proposal further is a \$25,000 donation to the Splash Pad project that is gaining some steam in our community right now. The rationale behind this proposal of a donation is that first and for most I want to make this clear, it was not solicited by the Splash Pad this is something that administration has initiated and would like to have the council consider. The council requested of the Splash Pad committee and the Civic Club that a water recirculating system be installed on the Splash Pad and that increased the cost considerably about to the tune of \$25,000 we are not suggesting the \$25,000 gift goes directly towards the that recirculating system but to help offset the cost of that system so that their project doesn't diminish due to that request by the town council our calculations of the average use of a splash pad for the proposed size is that versus running fresh water through it and down the drain, the circulating system would cover its cost in about four years in terms of water use to the Town of Stevensville. If the city, town, when they take over that facility if we were paying for the water in essence, we are we just don't have a water bill we will recoup our cost in four years from running that system generally May through September. That was a consideration as well, the idea is if the Town Council approves the \$25,000 donation from this fund for this project that the funds would be given in memoriam of Jean Thomas so that way Jean is recognized on the Splash Pad. Just to kind of give a personal stamp to her contribution to the parks system with that I will turn the proposal over to Mr. Sonsteng and if he has additional remarks.

Bobby Sonsteng: I went through some old meeting minutes, July 25, 2017 is when the Park Board went around all of our parks and did a needs assessment, what they had to say about Father Ravalli Park was basketball hoops are missing brackets, shredded nets, fencing was in need of repair on the north east edge by the mail boxes they said swings are okay, that was four years ago, in my opinion the swings are not okay. Says benches painted or stained, pavilion is what they asked for and that is a pretty expensive project so I have the idea of a couple more picnic tables ADA friendly along with a new trash receptacle as you will see in your packets main signs need painted and repaired, remove grass from the basketball court and then also address that hole by the basketball court, I also found a letter in here from one of our community members pin pointing ten different things that needed to be addressed at Father Ravalli Park, safety issues, south east corner, I think that is something that we already addressed when we did our new flag pole cleaned out some of that area, I think we can address that again, they say this is in April 11, 2018. Swing set is in disrepair and is missing two swings, one of those is back but it is not in great shape also says that there is exposed sprinkling wires they are still there and those are a safety issue and would be part of our project, north west corner of the fence is cut once again that is where we are pitching the idea for a climbing wall some trees that needed to be trimmed and I think those have been addressed since this was given to the park board, issues needing a bike rack that I would like to talk about as well, more park benches installed around the park and the last one we need to update the play ground equipment in this park. Recommending spending a little bit of money here to get some decent playground equipment Lewis and Clark Park is not the only park in this town, I do agree I see a lot of usage of Father Ravalli Park. Piggy backing to what Brandon was saying the structure is, one slide has been removed because it cracked this winter one that I patched with gorilla glue and is a smooth surface now, but that slide is coming off, we have had to remove the little corkscrew so all that is really left in the play structure is a set of monkey bars and a play ring. Out of the five options only two are usable at this point we have multiple bolts around the ladder climbing up to this monkey bars that are stripped I have gone up there and done everything that I can, it is just how the brackets fit. We definitely need to do that, to repair that structure is going to be a few thousand dollars in its own right so I think it is time we get this going and this is kind of the hope to revamp that park so that we have two great parks in our neighborhood not just Lewis and Clark Park.

Mayor Dewey: oddly enough, unlike all of the other building materials in the country that are skyrocketing, play structure aren't some of them are coming down, we have realized that there are good deals on structures right now, actually equipment like that is coming even further down and they are doing a lot of promotions because of the American rescue funding that is coming out. Our emails we have notice since like Thursday through Monday we have been inundated with sales and every single one of them says this is an eligible expense, which is interesting play structures are some what on that list and are affordable right now and we would like to take advantage of that climate to benefit the community. Father Ravalli Park serves as a secondary regional park for the community, we had this talk with Burnt Fork Estates, Lewis and Clark Park is certainly a regional park it serves a broader spectrum of the area. Father Ravalli also doubles as that neighborhood park I think even more so than Lewis and Clark Park does, if you are on the south side of town that is the park that you would primarily use if you just want to walk it serves the Dayton subdivision where it is located it also serves the (unclear

audio) subdivision and there are no parks in that subdivision. If you look how the community is served in park infrastructure the south side is under served right now. That is why this proposal came in front of you now, instead of waiting until July to ask for the appropriation of that in the new budget we kind of want to get this ball rolling and get some momentum going so that summer wasn't over before we ordered some equipment. Our intention tonight is to ask you to make that appropriation and then we would role if any funds are spent before this fiscal year June 30<sup>th</sup> and it is pretty likely, we would role that into a larger budget amendment that is need for some funds at well. You will have to do a budget amendment anyway we just wanted to role this opportunity into this as well if you support the cause.

Councilmember Shourd: how much remains in the Jean Thomas fund?

Mayor Dewey: if you appropriate the \$50,000 than \$25,000 would remain in the fund. There is \$75,000 in there today and that is what we started with.

Councilmember Shourd: correct, but I thought we had approved \$5,000 for the tables.

Mayor Dewey: that project actually never came through.

Councilmember Ludington: I would make the motion to approve the plans for Jean Thomas fund.

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

Mayor Dewey: it has been moved by Mr. Ludington and 2<sup>nd</sup> by Ms. Devlin. Any further council discussion?

Councilmember Shourd: I am slightly hesitant using this amount of money prior to having another park board meeting, we do have a meeting scheduled for April 12<sup>th</sup> which is Monday at 6:30.

Councilmember Devlin: has the park board not had an opportunity to discuss these items?

Councilmember Shourd: all of these items have been discussed except for using the Jean Thomas money for the recirculating system in the Splash Pad.

Councilmember Devlin: what is your hesitation?

Councilmember Shourd: it is a lot of money donated to the town and I do feel that is being spent wisely I would just like to go over it with the park board and have that opportunity prior to.

Councilmember Devlin: I am not, I don't necessarily disagree with you I think a problem that I have heard over the years with this fund is that the money has been made available, council chooses to not use it for various reasons. I have heard some disgruntled people in that this is exactly what this money is for. It wasn't donated to just sit in an account, to say we have these funds, but we can't use them I think that there have been proposals in the past that haven't passed for fear of using this money. I just would not want to see us get into that same, we have the funds this is exactly what it is for we have the opportunity to use it half of it in the area were we requested it that wasn't part of the park board asking, we requested that. So, I think at least half of that we are responsible for without the park boards blessing. I would just be cautious.

Mayor Dewey: to speak to a little bit of your point Patrick, we took a unique approach when Bobby and I discussed how this process would unfold we took a really unique approach that isn't traditional for this organization and you can look at it maybe in a less constructive way and say we are by passing the park board but really the intent, and I should have been clear when we made the proposal this evening, was if the council approves the project plans the final details of these plans have not been knocked out, we have not picked a play structures we have basically just said if the wish list were tallied equal \$25,000 and it couldn't go less than that. Bobby's intent is to take a lot of these pieces flushed out and take back to the park board and say okay council has given us the money how do we want this to look for the community it is a non-normal approach in how we have approached other boards. We recognize that the park board is an advisory board doesn't have appropriation authority and so we thought lets give them the money and say yes you can spend it and you guys the park board with the parks and recreation to make this the best project possible recognizing that the town council, as fun as it would be, didn't want to sit here and micro manage how that funding was spent on a specific structure or a specific project. Does that kind of answer that?

Councilmember Shourd: that you for the clarification. That does address some concerns.

Bobby Sonsteng: when I initially brought this up I reached out to you because I wanted to get that park board going, we wanted to get the conversation going and make this a possibility and get it going and try to get it down as soon as possible and that is why I really wanted that park board together, I am not trying to design this park I want park board to be there and do that I just want to be there to facilitate and get this done as soon as possible.

Mayor Dewey: any further council comment? Is there any public comment on the motion?

PUBLIC COMMNET:

Vicki Motley: 318 9<sup>th</sup> Street and I am on the park board, I think that it is kind of putting the cart before the horse I was shocked that this was on the agenda tonight we have a meeting the 12<sup>th</sup> and I think that is when it should have been presented I think it could have been something that is presented to you this is what we are thinking about doing but it needs to go through the park board. I realize that is only advisory but it kind of feels like we really don't care what you think I mean that is my opinion I have been on it a long time and yeah we have had issues with council approving funding and getting that going but it is not for lack of trying and we did have a list and I think we need to reevaluate the list and look at what is going on before you guys approve something. I had no idea that the picnic tables in Creamery Park had not gone through, so I just think that there has to be better communication and the park board needs to have some say in this, so.

Mayor Dewey: any further public comment?

PUBLIC COMMENT:

Jeff Motley: piggyback on what Vicki said we have always had trouble trying to seat a park board who will volunteer who will step forward? People have stepped forward and now we have a park board in place council is going to go ahead and approve this spending with out their consent, why would they want to volunteer to be on the park board if you guys are going to



circumvent their ability to bring forward ideas and projects to you for your approval, it would seem to me that you want to spin it Mr. Mayor and you did a great job with that, you are really circumventing that volunteer park board that has volunteered time to step forward and do that, we cant get volunteers well why would you want to volunteer if you are going to be circumvented any way by a back door stab at this thing. It just doesn't make sense to me to do that with out our park board involved in that, the cart hasn't rolled out yet you still have a chance to bring it back, knowing that the council is in favor of sending that money out of that fund may make the park board come to a decision on what to do and bring it forward to you that is great I really don't think this is the time to change the rules of engagement so to speak and do it a different way than what we have done it in the past I encourage you to let it go to the park board first and let them bring their ideas back to council for funding and a decision.

Mayor Dewey: further comment, Ms. Devlin?

Councilmember Devlin: I guess I am confused; I had asked the question that you as the park board had discussed these items was yes and now, I am hearing that this wasn't discussed. I am really confused.

Councilmember Shourd: we have discussed various needs in Ravalli County excuse me, Ravalli Park but we hadn't gotten very specific. I don't believe the climbing wall has ever been discussed the equipment has been discussed.

Councilmember Ludington: I would like to say that my motion is just for appropriation, I have no idea, the park board can do whatever they want, they can decide to spend the money, part of the money all of the money, I am just saying the money is available it is an appropriation to the park board to use it as they see fit, if they want to use it at Father Ravalli Park, great if they want to use it great I never intended to circumvent I just wanted to try to get them some authority to spend some money instead of the other way, I can see the other way around, you guys put together a project bring it to council and the council says nope, I would rather see this, here you go. Take some money that was intended to do this, Jean lived down the street from Father Ravalli park so I think that she would be very happy to know that we were going to spend some money to keep that park up and you guys do what you want I am not saying that this is what I would like to see, I would like to see some money spent at Father Ravalli Park, is it underserved in the area and if the park board decides that they don't want to spend the money there that they would like to do something else, I am certainly not saying that this is what you have to do that is not how I am saying it at all please don't take it that way. Patrick if you could make sure that the park board knows that I am just saying funds are available design it how you want spend it how you want you guys know that park needs some attention and as far as the other \$25,000 for the Splash Deck like Jaime said it is really something that the council wanted I personally would like to see us recirculate water rather than use water when we area already leaking so much so, I certainly hope that the park board does not see this as a way to circumvent their process.

Councilmember Devlin: I will piggyback off you, I don't think ever it has been the intent to micro manage how money is spent I think we are given proposals and ideas and we give that blessing I am with you I don't really care how that money is spent in Ravalli Park as long as you see fit, that is why you are on the advisory board that is your job, that is not our job, it is not to see that slide

is accounted for, that is your job you are on that board, we have a representative of the council on that board I don't have intentions to micro manage that project I want to say here is our blessing you have money please do as you see fit. We trust you being on that board to make those decisions I would like to see that followed through; I don't want to make that decision.

Mayor Dewey: is there any further public comment?

PUBLIC COMMENT:

Victoria Howell: 609 Middle Burnt Fork, I am on the Splash Pad committee and I just wanted to say how please I am that you are considering bringing this, it has turned out to be a huge project and we never asked you for any money but we would certainly appreciate that part of it and we did meet with the park board on that so I think that what they are talking about is Father Ravalli. And then I just want to mention that we eventually intend to bring forward the second part of our project which would be a smaller Splash Pad maybe not a Splash Pad but some kind of a water feature at Father Ravalli as well once we get the first one complete, we are not done we will keep going. Thank you.

Mayor Dewey: further public comment?

PUBLIC COMMENT:

Jeff Motley: so, for clarification your appropriation, the motion you made Paul was for the \$50,000 does that also include the \$25,000 donation?

Councilmember Ludington: to the Splash Pad.

Jeff Motley: \$25,000 to Father Ravalli and \$25,000 to the splash fund?

Councilmember Ludington: correct.

Jeff Motley: so, the park board doesn't get a say on that \$25,000 donation?

Councilmember Ludington: to the Splash Pad? No because that was a, really what the council talked about when the Splash Pad come up was Joan mentioned the cost of a recirculating pump or just using water and I think the consensus was of council was a recirculating pump instead of fresh water because we are already leaking 80%.

Mayor Dewey: any further public comment this evening? Any further council comment?

Councilmember Shourd: I guess my concern so, is in Ravalli Park if the park board makes recommendations or disagrees with the purchase of the play equipment how much power does the park board have to say no, we are an advisory board.

Mayor Dewey: the intent of the advisory board is to advise the council by way of the department how that funding is utilized or how it may be best utilized for the community, right? Ultimately, and I know that some people will not like hearing this, ultimately at the end of the day every dime of the parks and recreations budget is under the authority of Mr. Sonsteng and myself once that it is appropriated by the council. The advisory board is there to provide public input on how to prioritize that funding and so Mr. Sonsteng has found records from past park board discussions he has brought those together as a proposal and brought that forward to

council and say here is a list of things that the park board as discussed and would like to address, please put some money towards these causes so that we can address them then the council can say yes we think that these causes should be addressed and Mr. Sonsteng will go back to that park board on the 12<sup>th</sup> and say we have some money what are we going to do how are we going to implement these ideas and these plans, the play structure wasn't something that he cooked up on his own while lying in bed at night the park board desired and he is championing that on their behalf and saying lets throw a little money at it and see if we can make it work and that implementation is going to be pushed back on the park board and they will advise Mr. Sonsteng this is the color of slide this is the style of monkey bars that we really like and this will serve our neighborhood well, great and that is how we envision the process now and it is not unique philosophically to how it was intended to be set up, you identify a problem find the funding for the problem you get the funding now go fix it. That is really how we envisioned that, and I think it is a fair model. Ms. Devlin?

Councilmember Devlin: I guess, Vicki how long have you been on the park board?

Vicki Motley: probably 6-7 years.

Councilmember Devlin: were you aware of that letter that was written and the recommendations that were made to Ravalli because if there is nobody on the park board that is aware of that then we have a valid plan so to speak.

Vicki Motley: I don't think that letter was ever presented to the park board it may have been presented to the city council, but it did not come before the park board.

Mayor Dewey: are you talking about the letter that Bobby read.

Councilmember Devlin: I am talking about the recommendations.

Bobby Sonsteng: this is from the minutes of the meeting.

Councilmember Devlin: that is not what I am talking about, you referenced. If all of that was brought up and nobody is on the park board from that time period, we have a brand-new park board so to speak that should be engaging in this whole vision if there are people that were on that park board and are aware of those then I think we say here is the money and you go do with it what you want.

Mayor Dewey: the latter is the case. The letter came from Jim Crews and was presented to the park board.

Vicki Motley: I don't think that it ever came to the park board. I don't remember it being in the minutes and I have written the minutes since I have been on it, so I am aware of the list that you went through that talked about all of the different concerns that we had at all of the different parks. We were in the process of prioritizing that to my knowledge the Jean Thomas money had to be approved by the park board in the expenditures before it came to the city council it wasn't something that we approved the \$5,000 for the picnic tables at Creamery Park to be brought and put into the budget, it is my understanding that the park board sets the amount that is be spent not the council setting the amount for the park board I mean I thought that they had to

approve the amount prior to coming to the city council has been my understanding of that so, for what it is worth.

Councilmember Devlin: what are the requirements and the way that this is supposed to work?

Mayor Dewey: the resolution that establishes the parks fund in summary says use it for beautification of parks. (read resolution from September 12, 2016 that Jean Thomas listed the Town of Stevensville as the beneficiary)

Councilmember Devlin: so, there is no procedure on how to spend the money or the funds.

Mayor Dewey: no, it falls under the same procedure as all the other, every dime that the town deals with has some sort of procedure. Ultimately it all funnels through the same place which is here with the Town Council. Whatever process the city council wants to follow is acceptable to the administration it was not our intention to circumvent the parks board in fact, I have explained already Mr. Sonsteng our intent was to take a check to the park board and say you have some money finally let's do something with it that was the intent actually generate some excitement on the park board and maybe inject some life into it if the town council would rather see a recommendation come from the park board formally on this proposal or any other proposal specifically then we will facilitate that process and work through it is your pleasure and we will do what ever your direction is but you know speaking to the process we have followed and some of the acquisitions that wasn't our internet at all. The park board in the terms of, Mr. Sonsteng found the letter in the park board minutes and Mr. Crews came to a meeting and read it to the park board. The park board has seen some turn over of a few members but there are some members that remain on that list. That aside and procedure and all of those things whatever the council desires is how Mr. Sonsteng will march forward with it.

Councilmember Ludington: I withdraw my motion.

Councilmember Devlin: I 2<sup>nd</sup>.

Mayor Dewey: Mr. Ludington's motion has been withdrawn and Ms. Devlin concerns with the withdraw.

Councilmember Devlin: I concur with the motion to wait.

Mayor Dewey: I will defer to the park board.

Councilmember Ludington: make a motion to defer to the park board.

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

Mayor Dewey: it has been moved by Mr. Ludington and 2<sup>nd</sup> by Mr. Shourd to defer to the park board. Council discussion? Public comment? Hearing none, we will call for the vote. Ms. Miller

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Shourd: aye.

Mayor Dewey: okay motion passes.

6. Town Council Comments

Councilmember Ludington: Burnt Fork Place, I understand that they are picking up applications those are not going to the same box.

Mayor Dewey: they have not been given a letter of occupancy for the property, knowing how the funding of that project works federally they would need that to fill out to actually occupy they would need those certificates of occupancies they have been taking

Councilmember Ludington: the building inspector is going to authorize those certificates.

Mayor Dewey: yeah the building inspector official signs off on those certificates at this time they may have two apartments but they do have to complete the sight work roads and streets and alleys and all those sorts of things to occupy.

7. Adjournment

APPROVE:

ATTEST:

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Brandon E. Dewey, Mayor

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Jenelle S. Berthoud, Town Clerk

**File Attachments for Item:**

a. Claims # 16800-#16891

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period ( 3/21) ***									
16800	E	1166 VISA		4,153.69					
	Mar 21	02/18/21	Admin-Constant Contact	70.00			1000 410550	312	101000
	Mar 21	02/20/21	PD-Muffin&cookies	16.98			1000 420100	229	101000
	Mar 21	02/20/21	M-Verizon	46.70			1000 410200	340	101000
	Mar 21	02/20/21	PD-Verizon	140.10			1000 420100	340	101000
	Mar 21	02/20/21	BD-Verizon	86.97			2394 420531	340	101000
	Mar 21	02/20/21	W-Verizon	59.46			5210 430510	340	101000
	Mar 21	02/20/21	WW-Verizon	59.46			5310 430610	340	101000
	Mar 21	02/20/21	AP-Verizon	19.45			5610 430300	340	101000
	Mar 21	02/20/21	M-Computer Adapters	35.76			1000 410200	210	101000
	Mar 21	02/20/21	W-Keyboard	9.99			5210 430510	210	101000
	Mar 21	02/02/01	WW-Keyboard	9.99			5310 430610	210	101000
	Mar 21	02/20/21	S-Keybox	4.99			1000 430100	210	101000
	Mar 21	02/20/21	W-Keybox	5.00			5210 430510	210	101000
	Mar 21	02/20/21	WW-Keybox	5.00			5310 430610	210	101000
	Mar 21	02/22/21	Admin-Copy Paper	11.25			1000 410550	210	101000
	Mar 21	02/22/21	PD-Copy Paper	3.75			1000 420100	210	101000
	Mar 21	02/22/21	FD-Copy Paper	3.75			1000 420410	210	101000
	Mar 21	02/22/21	Parks-Copy Paper	1.86			1000 460410	210	101000
	Mar 21	02/22/21	BD-Copy Paper	3.75			2394 420531	210	101000
	Mar 21	02/22/21	W-Copy Paper	22.49			5210 430510	210	101000
	Mar 21	02/22/21	WW-Copy Paper	22.49			5310 430610	210	101000
	Mar 21	01/02/22	C-Copy Paper	3.75			1000 410360	210	101000
	Mar 21	02/22/21	AP-Copy Paper	1.87			5610 430300	210	101000
	Mar 21	02/23/21	WW-Gargbage Bags	421.02			5310 430610	220	101000
	Mar 21	02/24/21	FD-Office Supplies	6.88			1000 420410	210	101000
	Mar 21	02/24/21	Admin -Office Supplies	43.64			1000 410550	210	101000
	Mar 21	02/24/21	PW-Office Suppliess	68.28			1000 430100	210	101000
	Mar 21	03/01/21	Admin-Switchboard	35.00			1000 410550	312	101000
	Mar 21	03/03/21	M-Table leg	28.99			1000 410200	210	101000
	Mar 21	03/03/21	Medical-Gloves	115.92			2230 420730	220	101000
	Mar 21	03/03/21	AP-Cert amil	7.00			5610 430300	311	101000
	Mar 21	03/04/21	W-Printer Ink	74.78			5210 430510	210	101000
	Mar 21	03/04/21	WW-Printer Ink	74.78			5310 430610	210	101000
	Mar 21	03/04/21	W-Band Saw	148.50			5210 430510	212	101000
	Mar 21	03/04/21	WW-Band Saw	148.50			5310 430610	212	101000
	Mar 21	03/05/21	PD-Vechicle Title	24.40			1000 420100	314	101000
	Mar 21	03/05/21	Admin-Office supplies	12.60			1000 410550	210	101000
	Mar 21	03/06/21	M-Costco	49.99			1000 410200	210	101000
	Mar 21	03/06/21	W-Office Supplies	12.49			5210 430510	210	101000
	Mar 21	03/06/21	WW-Office Supplies	12.49			5310 430610	210	101000
	Mar 21	03/06/21	Park-signs	21.77			1000 460430	220	101000
	Mar 21	03/07/21	C-GoDaddy	95.94			1000 410360	312	101000
	Mar 21	03/07/21	FD-GoDaddy	95.94			1000 420410	312	101000

07/06/21  
16:02:25

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 7/21

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	Mar 21	03/15/21	Admin-Zoom	15.55			1000 410550	312	101000
	Mar 21	03/15/21	Court-Zoom	15.55			1000 410360	312	101000
	Mar 21	03/15/21	PW-Cell Phone Glass	5.99			1000 430100	210	101000
	Mar 21	03/17/21	PW-Record Check	6.39			1000 430100	350	101000
	Mar 21	03/18/21	Council-US Flag	227.98			1000 410100	212	101000
	Mar 21	03/18/21	Admin-Constant Contact	70.00			1000 410550	312	101000
	Mar 21	03/19/21	PW-Totels & TP	31.28			1000 430100	210	101000
	Mar 21	03/19/21	Admin-Office Supplies	15.99			1000 410550	210	101000
	Mar 21	03/12/21	Admin-Acrobat Pro	12.99			1000 410550	330	101000
	Mar 21	03/12/21	M-Acrobat Pro	12.98			1000 410200	330	101000
	Mar 21	03/12/21	PD-Acrobat Pro	25.00*			1000 420100	330	101000
	Mar 21	03/07/21	Parks-Poop Bags	136.00			1000 460430	220	101000
	Mar 21	03/12/21	Admin-Tables for Library	514.27			1000 410550	363	101000
	Mar 21	03/12/21	Parks Registartion Fee CPO Cla	345.00			1000 460410	380	101000
	Mar 21	03/19/21	PD-Desk	358.00			1000 420100	363	101000
	Mar 21	03/19/21	PD-Boots	129.95			1000 420100	226	101000
	Mar 21	03/19/21	PD-Whiteboards	49.94			1000 420100	210	101000
	Mar 21	03/21/21	Interest Charge	37.11			1000 410550	556	101000
16856		July 07/01/21	1436 Maureen M. O'Connor Monthly Compensation	1,500.00 1,500.00			1000 410360	350	101000
									*** Claim from another period ( 6/21) ****
16857		7160043637 06/28/21	1710 Les Schwab FD Tires #2001	1,299.84 1,299.84			1000 420460	236	101000
									*** Claim from another period ( 6/21) ****
16858	E	June 21 06/30/21	8 RAVALLI ELECTRIC CO-OP Airport Utilities - Lights 2/ Airport Utilities - Water Pum	197.00 131.33 65.67			5610 430300 5610 430300	340 340	101000 101000
									*** Claim from another period ( 6/21) ****
16859		1910 06/16/21	108 BITTERROOT STAR Notice of Public Hearing May 26 June 2 & 9 Notice of Public Hearing x2	71.28 35.46			1000 410550	320	101000
		2033 06/23/21	Notice of Public Hearing x2	35.82			1000 410550	320	101000
									*** Claim from another period ( 6/21) ****
16860		1132052486 06/14/21	647 Levi Weiss Repleace headlights 2510	139.99 139.99			1000 420460	232	101000
									*** Claim from another period ( 6/21) ****
16861		5540444 06/10/21	633 Marcus Daly Memorial Hospital Firefighter Physical	160.00 160.00			1000 420410	351	101000





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Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		*** Claim from another period ( 6/21) ****					
16870	690 Core & Main LP	1,947.55					
	P099093 06/24/21 mm 5/8x3/4 meter gal 3G	750.76			5210 430540	230	101000
	P088915 06/24/21 service parts tips/saddle	1,196.79			5210 430540	230	101000
		*** Claim from another period ( 6/21) ****					
16871	661 Mid American Research Chemical	442.47					
	0735011-IN 06/18/21 Fireball sewer solvent	300.00			5310 430630	230	101000
	0735011-IN 06/18/21 All weather patch	142.47			1000 430200	230	101000
		*** Claim from another period ( 6/21) ****					
16872	1805 Vantassel Crane	270.00					
	744391 06/25/21 Set flag pole town hall	270.00*			1000 410550	350	101000
		*** Claim from another period ( 6/21) ****					
16873	77 THATCHER COMPANY OF MONTANA	2,501.20					
	352721 06/02/21 55 gal drum T Chlor 12.5	1,401.40			5210 430540	220	101000
	352721 06/02/21 Container Deposit	280.00			5210 430540	220	101000
	352721 06/02/21 Freight	220.36			5210 430540	220	101000
	352721 06/02/21 Container deposit	40.00			5210 430540	220	101000
	352721 06/02/21 590 drum TI-3021	559.44			5210 430540	220	101000
		*** Claim from another period ( 6/21) ****					
16874	1807 NFPA	175.00					
	90625 06/22/21 NFPA Membership Dues	175.00			1000 420410	330	101000
		*** Claim from another period ( 6/21) ****					
16875	1808 Jordan Holley	84.83					
	Account 180390 Seller paid after house closed & title company paid						
	180390 06/28/21 Overpayment Account 180390	84.83			5210 343022		101000
		*** Claim from another period ( 6/21) ****					
16876	77 THATCHER COMPANY OF MONTANA	1,091.23					
	352760 06/28/21 55 gal drum T Chlor 12.5	800.80			5210 430540	220	101000
	352760 06/28/21 Container Deposit	160.00			5210 430540	220	101000
	352760 06/28/21 Freight	130.43			5210 430540	220	101000
		*** Claim from another period ( 6/21) ****					
16877	85 CENTURYLINK	170.55					
	June 21 06/22/21 WWTP Internet #0185	68.99			5310 430640	340	101000
	June 21 06/22/21 H2O Plant Phone #7132	48.26			5210 430540	340	101000
	June 21 06/22/21 MBF Reservoir #9934	53.30			5210 430530	340	101000
		*** Claim from another period ( 6/21) ****					
16878	21 BLACK MOUNTAIN SOFTWARE	3,079.25					
	26899 06/30/21 Permitting software	3,079.25			2394 420531	350	101000
		*** Claim from another period ( 6/21) ****					
16879	1804 Lee Enterprises	83.60					
	Notice of Public Hearing Ravalli Republic						
	49052 06/09/21 Notice of Public Hearing Raval	83.60			1000 410550	320	101000

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*** Claim from another period ( 4/21) ****									
16880	E	1166 VISA		1,720.66					
	April 21	03/22/21	Costco-Police Chair	109.99			1000 420100	210	101000
	April 21	03/25/21	Late Fee	25.00			1000 410550	556	101000
	April 21	03/24/21	Costco Battery Back up water	74.99			5210 430540	230	101000
	April 21	03/24/21	Costco Battery Back up sewer	74.99			5310 430640	230	101000
	April 21	03/22/21	Amazon postage ink TH	16.04			1000 410550	210	101000
	April 21	03/22/21	Postage ink water	26.72			5210 430510	210	101000
	April 21	03/22/21	Postage ink sewer	26.72			5310 430610	210	101000
	April 21	03/22/21	Postage ink court	4.46			1000 410360	210	101000
	April 21	03/22/21	Postage ink airport	1.78			5610 430300	210	101000
	April 21	03/22/21	Postage ink PD	4.46			1000 420100	210	101000
	April 21	03/22/21	Postage ink FD	4.46			1000 420410	210	101000
	April 21	03/22/21	Postge ink BD	4.46			2394 420531	210	101000
	April 21	03/22/21	Amazon stack & pull boxes PD	38.99			1000 420100	210	101000
	April 21	03/26/21	Costco TH supplies	76.25			1000 410550	210	101000
	April 21	03/27/21	Magicjack phone airport	42.51			5610 430300	345	101000
	April 21	03/27/21	Amazon faucet park bathroom	107.80			1000 460430	230	101000
	April 21	03/27/21	Tigerdirect Eaton 55ups back	383.98			5310 430640	230	101000
	April 21	03/31/21	SBC switchboard	35.00			1000 410550	312	101000
	April 21	03/31/21	Lowes dor handle park bathro	134.96			1000 460430	230	101000
	April 21	04/06/21	Currents lifeguard trainingx	210.00			1000 460430	380	101000
	April 21	04/12/21	Adobe acropro subscription	12.99			1000 410550	312	101000
	April 21	04/12/21	Adobe acropro subscription	12.98			1000 410200	312	101000
	April 21	04/12/21	Adobe acropro subscription	25.00			1000 420100	312	101000
	April 21	04/12/21	Amazon highlighters TH	9.99			1000 410550	210	101000
	April 21	04/12/21	Amazon calculator TH	24.51			1000 410550	210	101000
	April 21	04/12/21	Amazon calculator Water	24.51			5210 430510	210	101000
	April 21	04/12/21	Amazon 18m magnets PD	5.99			1000 420100	210	101000
	April 21	04/12/21	Amazon mechanical pencil wat	4.89			5210 430510	210	101000
	April 21	04/14/21	Godaddy email upgrade Nancy	39.42			1000 410550	330	101000
	April 21	04/14/21	Godaddy 6 month subscription	28.86			1000 410550	330	101000
	April 21	04/14/21	Thomas plumbing flush valve	26.86			1000 460430	230	101000
	April 21	04/15/21	zoom local & long dist parks	15.55			1000 460430	330	101000
	April 21	04/15/21	zoom local & long dist Admin	15.55			1000 410550	330	101000
	April 21	04/18/21	EIG Constantcontact subscrip	70.00			1000 410550	312	101000
*** Claim from another period ( 5/21) ****									
16881	E	1166 VISA		3,715.89					
	May 21	04/20/21	Apple.com subscription	9.99			1000 410550	339	101000
	May 21	04/20/21	Thomas plumbing vacbreak/flush	296.99			1000 460430	230	101000
	May 21	04/22/21	Galls 2 shirts FD	32.50			1000 420460	226	101000
	May 21	04/26/21	Amazon 500 env court	25.99			1000 410360	210	101000
	May 21	04/26/21	Homebase time clock annual bil	72.00			1000 410550	330	101000
	May 21	04/26/21	Homebase time clock annual bil	9.00			1000 410360	330	101000
	May 21	04/26/21	Homebase time clock annual bil	90.00*			1000 420100	330	101000

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	May 21	04/26/21	Homebase time clock annual bil	9.00			1000 420410	330	101000
	May 21	04/26/21	Homebase time clock annual bil	27.00			1000 430200	330	101000
	May 21	04/26/21	Homebase time clock annual bil	27.00			1000 460430	330	101000
	May 21	04/26/21	Homebase time clock annual bil	27.00			5210 430510	330	101000
	May 21	04/26/21	Homebase time clock annual bil	27.00			5310 430610	330	101000
	May 21	04/26/21	Days inn Alspaw training	271.17			1000 420100	370	101000
	May 21	04/26/21	Big Horn Judge O'connor	314.16			1000 410360	370	101000
	May 21	04/27/21	Godaddy pool domain renewal	36.34			1000 460445	330	101000
	May 21	04/28/21	Canva subscription	12.99			1000 410550	339	101000
	May 21	04/28/21	Walmart 4 cases paper all dept	17.30			1000 410550	210	101000
	May 21	04/28/21	Walmart 4 cases paper all dept	5.78			1000 420100	210	101000
	May 21	04/28/21	Walmart 4 cases paper all dept	5.78			1000 420410	210	101000
	May 21	04/28/21	Walmart 4 cases paper all dept	5.78			2394 420531	210	101000
	May 21	04/28/21	Walmart 4 cases paper all dept	34.66			5210 430510	210	101000
	May 21	04/28/21	Walmart 4 cases paper all dept	34.66			5310 430610	210	101000
	May 21	04/28/21	Walmart 4 cases paper all dept	5.78			1000 410360	210	101000
	May 21	04/28/21	Walmart 4 cases paper all dept	5.78			5610 430300	210	101000
	May 21	05/01/21	Galls Chief Sosa uniform	281.75			1000 420100	226	101000
	May 21	05/01/21	Galls Chief Sosa uniform	131.53			1000 420100	226	101000
	May 21	05/01/21	SBS switchboard live	35.00			1000 410550	312	101000
	May 21	05/03/21	Godaddy.com 1 yr subscription	107.88			1000 410550	330	101000
	May 21	05/03/21	Vistaprint PD business cards	67.00			1000 420100	210	101000
	May 21	05/05/21	Galls 3 shirts FD	121.24			1000 420460	226	101000
	May 21	05/07/21	Galls PD shirts	62.92			1000 420100	226	101000
	May 21	05/07/21	USPS postage jury duty courts	165.00			1000 410360	311	101000
	May 21	05/08/21	Costco TH supplies	92.37			1000 410550	210	101000
	May 21	05/11/21	Metalworks MT lift rental bann	149.50			1000 430200	220	101000
	May 21	05/12/21	Adobe acrobat pro 3 license	50.97			1000 410550	312	101000
	May 21	05/13/21	MT OFC FD workshop 1 day	335.00			1000 420410	380	101000
	May 21	05/15/21	Zoom pro monthly 2	31.10			1000 410550	312	101000
	May 21	05/16/21	Costco 6 pk geranium TH flower	43.98			1000 410550	210	101000
	May 21	05/18/21	EIG Constantcontact subscripti	70.00			1000 410550	312	101000
	May 21	05/19/21	Feldfire 5 foam FD	312.00			1000 420460	220	101000
	May 21	05/20/21	Bitterroot Glass 2002 windshie	255.00			1000 420460	232	101000
			*** Claim from another period ( 6/21) ****						
16882	E	1166 VISA		2,675.78					
	June 21	05/21/21	Bitterroot Laundry patches PD	109.80			1000 420100	226	101000
	June 21	05/24/21	Costco Airpurifier Annex	133.98			1000 411201	230	101000
	June 21	05/26/21	Amazon papertowel park bathro	49.98			1000 460430	230	101000
	June 21	05/26/21	Western police supply uniform	476.55			1000 420100	226	101000
	June 21	05/27/21	Amazon baby changing station	139.99			1000 460430	230	101000
	June 21	05/28/21	Lowe's park babthroom handle d	232.43			1000 460430	230	101000
	June 21	05/28/21	Canva subscription	12.99			1000 410550	339	101000
	June 21	05/30/21	Amazon office supply TH	30.29			1000 410550	210	101000
	June 21	05/30/21	Amazon File folder court	19.82			1000 410360	210	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	June 21	05/30/21	Amazon Rubber/insulated glove	32.89			1000 430200	220	101000
	June 21	05/30/21	Amazon Rubber/insulated glove	32.89			5210 430540	220	101000
	June 21	05/30/21	Amazon Rubber/insulated glove	32.89			5310 430640	220	101000
	June 21	05/31/21	SBC Canvapro subscription	35.00			1000 410550	339	101000
	June 21	06/01/21	Godaddy microsoft 365 subscri	191.88			1000 460430	330	101000
	June 21	06/01/21	Amazon garbage can/ada sign/s	312.85			1000 460430	230	101000
	June 21	06/07/21	Amazon Ink sewer plant	65.78			5310 430610	210	101000
	June 21	06/08/21	Costco bleach/tissue	44.47			1000 460430	220	101000
	June 21	06/08/21	Costco bleach/tissue	44.47			1000 460445	220	101000
	June 21	06/08/21	Costco KS tissue	16.99			1000 410550	210	101000
	June 21	06/08/21	Lowe's sprinkler timer parks	34.97			1000 460430	230	101000
	June 21	06/08/21	Lowe's soft soap refill	5.58			1000 410550	210	101000
	June 21	06/08/21	Lowe's light bulbs TH	35.98			1000 410550	210	101000
	June 21	06/09/21	Crosscountry freight solution	178.76			5310 430640	313	101000
	June 21	06/11/21	Amazom 3 uniform shirts FD	35.00			1000 420460	226	101000
	June 21	06/12/21	Adiver acropro 3 licenses	50.97			1000 410550	312	101000
	June 21	06/15/21	Zoom standard 2 monthly	31.10			1000 410550	312	101000
	June 21	06/15/21	Amazon tape, sharpie TH suppl	36.01			1000 410550	210	101000
	June 21	06/17/21	WalMart Bin ice pack pool noo	118.06			1000 460445	220	101000
	June 21	06/17/21	Etsy.com lifeguard uniform	137.40			1000 460445	226	101000
	June 21	06/18/21	Amazon pool skimmer & clock p	66.98			1000 460445	220	101000
	June 21	06/18/21	EIG constantcontact subscript	70.00			1000 410550	312	101000
	May 21	05/26/21	Galls uniform return PD	-89.97			1000 420100	226	101000
	May 21	05/26/21	Galls uniform return PD	-51.00			1000 420100	226	101000
			*** Claim from another period ( 6/21) ****						
16883			53 SUPER 1 FOODS	25.13					
	2368136	06/26/21	Water for testing	25.13			5210 430540	230	101000
			*** Claim from another period ( 6/21) ****						
16884			228 Norco, Inc.	11.10					
			FY 18-19 Annual Community Connection Fee						
	32460880	06/30/21	Cylinder Rental Streets	3.70			1000 430200	231	101000
	32460880	06/30/21	Cylinder Rental Water	3.70			5210 430510	220	101000
	32460880	06/30/21	Cylinder Rental Sewer	3.70			5310 430610	220	101000
			*** Claim from another period ( 6/21) ****						
16885			6 Eastside Ace Hardware	102.19					
	15371	06/12/21	Flowers Town Hall	30.21			1000 410550	220	101000
	15643	06/25/21	Flags Parks	71.98			1000 460430	220	101000
			*** Claim from another period ( 6/21) ****						
16886			16 MONTANA ENVIRONMENTAL LAB LLC	1,127.20					
	2105387	06/04/21	Sewer Testing	171.20			5310 430610	350	101000
	2105613	06/10/21	Sewer Testing	342.40			5310 430610	350	101000
	2105778	06/10/21	Sewer Testing	171.20			5310 430610	350	101000
	2105932	06/15/21	Sewer Testing	171.20			5310 430610	350	101000
	2106282	06/22/21	Sewer Testing	171.20			5310 430610	350	101000
	2106281	06/17/21	Water Testing coliform	50.00			5210 430510	350	101000

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	2106563	06/24/21	Water Testing coliform	50.00			5210 430510	350	101000
16887		1146	Motorola Solutions, Inc.	375.00					
Nova Software - Monthly Subscriptions									
	8230327412	07/01/21	Nova Subscription	75.00			1000 410364	350	101000
	8230327412	07/01/21	Nova Subscription	300.00*			1000 420100	330	101000
*** Claim from another period ( 6/21) ****									
16888		1667	Owens Law Firm, PLLC	2,770.64					
	3206	07/06/21	Town Legal Services	1,450.00			1000 411100	350	101000
	3207	06/08/21	Prosecuting Atty Services	1,320.64			1000 410364	350	101000
16891		21	BLACK MOUNTAIN SOFTWARE	13,752.00					
	26938	07/01/21	FY20-21 UB Annual Maintenance	1,347.50			5210 430510	350	101000
50%									
	26938	07/01/21	FY20-21 UB Annual Maintenance	1,347.50			5310 430610	350	101000
50%									
	26938	07/01/21	FY20-21 Acct/Budget Maintenanc	1,807.50			5210 430510	350	101000
30%									
	26938	07/01/21	FY20-21 Acct/Budget Maintenanc	1,807.50			5310 430610	350	101000
30%									
	26938	07/01/21	FY20-21 Acct/Budget Maintenanc	903.75*			1000 410550	350	101000
15%									
	26938	07/01/21	FY20-21 Acct/Budget Maintenanc	301.25*			1000 420100	350	101000
5%									
	26938	07/01/21	FY20-21 Acct/Budget Maintenanc	301.25			1000 430200	350	101000
5%									
	26938	07/01/21	FY20-21 Acct/Budget Maintenanc	301.25			1000 410360	350	101000
5%									
	26938	07/01/21	FY20-21 Acct/Budget Maintenanc	150.63			2394 420531	350	101000
2.5%									
	26938	07/01/21	FY20-21 Acct/Budget Maintenanc	150.63*			1000 420410	350	101000
2.5%									
	26938	07/01/21	FY20-21 Acct/Budget Maintenanc	150.62			5610 430300	350	101000
2.5%									
	26938	07/01/21	FY20-21 Acct/Budget Maintenanc	150.62			2250 411010	350	101000
2.5%									
	26938	07/01/21	FY20-21 Payroll/ACH Mod Mainte	1,072.19			5210 430510	350	101000
30%									
	26938	07/01/21	FY20-21 Payroll/ACH Mod Mainte	1,072.19			5310 430610	350	101000
30%									
	26938	07/01/21	FY20-21 Payroll/ACH Mod Mainte	536.10*			1000 410550	350	101000
15%									
	26938	07/01/21	FY20-21 Payroll/ACH Mod Mainte	178.70*			1000 420100	350	101000
5%									
	26938	07/01/21	FY20-21 Payroll/ACH Mod Mainte	178.70			1000 430200	350	101000
5%									

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	26938	07/01/21	FY20-21 Payroll/ACH Mod Mainte	178.70			1000 410360	350	101000
5%	26938	07/01/21	FY20-21 Payroll/ACH Mod Mainte	89.36			2394 420531	350	101000
2.5%	26938	07/01/21	FY20-21 Payroll/ACH Mod Mainte	89.36*			1000 420410	350	101000
2.5%	26938	07/01/21	FY20-21 Payroll/ACH Mod Mainte	89.35			5610 430300	350	101000
2.5%	26938	07/01/21	FY20-21 Payroll/ACH Mod Mainte	89.35			2250 411010	350	101000
2.5%	26938	07/01/21	FY20-21 Cash Receipt Mod Maint	299.20			5210 430510	350	101000
30%	26938	07/01/21	FY20-21 Cash Receipt Mod Maint	299.20			5310 430610	350	101000
30%	26938	07/01/21	FY20-21 Cash Receipt Mod Maint	37.40			2394 420531	350	101000
30%	26938	07/01/21	FY20-21 Cash Receipt Mod Maint	112.20*			1000 410550	350	101000
	26938	07/01/21	FY 20-21 PERMITTING MOD MAINT	710.00			2394 420531	350	101000
			<b># of Claims</b>	<b>35</b>	<b>Total:</b>				<b>49,462.84</b>
			<b>Total Electronic Claims</b>	<b>12,463.02</b>	<b>Total Non-Electronic Claims</b>			<b>36999.82</b>	

---

<b>Fund/Account</b>	<b>Amount</b>
1000 GENERAL	
101000 Cash - Operating	\$24,493.39
2230 AMBULANCE	
101000 Cash - Operating	\$125.94
2250 PLANNING	
101000 Cash - Operating	\$239.97
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$4,374.68
5210 WATER	
101000 Cash - Operating	\$11,512.08
5310 SEWER	
101000 Cash - Operating	\$8,076.90
5610 AIRPORT	
101000 Cash - Operating	\$639.88
<b>Total:</b>	<b>\$49,462.84</b>



07/06/21  
16:02:26

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
For the Accounting Period: 7 / 21

Page: 11 of 11  
Report ID: AP100A

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:**

a. Airport

# TOWN OF STEVENSVILLE AIRPORT ACTIVITY REPORT

July 2021

## MONTHLY REPORT:

With Hamilton's closure June was the last full month that Choice Aviation will be with us. Hamilton's Airport is expected to open back up on July 8<sup>th</sup> however Choice will remain with us for at least a week after Hamilton's opening. Final numbers on traffic and revenue from flowage, tie-down, and landing fees should be available to Council by next month's meeting.

The leased office space and rest rooms are now occupied part time and open to both airport users and transient visitors. The office is still partly being set up however it is functional. A Coke machine has also been placed outside of the office for users and transient visitors and should provide the airport with a very small stream of revenue on a quarterly basis.

The airports AWOS (pilots weather information system) has been inspected and repaired. Pilots have reported they can pick up the frequency now just North of Hamilton's airport.

The forest service forest service has not yet activated their land lease as of now however, with the continued hot and dry conditions the area where they typically operate from has been well kept and maintained should they need to activate it.

We will be tentatively holding a monthly informal meeting at the airport SRE building on July 17<sup>th</sup> at 10AM to discuss ongoing volunteer opportunities and continue discussing the potential for putting on an event in the fall for not just pilots but the community as well. Details to follow next month.

After looking at many options to keep the deer off the field, the FAA has awarded the airport grant money to install an automatic gate at the entrance to the airport. Airport engineers have completed the design and layout, and this will be presented to council on 7/8 with the expectation that it should go out to bid soon after.

**File Attachments for Item:**

b. Community Development

# **MONTHLY REPORT**

## **Building Department**

June 2021

<b><u>Permits Issued</u></b>	<b><u>Fees Collected</u></b>
<b><u>Building</u></b> (3 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$478.00
4. Demo .....	\$0
<b><u>Electrical</u></b> (3 permits)	
1. NSFR .....	\$200.00
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$165.40
4. Demo .....	\$0
<b><u>Mechanical</u></b> (2 permits)	
1. NSFR .....	\$220.00
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0
<b><u>Plumbing</u></b> (0 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0
<b>Total permits issued: 8</b>	<b>Total fees collected: \$1063.40</b>
<b><u>Activities</u></b>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<b><u>Items of Interest</u></b>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Tim Netzley, Building Official

**File Attachments for Item:**

c. Finance

# Finance Officer's Report to Council

**TO:** Stevensville Town Council

**From:** Brandon E. Dewey, Mayor

**Date:** July 8, 2021

## 1. Utility Billing

<b>Utility Billing Aging Report</b>			
<b>Time Frame</b>	<b>Amount Owing as of 5/30/2021</b>	<b>Time Frame</b>	<b>Amount Owing as of 06/30/2021</b>
Current		Current	(\$5,214.62)
30 Days Past Due		30 Days Past Due	\$8,364.76
60 Days Past Due		60 Days Past Due	\$8,364.76
90 Days Past Due		90 Days Past Due	\$4,705.85
120 Days Past Due		120 Days Past Due	\$3,118.76
<b>Total Due</b>		<b>Total Due</b>	<b>\$19,339.51</b>

## 2. Stevensville City Court fines

June court fines and fees totaling \$2,123.00 were received July 1, 2021.

## 3. FY19-20 Financial Audit

The auditors are scheduled to be at Town Hall in August to complete field work for the financial audit of fiscal year 19-20.

## 4. FY20-21 Budget Update

FY20-21 ended on June 30, 2021. Today, department heads all received updated financial reports with the most up-to-date year end numbers. Here is a break down of where we sit:

<b>FY20-21 Budget as of June 30, 2021</b>			
<b>Fund</b>	<b>General Fund</b>	<b>Other Funds</b>	<b>Total</b>
Budgeted Revenue	\$793,641	\$3,288,063	\$4,081,704
Budgeted Expenses	\$917,617	\$3,649,138	\$4,442,779
Actual Revenue	\$936,549 ↑	\$3,487,315 ↑	\$4,423,864 ↑
Actual Expenses	\$1,042,821 ↑	\$2,772,564 ↓	\$3,690,181 ↓
<b>Difference</b>	<b>-106,272</b>	<b>\$764,751</b>	<b>\$733,683</b>
*COVID-19 Supplies & Services	\$136,950	\$1,347	\$138,297

# Finance Officer's Report to Council

## 5. Swimming Pool / Aquatics

The swimming pool had a successful year in FY20-21, nearly breaking even with revenues compared to operational expenses. Credit goes to Parks & Recreation Director Bobby Sonsteng for his diligent financial management of the pool.

Fiscal Year	Net Income from Operations
14-15	-\$12,495
15-16	-\$11,113
16-17	-\$19,143
17-18	-\$24,373
18-19	-\$15,305
19-20	-\$19,289
<b>20-21</b>	<b>-\$4,315</b>

## 6. FY21-22 Budget Process

The preliminary budget is being compiled and will be ready for budget workshops in early August.



**File Attachments for Item:**

d. Fire Department



# STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – June 2021

## **Calls for the Month of June: 68**

Calls for Stevensville Town: 19

Calls for Stevensville Rural: 49

Mutual Aid:

Medical Response: 52

Fire Calls: 14

Motor Vehicle Crash: 2

Total Calls: 58

## **Calls for the Year to Date: 370**

Calls for Stevensville Town: 118

Calls for Stevensville Rural: 247

Mutual Aid: 5

Medical Response: 293

Fire Calls: 54

Motor Vehicle Crash: 23

Total Calls: 370

**File Attachments for Item:**

e. Parks Department



## July 8, 2021 Report to Council

### Here is what's happening in your parks:

#### Lewis and Clark Park:

- ◆ Fixed bathrooms from first vandalism, ordering new paper towel dispenser to fix second vandalism
- ◆ Grass mowing and irrigating
- ◆ Chained picnic tables to concrete slabs in pavilions to mitigate people taking them into the skate park

#### River Park/River Park Trail:

- ◆ Mowed long grass in park area
- ◆ Watering new apple trees regularly

#### Father Ravalli Park:

- ◆ Working with Park Board to finalize beautification project
  - New play structure purchased
  - North Fence finished
  - Addressing irrigation issues
  - Working on site evaluation, hoping to install play structure late July/Early August

#### Pool:

- ◆ All lessons sold out for 2021 season
- ◆ Private Lessons
  - 64 private lessons completed
  - 34 private lessons in-progress
  - 80 private lessons scheduled for the rest of July
- ◆ Group Lessons
  - 41 group lessons completed
  - 16 group lessons in-progress
  - 22 group lessons scheduled for the rest of July
- ◆ Private Party Rentals
  - 1 private party thus far
  - 6 private parties scheduled through July/Early August

#### Other:

- ◆ Mowing parks weekly
- ◆ Working with Park Board to update Creamery Garden Park amenities
  - Looking into new picnic tables and lighting
- ◆ 2 pavilion rentals in June, 6 scheduled for July

Sincerely,

Bobby Sonsteng  
Parks and Recreation Director

**File Attachments for Item:**

f. Police Department

# TOWN OF STEVENSVILLE POLICE DEPARTMENT ACTIVITY REPORT

**July 1, 2021**

**MONTHLY REPORT: June 2021 - Police Activity Report**

In June 2021, all SPD officers completed training focusing on Court Room Testimony. During the month of June, we saw a decrease in call volume. Officers completed 2 traffic related arrests, and multiple citations from increased traffic stops. The citizens have asked for more visibility and accessibility to the officers. It appears that this may be a contributing factor in reduced call volume during summer months.

Vacation Checks and Extra patrols/Area Checks are being documented and are a separate number from the calls for service.

**PROACTIVE POLICING & CALLS FOR SERVICE:**

<b>PERSONNEL WORKLOAD</b>	<b>MONTH OF March</b>	<b>MONTH OF April</b>	<b>MONTH OF May</b>	<b>MONTH OF June</b>	<b>YEAR TO DATE</b>
<b><i>PATROL</i></b>					
Calls for service	64	47	68	49	324
Traffic Citations	10	8	24	15	66
Traffic Warnings	37	38	26	37	199
Arrests	2	2	4	2	15
<b><i>INVESTIGATIONS</i></b>					
Robbery/Homicide	0	0	0	0	0
Assault	0	1	1	1	5
Sex Crime	0	1	0	0	3
Burglary Theft	0	0	0	0	0
Theft	1	1	1	2	8
Fraud	2	0	0	0	4
Suspicious Incident	3	3	1	6	23
Disturbance/PFMA	6	5	2	2	20
Found Property	1	0	1	2	4
Traffic Hazard	1	0	0	2	5
Traffic Accident	0	0	2	1	8
Vacation Checks	0	0	0	4	4
Extra Patrols	12	13	29	116	177
<b><i>SPD AGENCY ASSISTS</i></b>					
Ravalli County S.O	2	7	0	11	26

**File Attachments for Item:**

g. Public Works

# TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT June 2021

## UTILITIES REPORT

### *Water Production*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	29,906,000	20,938,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 76
- 💧 Jetted 3 sewer lines
- 💧

### *Waste Water Treatment*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	5,524,000	5,640,000

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reported
- 💧 Press
  - Pressing an average of 6,000 gallons per day, up from 3,000 gallons per day at beginning of month, transitioned to drying beds

## OTHER

- 💧 Special events support, stage, trash, traffic control
- 💧 Full implementation of cemetery irrigation
- 💧 Water supply remains in good shape despite the hot temperatures and a fire, water use substantially higher this month
- 💧 Received and installed reconditioned blower for digesters, all back on line
- 💧 Opened Pool
- 💧 Completed Fire Hydrant testing and flushing protocol, all maintenance being logged per ISO recommendations, and ahead of yearly requirements for flow testing
- 💧 Completed 5<sup>th</sup> and Park sidewalk and paving project with JAG Contractors
- 💧 Repaired vandalism at Lewis and Clark throughout the month, repaired trashed bathrooms
- 💧 Rebuilt irrigation pump at Riverside Cemetery, removed \$4800 from FY 21/22 draft budget
- 💧 Completed draft budget
- 💧 Discovered and repaired Chlorine monitor pump at reservoir, stopping a substantial water leak



- Installed new flag pole at Town Hall, awaiting ordered appropriate size flag
- Identified quantifiable tasks and Key Performance Indicators with My Sidewalk team and starting to integrate into operations
- Ongoing meter replacements
- Numerous call outs for downed utility lines, jetting and utility locates

**File Attachments for Item:**

- a. Email from Stephanie Mapelli RE: pedestrian and traffic safety on College

## Brandon E. Dewey

---

**From:** Stephanie Mapelli <sdmapelli@gmail.com>  
**Sent:** Thursday, July 1, 2021 3:20 PM  
**To:** Sydney Allen; Jaime Devlin; Paul Ludington  
**Cc:** Jenelle Berthoud; Brandon E. Dewey; Mac Sosa  
**Subject:** [EXTERNAL] (lack of) pedestrian and traffic safety on College

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I live on the corner of 7th and College. While I applaud the installation of the electronic speed sign between 6th and 7th it has had little impact on drivers traveling at the 15mph speed limit on College Street.

Consider this:

1. When traveling north from Middle Burnt Fork Road on College, the first stop sign happens roughly six blocks as you travel northbound. The next stop sign happens at 3rd Street and then again at 2nd Street and finally at the intersection of College and Eastside Highway.
2. College Street, as it is now, is **THE** faster alternative to taking Main Street, either when traveling north or southbound as it has less traffic and much less left/right turns into Main Street businesses which makes traversing the Town quicker via College Street.
3. There are no sidewalks on College Street until you get to 4th Street and then they are only on the west side; there are sidewalks on both sides of the street the further north you travel.

Without sidewalks on much of College Street, kids use the street as their playground, riding their bikes, skateboarding, and just being kids enjoying being outdoors. A car traveling even 25 miles per hour covers 36.67' per second; many of the cars driving down College Street travel even faster than 25mph (despite a posted 15mph speed limit)! It is not if a child will be hit or killed on College Street, the question is when.

4. By their very design, speed bumps offer the Town a self-policing option rather than incurring costs of additional patrol units.

I believe speed bumps offer a cost effective way to slow traffic down on College Street. Yes, they are annoying and yes, they are a proven speed deterrent. Check out [this](#) reference site for additional information.

One of the greatest benefits of installing speed bumps in residential areas is the increased safety it provides to pedestrians. According to the [American Journal of Public Health](#), children are especially susceptible, with automobile collisions responsible for the greatest number of deaths of American children aged 5-14. It was found that installing a speed bump is associated with a 53%-60% reduction in injury or death in neighborhood children struck by a vehicle. Because the most severe injuries are often related to

vehicles exceeding the speed limit, installation of speed bumps helps to ensure that drivers abide by the posted speeds.

Of course funding can be a barrier. Not sure if speed bumps would be an appropriate Gas Tax fund expenditure but that is one avenue to explore. Alternatively, there is grant funding available for projects that enhance a community's walkability.

Fact: vehicle stopping distance improves by 45' by reducing speed from 30mph to 25mph. Speed bumps are designed to compel drivers to reduce their speed to 15-20mph to comfortably drive over them. With this information, imagine the positive impact on child and pedestrian safety you would have if you installed speed bumps on College Street...

I urge you to put this issue at the top of your list and thank you for listening.

**Stephanie D. Mapelli**  
**203 Saint Marys Drive**  
**406.360.0272**

**File Attachments for Item:**

- a. Discussion/Decision to nominate and elect a Councilmember to serve Council President in accordance with Town Council Rules Part XII



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Citizen
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	07/08/2021
<b>Agenda Topic:</b>	Discussion/Decision to nominate and elect a Councilmember to serve Council President in accordance with Town Council Rules Part XII
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	07/08/2021
<b>Notes:</b>	

**File Attachments for Item:**

b. Discussion/Decision: Special Event and Alcohol Use for Stevensville Class of 2011 Reunion



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Jenelle Berthoud
<b>Second Person Submitting the Agenda Item:</b>	Stevensville Class of 2011 Reunion
<b>Submitter Title:</b>	Town Clerk
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	07/08/2021
<b>Agenda Topic:</b>	Discussion/Decision: Special Event and Alcohol Use Permit for Stevensville Class of 2011 Reunion
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	07/08/2021
<b>Notes:</b>	



TOWN OF STEVENSVILLE  
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: 12/30/2020 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: Stevensville Class 2011

CONTACT PERSON: Krystal Fagan TELEPHONE: 406-381-8778

ACTIVITY: Reunion 10 year

LOCATION REQUESTING: Lewis and Clark Park

DATE: July 31, 2021 STARTING TIME: 14:00 ENDING TIME: 18:00

ESTIMATED NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

ALCOHOL USE? YES  NO  If yes please attach Alcohol Use Request Form

HIGHWAY OR STREET CLOSURE? YES \_\_\_\_\_ NO  If yes, please attach MDOT Street Closure Permit

REQUEST FOR BONFIRE? YES \_\_\_\_\_ NO  If yes, please attach Town Burn Permit

IS OVERNIGHT CAMPING REQUESTED? YES \_\_\_\_\_ NO

DO YOU HAVE INSURANCE? YES \_\_\_\_\_ NO

If yes please attach declaration page as proof of insurance for \$1.5 million as pursuant to Montana Statute M.C.A. 2-9-108.

WILL SECURITY BE REQUIRED? YES \_\_\_\_\_ NO

IF YES, PLANS FOR SECURITY: \_\_\_\_\_

PLANS FOR CLEAN UP: Clean-up as we go

FEE: \$ 90.00 pd in full 4/4/21

\*\*If the event involves less than 1,000 participants, this application will be forwarded to the Mayor for final approval. If the event involves more than 1,000 participants, this application will be considered at the first Town Council Meeting after its receipt. The contact person will be notified of the Mayor or Council's decision the following day. \*\* If Council approval, a representative must attend the council meeting.

TOWN OF STEVENSVILLE  
ALCOHOL USE REQUEST FORM

Applicant Name Krystal Fagan Phone Number 406-381-8778

Group/Organization Name Stevensville Class 2011 / 10 year reunion

Describe Intended Alcohol Use (type, amount, commercial or private, etc.) Family friendly event alcohol will be limited. So this event is private to just the Stevensvilles Class 2011

Has an Application to Use/Sell Alcohol been approved by the Montana Department of Revenue? Yes  No  If yes, please provide a copy.

Describe the Plan to: 1. Contain the alcohol use to a restricted area. Alcohol will be stored in coolers monitored by classmates at the event

Describe the Plan to: 2. Prevent the sale or use of alcohol by minors. The monitor<sup>classmates</sup> will assure age of those getting alcohol are of legal age.

Describe the Plan to: 3. Provide for the safety and security of event attendants and other citizens. Those who will be drinking will get rides from other classmates home. We will follow the laws with no drinking & driving

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

Fee: ~~\$200~~

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



SPECIAL EVENT PERMIT APPLICATION

Departmental Review

Event Name: Stevensville Class of 2011 Reunion Date(s): July 31/21  
Location(s): Lewis + Clark Park / West Pavilion

Fire Department

Comments: \_\_\_\_\_

Approval: [Signature] Name/Title: Chief 6/21/21

Police Department

Comments: \_\_\_\_\_

Approval: [Signature] Name/Title: CHIEF OF POLICE

Public Works Department

Comments: GARBAGE TO BE REMOVED?

Approval: [Signature] Name/Title: SPUC REOS

Administration

Comments: \_\_\_\_\_

Approval: [Signature] Name/Title: Brandon Dewey Mayor



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> THA INC Toby Hansen 425 S Orange St Ste A Missoula MT 59801	<b>CONTACT NAME:</b> Toby Hansen <b>PHONE (A/C, No, Ext):</b> (406) 721-8810 <b>E-MAIL ADDRESS:</b> thansen@thagency.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Krystal Fagan 15550 Frenchtown Frontage Rd. Missoula MT 59808	<b>INSURER A :</b> Evanston Insurance Company	<b>NAIC #</b> 35378
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability <input type="checkbox"/> Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	3DS5472-M2606258	07/31/2021 12:01 AM	08/01/2021 12:01 AM	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000					
	MED EXP (Any one person) \$ 5,000					
	PERSONAL & ADV INJURY \$ 2,000,000					
						GENERAL AGGREGATE \$ 3,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						Deductible \$ 1,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19.  
 Attendance: 100, Event Type: Reunion - Indoor and/or Outdoor.

**CERTIFICATE HOLDER****CANCELLATION**

Lewis and Clark Park Unknown Stevensville MT 59870	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Toby Hansen
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**File Attachments for Item:**

c. Discussion/Decision: Morrison-Maierle Task Order No. 4, New Automatic Vertical Pivot Gate at the Stevensville Airport



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	07/08/2021
<b>Agenda Topic:</b>	Discussion/Decision: Morrison-Maierle Task Order No. 4, New Automatic Vertical Pivot Gate at the Stevensville Airport
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	07/08/2021
<b>Notes:</b>	

**TASK ORDER NO. FOUR (4)**

**For Master Agreement Between OWNER, Town of Stevensville, Montana  
and the ENGINEER, Morrison-Maierle, Inc.**

**TASK ORDER**

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In accordance with the Master Agreement between OWNER and ENGINEER for Professional Services dated August 13, 2018 (“Agreement”), OWNER and ENGINEER agree as follows:

**Specific Project Data**

**Title: Stevensville Airport Improvements – AIP 3-30-0044-017-2021  
New Automatic Vertical Pivot Gate**

I. Objective: Complete Final Design, Construction Management, and Grant Closeout for a new automatic vertical pivot gate at the Stevensville Airport.

**A. FINAL DESIGN ENGINEERING:** Professional services will include the preparation of plans and specifications for a new automatic vertical pivot gate at the entrance of the Stevensville Airport. This will include design for gate layout and fence tie-in points, new access keypad, vehicle loop detectors, primary electrical and service feeds, service panel layout, and all other appurtenances related to gate operation. Services shall also include meetings with the OWNER, FAA and Power Utility Company to discuss alternatives, preparing and submitting an application for Federal assistance, obtaining field data and preparation of options of total project cost.

**B. CONSTRUCTION MANAGEMENT SERVICES:** Construction Management Services will include providing assistance in the bidding process, ENGINEER site visits, and grant management for the project.

**C. PROJECT CLOSEOUT SERVICES:** Provide assistance in closing out the project and grant with the FAA and provide a final report to the OWNER and FAA.

**SECTION 1 – SERVICES OF ENGINEER:** Applicable paragraphs of Section 1 of the Master Agreement are hereby incorporated for the following services:

## **A. FINAL DESIGN ENGINEERING**

### **1. PROJECT MANAGEMENT**

1. Prepare project Scope of Services and Fees for the Task Order.
2. Present Task Order to Airport Board and Town Council for approval (**1 meeting each**).
3. Maintain project coordination with the FAA and the Owner throughout the life of the project. Ensure milestones and deliverables are meeting expectations and the predetermined project schedule.
4. Attend monthly Airport Board meetings (**4 total**).

### **2. GRANT ADMINISTRATION**

1. Prepare Application for Federal Assistance and submit to Helena ADO.
2. Prepare and coordinate Sponsor Certifications for submittal to the FAA.
3. Prepare and submit monthly Request for Reimbursements and Invoice Summary to the Owner for review, then process pay applications through the FAA's Delphi E-Invoicing System (**anticipate 3 total invoicing periods**).
4. Update DBE Plan and Goals per the Owner's DBE Program. Forward goals to FAA Civil Rights Office and coordinate with FAA Civil Rights Office.
5. Complete FAA quarterly and annual updates for the Owner, including submitting standard forms and reports to the FAA.

### **3. DESIGN**

1. Hold initial coordination meeting with OWNER on-site to review preliminary layout and develop list of project needs.
2. Coordinate with Electrical Utility Company to develop plan for connecting to existing power service and sizing the service with future hangar development in mind.
3. Specify electrical requirements for gate, overhead luminaire, and incorporate plan for future hangar development.
4. Design automatic pivot gate.
5. Prepare Construction Safety and Phasing Plan (CSPP) and submit to FAA for review and approval.
6. Prepare a final design report; identify items of proposed work, levels of federal funding requested and project impacts. Identify items of work which will be bid as alternative items (if applicable). The design report will be completed in accordance



with the versions of the appropriate ADO Notices, which are in effect as the date of this Task Order.

7. Prepare 95% review copies of plans and specifications and provide to OWNER and the FAA for review. **Three (3) sets are anticipated.**
8. Prepare 95% review Engineer's Opinion of Cost based on final Plans and Specifications.
9. Following review of the above by the OWNER and the FAA, and based on their acceptance, modification and direction, prepare final plans and specifications indicating the scope, extent and character of the work to be performed and furnished by the Contractor.
10. Provide Quality Assurance Review of the project Plans and Specifications.
11. Provide Plans and Specifications for the construction of the Airport Improvements set forth in this Task Order. Coordinate and submit electronic copies of plans and specifications to the Morrison-Maierle FTP site and Quest site for bidding contractors. For bidding, provide the OWNER, plan exchanges, and review agencies with up to ten (10) sets of plans and specifications and furnish five (5) sets for the Contractor during construction.

#### **4. CONSTRUCTION BIDDING**

1. Conduct Pre-Bid Meeting to discuss Airport operational safety during construction, Airport security requirements, project construction schedule, and FAA constructions specifications with prospective bidders.
2. Respond to bidder inquiries during the advertisement period and prepare addenda to Plans and Specifications if required.
3. Attend bid opening, tabulate bids, and review DBE participation and contractor qualifications.
4. Make recommendations to the OWNER and FAA in awarding the contract.

#### **B. CONSTRUCTION MANAGEMENT SERVICES**

##### **1. PRE-CONSTRUCTION**

1. Review contractor insurance submittal.
2. Assist the OWNER in preparation of the construction contract documents.
3. Conduct a Pre-Construction Conference.
4. Review Contractor Safety Plan Compliance Document.
5. Review shop drawings, samples, certifications, and other submittals of the contractor only for general conformance to the design concept for the Project and for general compliance with the construction contract documents. Review Buy American requirements on all submittals of the Contractor for general conformance to the guidelines set forth by the FAA. Such reviews and approvals will not extend

to the means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.

## 2. CONSTRUCTION SERVICES

1. Prepare, review and submit weekly construction observation reports for review by the OWNER and the FAA.
2. Make visits to the site at intervals appropriate to the various stages of construction, as ENGINEER deems necessary, in order to observe the progress and quality of the work. Such visits and observations by ENGINEER are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress or to involve detailed inspection of Contractor's work in progress, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work. Based on information obtained during such visits and such observations, ENGINEER will determine in general if Contractor's work is proceeding in accordance with the construction contract documents, and ENGINEER shall keep OWNER informed of the progress of the work.

**Five (5)** Project Manager visits are anticipated.

The purpose of ENGINEER's visits will be to enable ENGINEER to better carry out the duties and responsibilities assigned to and undertaken by ENGINEER during the construction phase, and, in addition, to provide for OWNER a greater degree of confidence that the completed Work will conform in general to the Contract Documents. ENGINEER shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall ENGINEER have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, or for any failure by Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the WORK. Accordingly, ENGINEER neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the construction contract documents.

3. Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspection, tests, and approvals. ENGINEER's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the construction contract documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the construction contract documents. ENGINEER shall be entitled to rely on the results of such tests.
4. Monitor Contractor and Sub-consultant operations during construction for general adherence to the construction operations plan. In the event construction activities are not in conformance with the provisions of the construction operations plan, the Contractor and OWNER will be notified verbally and in writing. Failure of the Contractor to take corrective action will result in a Stop Work Order issued to the Contractor until such time as the Contractor takes corrective action. The Stop Work Order will be issued at the direction of the OWNER, through the ENGINEER.
5. Make recommendations to the OWNER on all claims relating to the execution and

progress of the construction work.

6. Notify the OWNER of permanent work that does not conform to the result required in the construction contract documents, prepare a written report describing any apparent non-conforming permanent work, make recommendations to the OWNER for its correction, and, at the request of the OWNER, have these recommendations implemented by the Contractor.
7. Prepare incidental Change Orders for the OWNER's approval. Incidental in this reference would require no additional design or construction management. *Change Orders involving additional design and construction management services shall be considered Additional Services and subject to Section 2.02 of the Master Agreement.*
8. Monitor Contractor's DBE utilization.
9. Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with OWNER, the FAA, and Contractor, conduct a semi-final inspection to determine if the Work is substantially complete. If, after considering any objections of OWNER, and the FAA, the ENGINEER considers the Work substantially complete, the ENGINEER shall then deliver a Certificate of Substantial Completion to OWNER and Contractor.
10. Final Notice of Acceptability of the Work. Conduct a final inspection to determine if the completed Work of Contractor is acceptable so that ENGINEER may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, ENGINEER shall also provide a "Notice of Acceptability of Work" that the Work is acceptable to the best of the ENGINEER's knowledge, information, and belief and based on the extent of the services provided by ENGINEER under this Task Order.

## **C. PROJECT CLOSEOUT SERVICES**

### **1. GRANT CLOSEOUT**

1. Upon completion of construction, the ENGINEER shall prepare a Final Project Report covering all items included under this Task Order, in accordance with appropriate ADO Notices in affect at the time of the project. The ENGINEER shall furnish the OWNER with one (1) 11 x 17 set of record drawings, based on information furnished to the ENGINEER by the Contractor. The ENGINEER shall furnish one (1) copy of the Final Project Report to the OWNER and to the FAA.
2. The construction specifications require the Contractor to perform all tests of materials and to submit a set of marked up as-constructed plans. The Contractor will be responsible for retaining the services of a certified materials testing firm to perform quality control and acceptance testing in accordance with FAA requirements. The ENGINEER will utilize the above Contractor-furnished testing data to prepare the Final Project Report.
3. The ENGINEER will also furnish, without restriction, to the OWNER and the FAA, PDF drawings in electronic media (disk) format. Copies of documents that may be relied upon by OWNER are limited to the printed copies (also known as hard copies) that are signed or sealed by ENGINEER. Files in electronic media format of text,

data, graphics, or of other types that are furnished by ENGINEER to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. The ENGINEER shall not be responsible to maintain documents stored in electronic media format after acceptance by OWNER.

When transferring documents in electronic media format, ENGINEER makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by ENGINEER at the beginning of this Project.

4. Summarize and report DBE achievement to FAA Civil Rights Office.
5. Receive bonds, product certificates, certificates of inspection, tests, and approvals, shop drawings, samples and other data required by the construction Contract documents and the annotated record documents which are to be assembled by Contractor in accordance with the construction Contract documents to obtain final payment.

**SECTION 2 – OWNER'S RESPONSIBILITY:** All paragraphs of Section 2 of the Master Agreement are incorporated by reference.

**SECTION 3 – TIMES FOR RENDERING SERVICES:** All applicable paragraphs in Section 3 of the Master Agreement are incorporated by reference. The anticipated schedule for completion of milestones within this Task Order are listed below.

<u>Phase</u>	<u>Estimated Completion Date</u>
A. Submit Final Plans, Specs and Contract Docs	May 20, 2021
B. Construction Management Services	July 26, 2021
B. Project Closeout Report	December 31, 2021

**SECTION 4 – PAYMENTS TO ENGINEER:** Applicable paragraphs of Section 4 of the Master Agreement are hereby incorporated for the following services:

- A. The approved and audited overhead rate in effect for this Task Order is **80.47%**.

- B. The services identified under this Task Order will be paid by method of Lump Sum. Total compensation for this Task Order is estimated to be:

PHASE	METHOD OF PAYMENT	ESTIMATED COMPENSATION
Final Design Engineering	Lump Sum	\$ 23,000
Construction Management Services	Cost Plus Fixed Fee	\$ 9,000
Project Closeout Services	Lump Sum	\$4,000
<b>TOTAL ESTIMATED COMPENSATION</b>		<b>\$ 36,000</b>

**SECTION 5 – GENERAL PROVISIONS:** All paragraphs of Section 5 of the Master Agreement are incorporated by reference.

**SECTION 6 – CONSULTANTS:** The following fees are included in the overall fees of this Task Order:

- A. None Anticipated

**SECTION 7 – OTHER MODIFICATIONS TO MASTER AGREEMENT:** None.

**SECTION 8 – ATTACHMENTS:**

- A. Task Order No. 4 – Engineering Fees

**SECTION 9 – DOCUMENTS INCORPORATED BY REFERENCE:** Master Agreement for Professional Engineering Services between Owner and Engineer, dated **August 13, 2018**.



**TASK ORDER-04**

**DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT**

**3-30-0044-017-2021**



**Summary of Professional Service Fees**

**April 26, 2021**

	<u>Labor</u>	<u>Expense</u>	<u>Total</u>
DESIGN SERVICES	\$18,882	\$4,118	\$23,000
CONSTRUCTION ADMINISTRATION	\$7,237	\$1,763	\$9,000
GRANT CLOSEOUT	\$3,240	\$760	\$4,000
	<hr/>		
	<b>Project Total</b>		<b>\$36,000</b>

ENGINEERING BUDGET  
 STEVENSVILLE AIRPORT  
 3-30-0044-017-2021  
 TASK ORDER-04  
 DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT



DESIGN SERVICES

WORK DESCRIPTION	PROJECT MANAGER	SR. DESIGN ENGINEER	ENGINEER INTERN	SURVEY MANAGER	ELECTRICAL ENGINEER	2-MAN SURVEY CREW	CAD DESIGNER	PROJECT COORDINATOR	TOTAL LABOR HOURS	TOTAL LABOR COST
<b>PROJECT MANAGEMENT (MEETINGS AND COORDINATION)</b>										
Prepare Task Order #4	4	1							5	\$ 653.58
Present Task Order to Airport Board	1								1	\$ 127.33
Travel Time (1-Trip)	2								2	\$ 254.66
Present Task Order to Town Council	1								1	\$ 127.33
Travel Time (1-Trip)	2								2	\$ 254.66
Coordination with FAA, Airport Manager, Town	4								4	\$ 509.32
Attend Airport Board Meetings (4)	4								4	\$ 509.32
Travel Time (4-Trips)	8								8	\$ 1,018.63
<b>SUBTOTAL</b>	<b>26</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>\$ 3,454.82</b>

<b>GRANT ADMINISTRATION</b>										
Federal Grant Application	4							1	5	\$ 586.81
Sponsor Certifications	2							1	3	\$ 332.15
Delphi Request for Reimbursement Processing and Submittal (3 Anticipated)	3							2	5	\$ 536.97
DBE Reporting and Update Goal	2							4	6	\$ 564.62
Submit FAA Quarterly and Annual Financial Updates to FAA	2								2	\$ 254.66
<b>SUBTOTAL</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>21</b>	<b>\$ 2,275.20</b>

<b>DESIGN</b>										
Site Visit, Layout and Field Conditions Verification	2								2	\$ 254.66
Travel Time (1-Trip)	2								2	\$ 254.66
Coordination with Utility Company (Including Site Visit)	2				2				4	\$ 476.95
Travel Time (1-Trip)	2				2				4	\$ 476.95
Design Power Feed for Gate, Luminaire, and Future Hangar Power Services	1				4				5	\$ 571.91
Design Automatic Vertical Pivot Gate	8	2	4		2				16	\$ 1,871.85
Prepare Construction Safety and Phasing Plan	2	1	2						5	\$ 570.12
Prepare Design Report	2	1	8						11	\$ 1,083.71
Prepare 95% Draft Specifications	4	1	8		2			1	16	\$ 1,638.15
Prepare 95% Draft Construction Plans	2	1	8					1	12	\$ 1,161.20
Prepare Construction Estimate	1	1	2		1				5	\$ 553.94
Quality Assurance Review	1	3	1		1				6	\$ 756.87
Invitation to Bid and Bidder's List	2		1					2	5	\$ 495.24
<b>SUBTOTAL</b>	<b>31</b>	<b>10</b>	<b>34</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>93</b>	<b>\$ 10,166.20</b>



CONSTRUCTION BIDDING										
Conduct Pre-Bid Meeting	2								2	\$ 254.66
Travel Time (1-Trip)	2								2	\$ 254.66
Respond to Bidding Q/A	4	1	2						7	\$ 824.78
Prepare Bid Addenda	3	1	2					2	8	\$ 852.43
Attend Bid Opening	1								1	\$ 127.33
Travel Time (1-Trip)	2								2	\$ 254.66
Review Bid Proposals, DBE, Contractor Qualifications	1								1	\$ 127.33
Prepare Bid Tabulations			1					1	2	\$ 163.09
Bid Recommendation, Award Letter	1								1	\$ 127.33
<b>SUBTOTAL</b>	<b>16</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>26</b>	<b>\$ 2,986.26</b>
<b>TOTAL LABOR HOURS</b>	<b>86</b>	<b>13</b>	<b>39</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>167</b>	<b>\$ 18,882.47</b>

SUMMARY OF ESTIMATED LABOR COSTS DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT	HOURS	LABOR RATE	TOTAL COST
PROJECT MANAGER	86	\$ 127.33	\$ 10,950.28
SR. DESIGN ENGINEER	13	\$ 144.27	\$ 1,875.46
ENGINEER INTERN	39	\$ 85.60	\$ 3,338.33
SURVEY MANAGER	0	\$ -	\$ -
ELECTRICAL ENGINEER	14	\$ 111.15	\$ 1,556.04
2-MAN SURVEY CREW	0	\$ -	\$ -
CAD DESIGNER	0	\$ -	\$ -
PROJECT COORDINATOR	15	\$ 77.49	\$ 1,162.36
<b>TOTAL LABOR COSTS</b>	<b>167</b>		<b>\$ 18,882.47</b>

SUMMARY OF DIRECT EXPENSES DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT	QTY	UNIT	RATE	TOTAL COST
Number of Project Site Visits:	10	Visits		
Round Trip Mileage Per Site Visit	70	Mile		
Number of Staff Days:	0	Days		
Vehicle (Company)	700	Mile	\$ 0.75	\$ 527.80
Meals	0	Person/Day	\$ 40.00	\$ -
Lodging	0	Night	\$ 150.00	\$ -
Survey Equipment	1	Day	\$ 240.00	\$ 240.00
Survey Supplies	1	Lump Sum	\$ 200.00	\$ 200.00
Printing	500	Each	\$ 0.15	\$ 75.00
Miscellaneous	1	Lump Sum	\$ 74.73	\$ 74.73
<b>TOTAL - DIRECT EXPENSES</b>				<b>\$ 1,117.53</b>

OUTSIDE SERVICES (SUBCONSULTANTS) DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT	QTY	UNIT	RATE	TOTAL COST
<b>TOTAL - OUTSIDE SERVICES</b>				<b>\$ -</b>

FEE SUMMARY DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT	
TOTAL LABOR COSTS	\$ 18,882.47
TOTAL DIRECT EXPENSES	\$ 1,117.53
TOTAL OUTSIDE SERVICES	\$ -
TOTAL COSTS	\$ 20,000.00
FIXED FEE	\$ 3,000.00
<b>TOTAL FEE -CONSTRUCTION MANAGEMENT SERVICES</b>	<b>\$ 23,000.00</b>

**CONSTRUCTION MANAGEMENT SERVICES**

WORK DESCRIPTION	PROJECT MANAGER	SR. DESIGN ENGINEER	ENGINEER INTERN	SURVEY MANAGER	ELECTRICAL ENGINEER	2-MAN SURVEY CREW	CAD DESIGNER	PROJECT COORDINATOR	TOTAL LABOR HOURS	TOTAL LABOR COST
<b>PRE-CONSTRUCTION</b>										
Review Contractor Insurance Submittal	2	1							3	\$ 398.92
Executed Contract Documents	1	1						2	4	\$ 426.58
Pre-Construction Conference	4								4	\$ 509.32
Travel Time (1-Trip)	2								2	\$ 254.66
Review Contractor Safety Plan Compliance Document	1								1	\$ 127.33
Review Construction Materials Submittal	2	1							3	\$ 398.92
<b><i>SUBTOTAL</i></b>	<b>12</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>17</b>	<b>\$ 2,115.73</b>

**CONSTRUCTION SERVICES**

Submit Weekly FAA Progress Reports (4 total)	4								4	\$ 509.32
Review Certified Payroll and Labor Interviews	1							2	3	\$ 282.31
Construction Site Visit (5 total, 3-hours each)	15								15	\$ 1,909.93
Travel Time (5-Trips)	10								10	\$ 1,273.29
Substantial Completion Inspection	3								3	\$ 381.99
Travel Time (1-Trip)	2								2	\$ 254.66
Final Completion Inspection	2								2	\$ 254.66
Travel Time (1-Trip)	2								2	\$ 254.66
<b><i>SUBTOTAL</i></b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>41</b>	<b>\$ 5,120.81</b>
<b><i>TOTAL LABOR HOURS</i></b>	<b>51</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>58</b>	<b>\$ 7,236.53</b>

SUMMARY OF ESTIMATED LABOR COSTS DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT			
	HOURS	LABOR RATE	TOTAL COST
PROJECT MANAGER	51	\$ 127.33	\$ 6,493.77
SR. DESIGN ENGINEER	3	\$ 144.27	\$ 432.80
ENGINEER INTERN	0	\$ 85.60	\$ -
SURVEY MANAGER	0	\$ -	\$ -
ELECTRICAL ENGINEER	0	\$ 111.15	\$ -
2-MAN SURVEY CREW	0	\$ -	\$ -
CAD DESIGNER	0	\$ -	\$ -
PROJECT COORDINATOR	4	\$ 77.49	\$ 309.96
<b>TOTAL LABOR COSTS</b>			<b>\$ 7,236.53</b>

SUMMARY OF DIRECT EXPENSES DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT				
	QTY	UNIT	RATE	TOTAL COST
Number of Project Site Visits:		Visits		
Round Trip Mileage Per Site Visit	70	Mile		
Number of Staff Days:	0	Days		
Vehicle (Company)	0	Mile	\$ 0.75	\$ -
Meals	0	Person/Day	\$ 40.00	\$ -
Lodging	0	Night	\$ 150.00	\$ -
Survey Equipment	1	Day	\$ 240.00	\$ 240.00
Survey Supplies	1	Lump Sum	\$ 200.00	\$ 200.00
Printing	500	Each	\$ 0.15	\$ 75.00
Miscellaneous	1	Lump Sum	\$ 74.55	\$ 74.55
<b>TOTAL - DIRECT EXPENSES</b>				<b>\$ 589.55</b>

OUTSIDE SERVICES (SUBCONSULTANTS) DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT				
	QTY	UNIT	RATE	TOTAL COST
<b>TOTAL - OUTSIDE SERVICES</b>				<b>\$ -</b>

FEE SUMMARY DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT	
TOTAL LABOR COSTS	\$ 7,236.53
TOTAL DIRECT EXPENSES	\$ 589.55
TOTAL OUTSIDE SERVICES	\$ -
<b>TOTAL COSTS</b>	<b>\$ 7,826.08</b>
FIXED FEE	\$ 1,173.91
<b>TOTAL FEE -CONSTRUCTION MANAGEMENT SERVICES</b>	<b>\$ 9,000.00</b>

ENGINEERING BUDGET  
 STEVENSVILLE AIRPORT  
 3-30-0044-017-2021  
 TASK ORDER-04  
 DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT



GRANT CLOSEOUT SERVICES

WORK DESCRIPTION	PROJECT MANAGER	SR. DESIGN ENGINEER	ENGINEER INTERN	SURVEY MANAGER	ELECTRICAL ENGINEER	CAD DESIGNER	PROJECT COORDINATOR	TOTAL LABOR HOURS	TOTAL LABOR COST
<b>GRANT CLOSEOUT</b>									
Prepare Record Drawings	1		2					3	\$ 298.53
Closeout Checklist	0.5		1					1.5	\$ 149.26
Summarize Project Financial Documentation	2	1						3	\$ 398.92
Prepare Closeout Report	4	1	8				2	15	\$ 1,493.35
Update Capital Improvement Plan	2	1						3	\$ 398.92
Quality Assurance	1	2	1					4	\$ 501.46
<b>SUBTOTAL</b>	<b>10.5</b>	<b>5</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>29.5</b>	<b>\$ 3,240.44</b>
<b>TOTAL LABOR HOURS</b>									
	<b>10.5</b>	<b>5</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>29.5</b>	<b>\$ 3,240.44</b>

SUMMARY OF ESTIMATED LABOR COSTS DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT	HOURS	LABOR RATE	TOTAL COST
PROJECT MANAGER	10.5	\$ 127.33	\$ 1,336.95
SR. DESIGN ENGINEER	5	\$ 144.27	\$ 721.33
ENGINEER INTERN	12	\$ 85.60	\$ 1,027.18
SURVEY MANAGER	0	\$ -	\$ -
ELECTRICAL ENGINEER	0	\$ 111.15	\$ -
CAD DESIGNER	0	\$ -	\$ -
PROJECT COORDINATOR	2	\$ 77.49	\$ 154.98
<b>TOTAL LABOR COSTS</b>	<b>29.5</b>		<b>\$ 3,240.44</b>

SUMMARY OF DIRECT EXPENSES DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT	QTY	UNIT	RATE	TOTAL COST
Number of Project Site Visits:	0	Visits		
Round Trip Mileage Per Site Visit	200	Mile		
Number of Staff Days:	0	Days		
Vehicle (Company)	0	Mile	\$ 0.75	\$ -
Printing	1500	Each	\$ 0.15	\$ 225.00
Miscellaneous	1	Lump Sum	\$ 12.82	\$ 12.82
<b>TOTAL - DIRECT EXPENSES</b>				<b>\$ 237.82</b>

OUTSIDE SERVICES (SUBCONSULTANTS) DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT	QTY	UNIT	RATE	TOTAL COST
		LS	\$ -	\$ -
<b>TOTAL - OUTSIDE SERVICES</b>				<b>\$ -</b>

FEE SUMMARY DESIGN, CONSTRUCTION MANAGEMENT, CLOSEOUT	
TOTAL LABOR COSTS	\$ 3,240.44
TOTAL DIRECT EXPENSES	\$ 237.82
TOTAL OUTSIDE SERVICES	\$ -
TOTAL COSTS	\$ 3,478.26
FIXED FEE	\$ 521.74
<b>TOTAL FEE - GRANT CLOSEOUT</b>	<b>\$ 4,000.00</b>

**File Attachments for Item:**

d. Discussion/Decision: Consent to the Mayor's appointment of Wendi Planty as Director of Finance (Finance Officer) and Human Resources



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	07/08/2021
<b>Agenda Topic:</b>	Discussion/Decision: Consent to the Mayor's appointment of Wendi Planty as Director of Finance (Finance Officer) and Human Resources
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	07/08/2021
<b>Notes:</b>	





**TOWN COUNCIL  
Agenda Communication**

**Regular Meeting  
July 8, 2021**

**Agenda Item:** Discussion/Decision: Consent to the Mayor’s appointment of Wendi Planty as Director of Finance and Human Resources

**Other Council Meetings**

**Exhibits**

- A. Cover Letter
- B. Resume
- C. Supplemental Questions

*This agenda item provides Council with the ability to consent to the Mayor’s appointment of a new Director of Finance and Human Resources (Finance Officer).*

**Background:**

Mrs. Wendi Planty comes to Stevensville after serving as the Treasurer of Denali Borough seated in Healy, Alaska. In that position Wendi was responsible for financial planning and investments, monthly financial reporting, accounting operations and cash management. In addition, Wendi oversaw the onboarding of staff and the employee benefits program.

Wendi brings experience in preparing for audits and working with the mayor to develop an annual budget.

Wendi has accepted an offer of employment from the Town of Stevensville with a starting annual salary of \$54,600 for the exempt position. Wendi is expected to begin her position with the Town on July 19, 2021

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

**Alternative(s):** Do not consent to the Mayor’s appointment.

**MOTION**

**I move to:** to consent to the Mayor’s appointment of Wendi Planty as Director of Finance and Human Resources for the Town of Stevensville.

**Wendi Planty**

P.O. Box 21  
Healy, AK 99743

May 16,2021

Dear Mayor of Stevensville,

I am applying for your Director of Finance and Human Resource. Please take a moment to review my qualifications. I believe I could transition into this new role. I am ready and eager for new challenges. My husband and I have purchased a business in Stevensville and we are currently moving after spending the last thirteen years in Alaska. We are excited to be moving back home and look forward to getting settled back into Montana.

My personal qualities combined with my experience will contribute greatly to the City of Stevensville's success. My background working for both the Denali Borough as the Treasurer and for First National Bank Alaska as Operations Supervisor, along with my dedication to a job are a great match for the position.

My enclosed resume outlines my experience and skills. I look forward to taking the next steps with you.

Sincerely yours,



Wendi Planty

907-687-6742

wendi@plantys.com

PO Box 21  
Healy, AK 99743  
(907) 687-6742  
wendi@plantys.com

**WENDI PLANTY**

**OBJECTIVE-** Relocating back to the Bitterroot Valley and looking for a position to apply my strong financial skills and banking experience to a rewarding environment.

**SKILLS & ABILITIES**  
Complex problem solving  
Excellent time management skills  
General Ledger Accounting Experience  
Accounts Reconciliation  
Accounts Receivable  
Self-motivated to work independently  
Proficient in Microsoft Word and Excel

**EXPERIENCE**

**TREASURER**

**DENALI BOROUGH- HEALY ALASKA**

January 2018-Present

Responsible for financial planning and investments, monthly financial reporting, accounting operations and cash management. Administers overnight accommodation and severance tax activity, oversees accounts receivable and accounts payable, assists in grant reporting, and oversees internal controls. Supervises payroll operations and employee benefits. Works with Mayor and Borough Clerk to develop annual budget. Works with independent auditor to complete financial reports and conduct annual audit.

**BANK OFFICER/OPERATIONS SUPERVISOR**

**FIRST NATIONAL BANK ALASKA-HEALY ALASKA**

November 2008-December 2017

Built and maintained effective personal and business accounts. Daily and monthly branch cash flow monitoring systems. Consistently complied with company policies and government regulations. Achieved proper compliance and accurate executive level reporting. Implemented annual performance and oversaw training for all new branch employees.

**SPORTING GOODS DEPARTMENT MANAGER**

**WALMART 1998-2005**

Recruited and trained all new employees for department. Completed ordering and inventory for department. Proper compliance and monitoring of documentation of all firearm sales in department.

**EDUCATION**

STEVENSVILLE HIGHSCHOOL -HIGH SCHOO DIPLOMA 1998

PARTICIPATED IN FIRST NATIONAL BANK LEADERSHIP PROGRAM

STRATEGIC LEADERSHIP COURSES

COURSEWORK IN BUSINESS MANGEMENT AND COMMUNICATIONS



## DIRECTOR OF FINANCE & HUMAN RESOURCES

### Supplemental Essay Questions

To get a better sense of your writing skills and additional insights into your experience, please answer the following questions. Limit your responses to no more than a single page per question and submit your answers as part of your application.

1. The Director of Finance & HR works directly with the Mayor and other department heads. What are some strategies you have used in encouraging and maintaining collaboration, teamwork and effective communication with supervisors, peers and staff?  
I think it is important to just make yourself available, answer phone calls, emails and respond to posts promptly. If you are approachable and listen actively it greatly encourages opening the lines of communication. Currently our office staff meet 1-2 times per week, in the office if possible, if not we meet via Zoom. Most of my communication is with email, it helps to keep me on track and informed. Our borough has enterprises that are in different locations, and it is not possible to meet in person regularly so we have implemented using newer technology that includes Zoom and Microsoft Teams, I feel both are effective communication tools when you cannot meet in person.
2. Please explain your experience in preparing a city budget. Include your experience in the following areas:
  - a. Estimating projected revenues.  
I make the yearly budget; we currently collect overnight accommodations and a severance tax. We follow the trends of previous years, the current outlook on the economy and we have all registered information from taxpayers to make a good estimate of taxes we will be receiving.
  - b. Reviewing budget submittals from other departments.  
I currently work with two enterprise within the Denali Borough at budget time. When we start discussing the current budget, we include the managers of each enterprise in the meetings. I start with giving each enterprise a worksheet to help get them started on the budget line items we will need their input on, the worksheet consists of what they currently have budget for the year, what they have spent so far for the year and what they spent previous years. We then discuss funds they will need and if they have any projects for the new year.

c. Preparing narrative sections, budget messages and summary charts.

I have prepared the budget for Denali Borough for the last 3 years. We like to include in our budget the, Budget Message, Appropriation of Funds, Borough Information, Wage Schedule, Budget Comparisons, Budget Legislation, Denali Borough School District Budget, and Grant Information for the Borough. For the narrative section I currently work with the Denali Borough Mayor and we write the narrative of the budget message.

3. Identifying and prioritizing items and programs for budget cutbacks; Describe your experience in the creation/development and financial management of an organization's capital improvement plan.

I like to have plan in place for items that will be a priority in the town. I think that makes the project go much smoother and everyone knows the amounts we can spend and if we would not have the required funds to complete a project or need to cut funds. Our Capital Improvement Plan here is presented every year in an Ordinance to our Assembly along with our budget. We plan out a six-year capital improvement plan. We are a forward funded borough so we try to make sure we have or will have the funds for the project as they are being completed. We are responsible for our school district buildings and work with the state for repairs to the buildings. With working with the state, we are required to have our matching funding in place for projects to any of the schools.

4. As a Director, you will be required to give presentations to the Town Council and various committees. What attributes do you bring to your public presentations, and how do you prepare for them?

I lead quarterly Finance Committee Meetings, the last meeting I made and presented a PowerPoint. I think it his helpful for some people to visual with graphs, charts, and to see information written out. I do prepare the annual budget and the Mayor presents, but I am at every meeting if there are questions from the Assembly regarding the budget or Financial Report.

5. Describe your experience with preparation and review of audited financial statements.

I complete the end of year tasks to get our books ready for the auditor. Once I have completed all tasks, I work with an accountant to double check the end of year closing of our books, so we are ready for our auditor. Denali Borough currently has contracted with our auditor to complete the Financial Statements and then conduct our audit. Our auditor does enter in our depreciation and the PERS information from the State of Alaska, Once the audit is complete it is then reviewed with me and the Mayor, then our auditor presents the audit to the Assembly. I have currently been through three audits.

6. Please explain your experience in directing and supervising the personnel systems of an organization, including classification, compensation, recruitment, selection, labor relations, and training.

I currently oversee payroll; this includes working with the State of Alaska for employees who are currently enrolled in PER's and SBS retirement plans. We file on every payroll with the State of Alaska for PER's and SBS. I work with the Clerk yearly to come up with a salary schedule for all employees for our new budget, we use current local salaries and a salary survey from the Alaska Municipal League. I also work with the Alaska Municipal League for our training and Workers Compensation Insurance. I do the new hire paperwork for all employees hired. At previous jobs conducted interviews and called on references.

**File Attachments for Item:**

e. Discussion/Decision: American Rescue Plan Act Water & Sewer Infrastructure Grant Application





## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	07/08/2021
<b>Agenda Topic:</b>	Discussion/Decision: American Rescue Plan Act Water & Sewer Infrastructure Grant Application
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	07/08/2021
<b>Notes:</b>	



**TOWN COUNCIL  
Agenda Communication**

**Regular Meeting  
July 8, 2021**

**Agenda Item:** Discussion/Decision: American Rescue Plan Act Water & Sewer Infrastructure Grant Application

**Other Council Meetings**

**Exhibits**

- A. Project Funding Package
- B. Project Budget
- C. Project Schedule

*This agenda item provides Council with the ability to approve a grant application to the State of Montana for ARPA Water & Sewer Infrastructure Funding.*

**Background:**

At their June 8, 2021 regular meeting, the Town Council approved proceeding with a grant application to the State of Montana that would request funding from the American Rescue Plan Act to support the Town’s next water system project.

The Council reviewed the preliminary engineering report from HDR Engineering that identified water storage and leakage as key issues in the water system. The administration and engineers recommended that the Town consider this grant as a way of funding the needed improvements.

The grant application would seek \$950,000 in competitive grant funds and \$327,805 from a minimum allocation grant program. The town would match that grant with \$1.0 million of water fund reserves, and half of the \$529,270 ARPA Treasury funds that the Town has received. The total project budget is \$2,542,440 and would replace the Town’s 60-year-old storage tank and replace leaking water mains throughout the community.

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

**Alternative(s):** Do not approve the grant application

**MOTION**

**I move to:** Approve the Town of Stevensville’s American Rescue Plan Act Water & Sewer Infrastructure Grant Application

**ARPA WATER & SEWER INFRASTRUCTURE GRANT APPLICATION**

**Table 1. Project Funding Package**

**Applicant Entity**

Town of Stevensville, MT

**Project Title**

Town of Stevensville Water System Improvements

*Instructions: Modify the rows and columns as needed to reflect the project budget funding sources and the status of the match funding. Save this spreadsheet to your local drive and upload it to the grant application.*

FUNDING SOURCE	AMOUNT	STATUS OF COMMITMENT***
ARPA – MINIMUM ALLOCATION GRANT **	\$327,805.57	--
ARPA – COMPETITIVE GRANT (maximum \$25 million)	\$950,000.00	--
<b>MATCH FUNDING SOURCES*</b>		
ARPA – Local Fiscal Recovery Funds	\$264,635.14	
Montana Coal Endowment Program Grant		
Renewable Resource Grant		
Community Development Block Grant		
State Revolving Fund Loans		
USDA Rural Development Grants		
USDA Rural Development Loans		
Other Grants (Specify)		
Local Contribution	\$1,000,000.00	
Other		
<b>Subtotal Match Funding</b>	\$1,264,635.14	
<b>Total Project Cost</b>	<b>\$2,542,440.71</b>	--
<b>Total Percent Match</b>	<b>50%</b>	--

\*WARNING Recipients cannot use ARPA funds to satisfy nonfederal matching requirements for other Federal programs whose statute or regulations bar the use of Federal funds to meet matching requirements.

\*\*Minimum Allocation Grant requires the lesser of: one-to-one matching funds; or 25% of the amount that the local government received in coronavirus local fiscal recovery funds provided for in the American Rescue Plan Act.

\*\*Competitive Grants - preference may also be given to projects that provide a higher match rate.

**\*\*\*Status of Commitment:**

No Contact - No contact has yet been made with the funding source;

Discussed/Not Applied - Project has been discussed with the funding source, but no application has been submitted. Briefly describe the discussion with the funding source and the likelihood of obtaining the funds;

Application Submitted (date) - An application has been submitted, but funding has not yet been awarded. Briefly describe status of application

Funds Committed (date) - Funds have been committed by the funding source. Attach a copy of the commitment letter or other documentation verifying the commitment of funds.

**ARPA WATER & SEWER INFRASTRUCTURE GRANT APPLICATION**

**Table 2. Project Budget**

**Applicant Entity:** Town of Stevensville  
**Project Title:** Town of Stevensville Water System Improvements

*Instructions: Please modify budget line items and columns to best reflect the specific project details. Please indicate costs that have already been spent on the project. Save this spreadsheet to your local drive and upload the completed budget to the grant application.*

	ARPA - MINIMUM ALLOCATION GRANT	ARPA - COMPETITIVE GRANT	ARPA - LOCAL FISCAL RECOVERY FUNDS	Montana Coal Endowment Program	Renewable Resource Grant	State Revolving Fund Loans	USDA Rural Development Grant	USDA Rural Development Loan	Other (Specify)	Local Contribution	Total
Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
<b>TOTAL ADMINISTRATION</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
Project Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Preliminary Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Final Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$365,000.00	\$365,000.00
Construction	\$327,805.57	\$950,000.00	\$264,635.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240,000.00	\$1,782,440.57
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350,000.00	\$350,000.00
<b>TOTAL ACTIVITY</b>	<b>\$327,806</b>	<b>\$950,000</b>	<b>\$264,635</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$990,000</b>	<b>\$2,532,441</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$327,806</b>	<b>\$950,000</b>	<b>\$264,635</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$2,542,441</b>

<b>PROJECT DESIGN DATES</b>	--	--	--
<b>Preliminary Design</b>	<b>Final Design</b>	<b>DEQ Plan Review</b>	<b>DEQ Plan Approval</b>
<b>August 15 - November 15, 2021</b>	<b>December 1 - February 15, 2022</b>	<b>February 15 - March 15, 2022</b>	<b>March, 2022</b>
<b>PROJECT BID DATES</b>	--	--	--
<b>Bid Document Advertised</b>	<b>Selection</b>	<b>Award Notice</b>	<b>Notice to Proceed</b>
<b>April 15, 2022</b>	<b>April 30, 2022</b>	<b>May 15, 2022</b>	<b>May 30, 2022</b>
<b>PROJECT CONSTRUCTION DATES</b>	--	--	--
<b>Construction Start</b>	<b>Construction Completion</b>	<b>Closeout</b>	<b>Final Documentation</b>
<b>June 15, 2022</b>	<b>June 15, 2023</b>	<b>July 15 - August, 2023</b>	<b>September 1 - Sept 30, 2023</b>
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