



**Stevensville Town Council Meeting
Agenda for
THURSDAY, DECEMBER 09, 2021
7:00 PM
NVPL Community Room, 208 Main Street**

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.](#) November 9, 2021, Special Meeting Minutes
 - [b.](#) November 22, 2021, Board of Adjustment, Meeting Minutes
 - [c.](#) November 23, 2021, Meeting Minutes
 - [d.](#) November 24, 2021, Meeting Minutes
 - [e.](#) November 29, 2021, Meeting Minutes
5. Approval of Bi-Weekly Claims
 - a. Claims #17166-#17204
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
9. Public Hearings
10. Unfinished Business
 - [a.](#) Discussion/Decision: Reconsideration of Transportation Master Plan Agreement with Robert Peccia & Associates, Inc.
11. New Business
 - [a.](#) Discussion/Decision: Consent to the Mayor's Appointment of Brendalinn Daniels as Firefighter Cadet
 - [b.](#) Discussion/Decision: Wellfield Generator Repair
 - [c.](#) Discussion/Decision: Indemnification of Mayor Brandon Dewey in the matter of Dewey v Rodabaugh
 - [d.](#) Discussion/Decision: Resolution No. 498, A Resolution Establishing a Special Fund for Street Lighting on Main Street
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. November 9, 2021, Special Meeting Minutes

**Stevensville Special Town Council Meeting Minutes
for TUESDAY, NOVEMBER 09, 2021, 6:00 PM**

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order, Councilmembers Allen, Devlin, Ludington and Wandler were all present.

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

No public in attendance.

3. New Business

a. Executive/Closed Session: Council direction on addressing a HR/personnel matter

Mayor Dewey: introduced the new business a, executive closed session regarding a personal matter that is before the council this evening and at this time we will close the meeting and clear the room and present the item to council.

4. Adjournment

APPROVED:

ATTEST:

Brandon E. Dewey, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

b. November 22, 2021 Board of Adjustment, Meeting Minutes

**Stevensville Board of Adjustment Public
Hearing & Meeting Minutes
for MONDAY, NOVEMBER 22, 2021, 6:00 PM**

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order. Ms. Allen, Mr. Ludington, Mrs. Wandler and Mr. Dewey were all present. Ms. Devlin attended via phone.

Mr. Dewey: for those of use watching us live streaming Ms. Devlin is joining us via telephone this evening.

2. Discussion on the Following Items

a. Public Hearing/Discussion/Decision: Petition for Variance at 3792 Eastside Hwy, adjusting the front lot line, side lot line and rear lot line setbacks and the maximum lot coverage percentage and maximum lot coverage minimum lot area

Mr. Dewey: introduced the public hearing and meeting. Dan Metully is here this evening.

Dan Metully: (Handed out maps of his property to the audience and the council.) I am trying to build out the project with the resources and be efficient as possible. I was not aware that there were setbacks on the front and rear not particular concerned about the side especially on the north side because there is a ditch there that needs to be, I need to be 10 feet from that ditch so they can clean the ditch and I can protect my buildings from the water as well. My primary concerns are the buildings, it has been my intention to construct three of these buildings to act as part of the perimeter fencing for the property for the security part of the project itself. The 25-foot set back in the front keeps me from building anything there and it also gives me what is now about a 35-foot area by 100-foot area that I have to maintain and cut the weeds and get all the stuff out of it and put a fence back up, 6-foot security fence. Back same thing it would be my intention to not go right up to property line with the exception of the southwest corner it was my intention to have my cyclone fence meet the corner of the building again for purposes of security and the, it is the primary concern, do I want to build out my property as efficiently as possible, yes, I do. But I also have security concerns that are difficult to address with cyclone fence alone and I have felt that coming into this and using the buildings as the fencing would address that. Knowing now what the rules are in this extended zone was kind of a surprise for me.

Mr. Dewey: are their questions from the board before we open up the public hearing?

Mr. Ludington: you are still considering fencing wherever you don't have a building?

Dan Metully: that is correct. Has to be, recently my house was broken into and that is the nature of things now days and if someone is not there constantly you know it is just not me. The feeling of violation that you get from that. Also, customers have had people come in pull the locks off pull something taken to a pawn shop, difficult to identify like a television and then through

another lock back on there. Arguably I wish that I could have taken care of this fencing prior, but I am just a working guy and have been building this thing out as I could afford it. I don't have a pile of money I did start coming in with the fencing and then some of the fencing came down with the anticipation of growing the project there are vehicles there that I want to get rid of because when we came into it we did not know how successful the business was going to be now I can if everything works out fine I get to build out, I will get to build on this whole piece of property I will get rid of all of those vehicles and it is something that I have to do in stages, it is aggravating for me as well and I am sure that the neighbors don't care for it. We don't want to be a bad neighbor we don't want this project to be a problem we are more than willing to discuss any concerns.

Mr. Ludington: you have 4 existing buildings. Directly east of that there is another building is that not part of your property?

Dan Metully: no, that large barn belongs to Dean Whitesitt.

Mr. Dewey: any further questions from the board at this time? Thanks Mr. Metully. At this time, I will open the public hearing to take public comment on the petition on the variance. At this time there is no proposed decision, the board is listening to public comment and the comments of folks. Every property owner within the 500-foot radius of the project was mailed this we received two written public comments, one from Brad and Nancy Pollman and one from Nicholas Pollman both property owners in the area and both of those have been distributed to the board in advance for your review. At this time, I will open the public hearing.

PUBLIC HEARING/COMMENT

Dean Whitesitt: 121 Middle Burnt Fork, two or three concerns on this, one of them being the zero-tolerance set back on the east side of this totally restricts my ground, because there is supposed to be 7 ½ feet on each side of the irrigation ditch to get in there and maintain the ditch, to burn the ditch, clean the ditch on that whole part. With zero tolerance on one side, I would have no way of running both sides totally from my side doesn't give me access to my side. The other problem there is going to be when burning the ditch, it will burn very close to if not up to his building with zero set back. And the same thing for just general maintenance of the ditch. The other problem is it that creates a problem is that ditch has the potential to overflow occasionally and with it right up next to the zero tolerance if it floods over it is going to flood those three because there is no space for it to slow down or move it, and then I would wonder why and who is responsible for that. I would not feel that it was my responsibility in the fact that I can't get to it to clean it burn it and do all of those things. Then it is not my responsibility to try and keep it out of his buildings. The other part of it is the side that is on the clinic side if you look at the map, there is 10 feet between buildings to get through there which would be with a backhoe and or possibly a dump truck you can not make it you can get through but you can't turn because in the middle of that space is the ditch, so consequently there is no room and plus on the north side between the doctors and the physical therapies there are six cotton wood trees which were again totally restricts that side it just makes me concerned with what is going to happen because that part of the ditch is the ditch that is used by myself, my overflow water which would be on the east side also but the ditch runs into another ditch which is union ditch my water comes out of supply ditch and when all this happens you get two ditches combining

and this section has way more potential to flood and it has once already in fact they have had to line some of it with plastic to keep it from going into the physical therapy basement and they have had trouble with that and by cutting it down even more we are not going to be able to get in there and clean them because we are not going to be able to turn or burn or do any of that stuff. I just think that this is a total accident waiting to happen. That is pretty much what I have to say, I was going to ask if Pollman's letters got here, you got to read those.

Mr. Ludington: are you just using those ditches for waste you are not getting anything that you are using?

Dean Whitesitt: mine is wastewater coming out of the ditch it comes across the other ditch that comes across my field it goes straight through, that is their supply water that goes across the east side highway.

Mr. Ludington: what about access to your barn, is there another way to get in other than Mr. Metully's property?

Dean Whitesitt: Dan had said that he would make it so I could get through there.

Mr. Ludington: is that the only access?

Dean Whitesitt: I can go through my property and the hayfield.

Mr. Ludington: I am looking at it on Google Maps it shows the four buildings and the vehicles that you have on the north side, and I can see part of the road further east on Mr. Whitesitt going to his barn but I also see your property to get to that barn as well so that was my question there.

Dan Metully: that has been a gentleman's easement since I bought the place and that is actually written into my plan a 10-foot set back from the ditch is also already in the plan.

Mr. Dewey: the 10-foot set back is code because you could build to 7 ½.

Dan Metully: there is also like Dean says,

Mr. Dewey: as far as we are concerned, we are only concerned with what the ordinance says and what you can build. You are not asking for a change on that side. He is proposing 10 feet, but he is not asking us on the north.

Dan Metully: my plan is written at 10 feet. I just want to be clear that I had already planned for that and the reason that I planned for that is you know I knew that ditch was problematic from a couple of different stand points one being that it is there, and it needs to be maintained and there is also a 5-foot drop from one side of the property to the other. And I need to make sure that my buildings, so you have a situation there was that flood that went through there, that is kind of act of God stuff I am going to my level best to put jersey barriers or something at the back of my buildings around the side to keep that water out of my customers belongings I wouldn't, that thing just exists, and I am the one that has to deal with it.

Dean Whitesitt: the other problem that I would foresee at the back of your building there would be your security fence that goes across there has to be there you are not going to be.

Dan Metully: there is not going to be security fencing at the back of the building the back of the building is the security fence.

Dan Whitesitt: there must be one some place.

Dan Metully: only along the front of the property and along the south end of the property it already exists. There will be small little pieces of fencing.

Mr. Dewey: to help keep us on track we are not dealing with the north boundary whatsoever. There is no request of the north boundary.

Dan Metully: the only side is on the southwest corner where I want the fence to meet up with the building. As far as the ditch I don't want my building sitting on the ditch. That would be problematic.

Mr. Dewey: is there any further public comment on the variance?

Dean Whitesitt: zero set back?

Mr. Dewey: we are taking public comment and you have spoken to the zero set back and that is noted.

Dean Whitesitt: as far as me cleaning the ditch and burn the ditch there is zero set back there is no room for error.

Dan Metully: I am not asking for a set back there. But that is not the way that I am treating it, I wanted a zero set back on the southwest corner on the north side it is not realistic, you guys have to get in there to take care of the ditch and I have to protect my buildings.

Ms. Devlin: I can not hear them back there, I am trying to rely on the Facebook feed, but I cannot hear them.

Mr. Dewey: in the interest of keeping the public hearing going, you have made your comments for the board to consider they are well aware of your concerns so we are going to move on to other public comment and when the board engages in discussion they can discuss.

Dean Whitesitt: the other part of the concern with me are the vehicles. But the other part of it this whole hearing is going on the fact that there are all of these zero setbacks. And now we are saying that it is not going to be, so you are going to be voting on something that is not the true issue.

Mr. Dewey: the application requests that the front-line setback be adjusted from 25 feet to zero. The south from 7 ½ to zero. And the rear from 20 feet to zero. We are not adjusting the north boundary just the three sides.

Dean Whitesitt: here is my boundary the set back is included in this.

Mr. Dewey: you have noted the concerns that you have with that, and MR. Metully is saying his plan, we can only adjust the boundary and nothing else. He is saying in his plan that he is only building in the zero set back in certain places and he is considering the ditch, am I understanding that right?

Dan Metully: what he is referring to is the ditch on the east side of the buildings maybe we need to address that and see what will work for you.

Dean Whitesitt: that is all that you can do, because what we are asking for is zero setbacks.

Mr. Dewey: on three of the four sides. And he can ask for that and the board tonight.

Dean Whitesitt: (unclear audio) along the east of the back side.

Mr. Dewey: and that would be the rear set back and the board could condition that, they could grant two of the three setbacks if they want to, none of them or all of them if that is what the board is considering.

Dean Whitesitt: make certain on the north because.

Mr. Dewey: it is not even in the application so we can't even talk about it. It can't come up.

Dan Metully: I will set my buildings back. Proper consideration to the east side we can certainly do that, and I am certain that we can address this.

Dean Whitesitt: the application it just doesn't leave a lot of room.

Mr. Dewey: we are not talking about the north side.

Dean Whitesitt: it says it on the application.

Mr. Dewey: no, it doesn't.

Dan Metully: can we just clarify.

Mr. Dewey: the application as I stated the front-line setback 25 to zero. The side set back from the south 7 ½ to zero and the rear line from 25 to zero. Rear, which is east, south which is south, front which is front. There is no north on the application, he hasn't asked us to.

Dan Metully: I am not here to (unclear audio) (chatter between Dan and Dean) the vehicles are going away.

Mr. Dewey: we are going to keep the meeting going, so and we are online, and we are going to try and keep the meeting going. Your comments have been noted so we are going to move on the next public comment if there are any. Is there any other public comment?

Jeff Motley: looking at the map, on the south side is that a 20-foot setback or a 7 ½ setback.

Mr. Dewey: so, the regulated setback today is 7 ½ feet.

Jeff Motley: from 20 to zero? Going back to a zero set back for the property line how does that affect the adjacent property, if they want to do anything with their property will they be held to that 7 ½ setback. On the adjacent property to the south wants to build a building or whatever they now would only have a 7 ½ foot lane between buildings, we need more space between buildings, we could be allowing for a future issue with the adjacent property owner.

Mr. Dewey: is there any further public comment for the public hearing portion? Hearing none we will move into the remainder of the meeting, discussion decision.

MEETING

Mr. Dewey: again, the board the board is being asked to consider the front setback the rear setback on the east side and the side setback on the south side only in addition addressing maximum lot coverage percentage and the minimum lot area as well. There are a number of facets that are involved in this petition that are somewhat complicated checking a lot of boxes on one application so, if it is the boards desire to go through those piecemeal addressing setbacks and then going to lot percentage and then lot area, we can do that rather than dealing with it one bulk action.

Mr. Ludington: I guess at this point I just have more questions. So, on the south side you are just anticipating, you have a fence there now and according to your plan that is what is going to remain there is a fence.

Dan Metully: yeah, my existing buildings are presently 20 feet from the property line and the only place where I want the change is in a 15-foot section in that southwest corner so that the fence can meet the building.

Mr. Ludington: and with the existing 25-foot front setback, that proposed building in the southwest corner will not exist.

Dan Metully: I have had the money in the bank for 6 months to put that building up, just one thing or the other.

Mr. Ludington: so, where are we on the east side? There is a bigger setback then zero.

Dan Metully: I think we can work this out with these guys, I don't really have, it is fair to say that I probably did not give that back ditch enough consideration I thought it was further from the fence. If a conversation can take place with what is reasonable so that these folks can have what they need to accomplish their daily goals I am good.

Mr. Ludington: so, here is where I am at right now, Mr. Metully. If you are able to do the same thing on the east side as you are on the north side, 10-foot back from the center of the ditch and also the front setback, the way you have your two east/west proposed buildings there just north of the house is protruding into that setback I don't really have an issue with that. The biggest issue that I have at this point is that southwest corner. I have a problem with a building that close to the road that is the biggest issue that I have here, the proposed buildings they look like to me go into that 25-foot setback 5 or 6 feet. I don't have a problem with that if we could do something with the east with the ditch back there.

Dan Metully: I am sorry could you repeat your comment on the front setback again.

Mr. Ludington: front setback it looks like the proposed buildings just north of the house.

Dan Metully: it is actually just one.

Mr. Ludington: it looks like two on this, but they protrude into the front setback as well and I don't have a problem with that, the biggest problem is that building in the southwest corner being on the lot line. I would prefer that we try to preserve at lease a 20-foot setback in the front. Especially since you are considering keeping the existing fence that you already have on

the south and that portion of the east as well. I think, my opinion is we should be able to try and accommodate that some how tying the fence into that existing building there I would like to try and alleviate that building.

Dan Metully: you don't want to give me any additional setback off the front? I am not being argumentative I just want it to be clear in my mind. Because when I walk out, I have that fifty grand in the bank to build a building do I give it back to the bank or do I modify the plan or what. That is my concern, there is presently 35 -feet between the one building and the property line so does it mean that I can build a 10-foot building and that is it?

Mr. Dewey: it sounds like based on the comments that you made that a zero setback on the front is not something that Mr. Ludington is willing to consider, but a 20-foot setback on the front is something to consider.

Dan Metully: if it is, if I don't get the setback on the front, we don't build the building if I have to come in 20-feet from the other building that leaves me 10-feet and you can't get a vehicle between the two buildings and that is not going to happen. I am not going to make this a long-drawn-out thing I was hoping that things would work out in my favor especially in regards to the building because of the security issue and now I have to care for that 35-feet of space of weeds and everything else that grows around there. I don't know how Brad Pollman feels about the lights from my building shining into his rental over there, I can't imagine that is what he wants. It is just what it is. There is really not going to be any problem on the north boundary because I have already addressed it and I don't see why we can't work together to see what is reasonable on the east boundary. So, I guess that this is just what it is and based on, and if that is your decision to not allow that, that is just where we will have to be.

Ms. Allen: (referring to the map with Mr. Metully) can I ask a question, looking at this map there are two proposed buildings that I agree with Paul that building is really close to the road. So, in thinking of changing this from the required 25-feet to zero, if we were to change it to 20-feet these two proposed buildings will not be built?

Dan Metully: no.

Ms. Allen: so, I think that ideally only this one will be built not all three, if we change that setback, correct? If we change this, discuss changing this setback from 25-feet to 20-feet we are thinking of making it, so this building isn't possible, we are (referring to the map with Mr. Metully)

Dan Metully: I am not worried about these; this was drawn aggressively the drafter put more buildings on here than I had anticipated more units than I had anticipated doing so I am not specifically concerned with the stuff over here (referring to the map with Ms. Allen) I can change that.

Ms. Allen: so, the building on the southwest corner will not exist but the other two buildings will.

Dan Metully: to the extent that they can live in that framework sure whatever I am fine with that, again this was my concerns if it happens that I can't accomplish that I am not here to be a bad neighbor I am not here to start a big to do about it.

Mr. Ludington: fortunately, the fact of the matter is across the street are not very much in favor of this.

Dan Metully: can I find out why?

Mr. Dewey: do you want to read their comments?

Dan Metully: please. (The clerk provided Mr. Metully with the two written comments from the Pollman's). I am a reasonable guy.

Mr. Dewey: so, on the, to keep this meeting going, why don't we take this piece by piece, you have the ability and that latitude and so with the front lot line setback from 25 to zero feet. With a motion.

Ms. Allen: I will make a motion to grant that variance at 20 feet.

Mr. Ludington: I will 2nd that.

Mr. Dewey: it has been moved by Ms. Allen and 2nd by Mr. Ludington to grant the front lot line variance to 20 feet instead of the proposed zero setbacks. Board discussion?

Ms. Devlin: which one, the front? Meaning the east or the west?

Mr. Dewey: the west, the applicant proposed, code says 25 the board is proposing 20.

Ms. Devlin: okay, thank you.

Mr. Dewey: you are welcome. It has been moved and 2nd any further board discussion on the 20-foot variance. Is there any public comment?

PUBLIC COMMENT

Jeff Motley: you set back to 20 from the zero if the front buildings along that road were not 15-foot deep but 10-foot deep that gains that extra 5-feet of travel space that may be a viable option. A question that I have is by going to a zero-lot line setback down the road if we run a water main/ sewer main is there room between the road and where his buildings would be if we have a zero setback.

Mr. Ludington: I believe that water and sewer run down just that east side of Eastside Hwy.

Mr. Dewey: generally, we put those amenities into writing and that they are already established.

Jeff Motley: so that 25-foot to zero would not affect that?

Mr. Dewey: we would generally put unless we had to, we would not put utilities in someone else's property.

Jeff Motley: what I am saying is that moving the lot lines there would be room for that.

Mr. Dewey: yes, any further public comment on 20-feet versus 25? Hearing none we will call for the vote on the front-line setback, Ms. Berthoud.

Ms. Allen: aye.

Ms. Devlin: aye.

Mr. Ludington: aye.

Mrs. Wandler: aye.

Mr. Dewey: aye.

Mr. Dewey: now let's move on to the side lot line setback the proposal is to reduce that setback on the south from 7 ½ feet to zero.

Ms. Devlin: I will make a motion to approve that.

Ms. Allen: 2nd.

Mr. Dewey: it has been moved by Ms. Devlin and 2nd by Ms. Allen to approve the proposal of the south lot line from 7 ½ feet to zero feet. Board discussion?

Mrs. Wandler: I am concerned about the access for fire and the neighbors.

Mr. Dewey: sure. The only response that I can offer is we do zero lot line setbacks in other zones C-1 is a good example where you can build to the lot line in a commercial zone, this is zoned C-3 which is a commercial zone for highway commercial. Depending on what kind of development happens to the south in the next 50-100 years depends on if people want to build to zero lot lines or not. It is not out of the question; downtown is a perfect example there are no lot line setbacks between the building behind you and this one. and when buildings are really close to each other the building code enforcement division requires the buildings be built to certain codes, these buildings are not subject to our building codes because they are not annexed in. if that was a concern of yours you could consider annexation to ensure that permits are pulled when buildings are built, I think there are minimal resources to address that concern. Any further discussion?

Mr. Ludington: we did not hear anything from that property?

Mr. Dewey: no. so, and it is not a very long list of property owners a lot of property is owned by the same people, they own chunks. Very short list of ownership. Any further board comment?

Mrs. Wandler: I would hope that if we do allow the variance that we annex into Stevensville so that proper fire codes and codes are recognized.

Mayor Dewey: are you offering that as an amendment?

Mrs. Wandler: yes.

Mayor Dewey: is there a 2nd.?

Ms. Allen: 2nd.

Mr. Dewey: it has been moved by Mrs. Wandler and 2nd by Ms. Allen to amend the motion and condition the approval of the zero-lot setback, to condition annexation so that building codes can be enforced.

Councilmember Devlin: for future or for this project?

Mayor Dewey: for this one. If the property is annexed, it is in. So, the intent of Ms. Wandler's amendment is to ensure that the buildings that are built comply with applicable safety codes. To address fire safety.

Councilmember Devlin: thank you.

Mayor Dewey: you are welcome, is there any discussion on the amendment specifically. Is there any public comment? Hearing none we will call for the vote on the amendment, Ms. Berthoud.

Ms. Allen: aye.

Ms. Devlin: aye.

Mr. Ludington: aye.

Mrs. Wandler: aye.

Mr. Dewey: aye.

Mr. Dewey: so that amendment passes so the motion on the floor is to approve the modification from side lot setback from 7 ½ to zero on the south boundary with the condition that the property be annexed. Further discussion from the board? Public comment?

PUBLIC COMMENT

Jeff Motley: so, we are going to annex the property and allow it to come in with zero lot line setback and that is going to help us out with future development? And that is going to help us out now?

Ms. Allen: I think that the topic of annexation for me is interesting because as we move forward and talk about the 10,000 square foot lot area it is a concern of Nicholas Pollman, a neighbor, if the property was annexed into the town of Stevensville, I could see the request for the 10,000 square foot area but based on current use that is where I bring in the annexation verbiage.

Mr. Dewey: is there any further discussion or public comment?

Ms. Devlin: if I remember correctly did the master plan or the last growth plan call for annexation and business to put along that corridor?

Mr. Dewey: the 2016 growth policy did encourage annexation to the south.

Ms. Devlin: so, that is what we are trying to do right now, correct?

Mr. Dewey: essentially. This would align with this growth policy.

Ms. Devlin: so, we are doing what our growth policy that was singed off on is asking us to do. I am just clarifying.

Mr. Dewey: yes, it is.

Ms. Devlin: thank you.

Vickie Motley: 318 9th Street, my question is if you annex is the town prepared to bring in water and sewer to that property, because isn't that not part of annexation.

Mr. Dewey: to answer it, yes, it is essentially there. Any further public comment? The only thing that we are taking public comment on now is the sideline on the south.

Dan Metully: will the annexation on the south (unclear audio)

Mr. Dewey: yes, but now we want to, this is going to get really weird. Only regards to the sideline lot setback we are only concerned with the side lot line and its relationship with annexation. We realize and I understand that there is annexation else where that may be, that may come up in the application, but we are not there yet.

Jaime Devlin: Brandon I have to go take care of an emergency.

Dan Metully: I will let you guys have a conversation about the southwest corner because you know with a 20-foot set back it is not going to happen it is a mut point ands the building will not be put up. So, if you guys chose you can move on to the (unclear audio)

Mr. Dewey: so, the applicant has indicated that withdrawal of his variance request of the sideline setback.

Dan Metully: with a 20-foot setback I cannot.

Mr. Dewey: so, you don't desire zero lot line setback on this south anymore. For kicks, to help Jenelle with this, lets vote on it and if you vote it down you vote it down given his withdrawal, it helps her typing's. With that lets call for the vote, Ms. Berthoud.

Ms. Allen: no.

Ms. Berthoud: do we still have Ms. Devlin on the line?

Mr. Dewey: no, we do not.

Mr. Ludington: no.

Mrs. Wandler: no.

Mr. Dewey: no. you sideline setback has been denied and thank you for your withdrawal. Moving into the rear line setback from the required 25-feet to zero feet are you still asking for zero?

Dan Metully: no, I don't think that is going to be a workable plan I don't think that is going to work for Dean.

Mr. Dewey: do you want us to address it?

Dan Metully: I would like to still have the reduction from the 25.

Mr. Dewey: okay.

Dan Metully: but I would like to figure out what is going to work for you.

Dean Whitesitt: with it being zero should I decide to build something on that side I can't get, what are you going to say when I come to you and ask for zero tolerance. I am going to have nothing, and you are not going to grant it to me. So, before you are restricting my use of my property.

Mr. Dewey: I think the question at hand is he is asking for some kind of reduction, and he is indicating that it is not zero. So, what is an acceptable number to your neighbor.

Dean Whitesitt: I understand that I am not building the building, so I don't know what is.

Dan Metully: our primary concern is what is needed for you guys to maintain the ditch. If I can do 10-feet on the north, can I do 10-feet on the east?

Dean Whitesitt: if we got 10-feet on each side of the ditch than that is pretty much all of the irrigation ditches go by.

Mr. Dewey: who's property is the ditch on? Which side?

Dean Whitesitt: my property.

Mr. Dewey: it is entirely on your side of the property?

Dean Whitesitt: on the east it is on the north it is entirely on his.

Mr. Dewey: we don't care about the north. Just the east.

Dean Whitesitt: the east is entirely on my property.

Mr. Dewey: any variance that we grant if that is in fact what the board desires it would be from that side of the ditch into his property.

Dean Whitesitt: correct.

Mr. Dewey: care to propose a number? Do you care to propose a number now is your chance we are feeling generous tonight?

Dean Whitesitt: I thought that I did, at 7 ½ feet. If you give 7 ½ feet on each side of the ditch which is most irrigation ditches are set at makes a total of 15-feet able to get into there.

Ms. Allen: now I am lost I thought we were using the number 10. I see your family's expression to that.

Dan Metully: I had already written 10-feet into my plan on the north side so if it required 10-feet from the center of the ditch in order to move this thing along I am not going to sweat it over 2 feet.

Dean Whitesitt: that is 10 feet on your side and again that is what I was concerned about. If that had been in it, I would not have been here tonight.

Mr. Dewey: okay, thank you.

Dan Metully: my apologize for that.

Ms. Allen: I am going to make a motion to reduce the rear lot line setback from the required 25-feet to 10-feet.

Mr. Ludington: 2nd.

Mr. Dewey: it has been moved by Ms. Allen and 2nd by Mr. Ludington to grant a variance on the rear lot line setback from the required 25 to 10. Board discussion? Public comment? Hearing none we will call for the vote, Ms. Berthoud.

MS. Allen: aye.

Mr. Ludington: aye.

Mrs. Wandler: aye.

Mr. Dewey: aye.

Mr. Dewey: lot coverage percentage requests that we increase lot coverage from 70% to 90%. And I think that is because of the number of structures that he wants to put on in order to maximize the commercial space that he has on his property.

Mr. Ludington: if you read the letter from Brad and Nancy, what he says about lot coverage of 70 to 90 % is concerned with water runoff.

Dan Metully: I don't see where that is, I am looking at that right now.

Mr. Ludington: are you going to put asphalt in?

Dan Metully: not at the moment but if I were I would address those issues in turn, see the runoff there is really no runoff that exists except for that drainage ditch that goes down that way towards the river or wherever it goes. Again, I don't see that my buildings would cause an issue I am certainly don't want to be a bad neighbor I just want to, this property is ultimately the house that is on there is probably going to be the house that the care taker of the storage units will reside these things, I am not a man with a ton of dough I am flying by the seat of my pants here I have no desire to be a bad neighbor to anyone.

Mr. Ludington: are you seeing a drip line from your existing buildings along the edges of the eves. You are not seeing any runoff from there. In this particular area I don't think you see that very much.

Dan Metully: I haven't seen anything like that I was part of the dry sumps, dry wells, and especially if in the future and we decide to do some paving around these buildings I think that those are things that the responsible person would consider upfront. I get it these people don't know me from Adam they don't know if I am a responsible guy or not.

Mr. Dewey: through the ordinary permitting process, which does not apply to Mr. Metully at this time, we usually catch things like, we always catch those things because it is part of the

permitting and they always have to with the new stringent storm water standards that DEQ has bestowed upon us they have to comply with predevelopment flows so, as if they have to handle their storm water on their property as if there is nothing built on the property at all. So that is something community development or our organization is supposed to be addressing when permits are pulled.

Dan Metully: and that is a step that is taken if and when the property gets annexed into the town of Stevensville.

Mr. Dewey: right.

Mr. Ludington: I would also think at this point I know that there is an asphalt paver in the county that is requiring you to mitigate surface water when they put down asphalt. They are not suggesting where you put it, they are just saying if you are going to asphalt this much you need someplace for the water to go.

Dan Metully: I would like to comment on that at this time I would be speaking out of turn because it is outside my scope.

Mr. Ludington: I would move a motion to grant the increase lot coverage from 70-90%.

Mrs. Wandler: 2nd.

Mr. Dewey: it has been moved by Mr. Ludington and 2nd by Mrs. Wander to approve the increase in lot coverage from 70% to 90%. Board discussion? Public comment?

Dean Whitesitt: just another wrinkle to it is a fact that we have been talking about runoff and it never occurred to me the fact if we get one of our big snow seasons where are we going to push snow and where is it going to run off?

Mr. Ludington: I think as long as he does not have asphalt down there the ground will drain itself.

Dean Whitesitt: it will but you are going to have to plow those roads for people to get into their storage sheds. And where are you going to put it.

Mr. Ludington: he is going to have to figure that out.

Mr. Dewey: that is his problem he may have to haul it. Any further public comment? Hearing none we will call for the vote, Ms. Berthoud.

Ms. Allen: aye.

Mr. Ludington: aye.

Mrs. Wandler: aye.

Mr. Dewey: aye.

Mr. Dewey: okay, it is about to get freaky in here, the next request is to reduce the lot area per dwelling area from one acre to 10,000 square feet, because the subjected property is not annexed into the town of Stevensville, but it is in our extra territorial area we do not allow

parcels to be smaller than once acre in the extra territorial zone and the only way you get a parcel that is one acre or smaller in size is through annexation. Mr. Metully is requesting that we reduce that requirement from an acre to 10,000 square feet which would be the ordinary lot minimum/size in the city. So, he is essentially asking you to foreshadow annexation with out pushing it yet, that is my interpretation of this request. I will leave it to the board. Do you want to provide some information as to why this is important? In terms of what you are specifically talking about on the map. I did just realize that might be helpful they were not per vie to the conversation that you and I had.

Dan Metully: the problem that I am running into and there are a lot of things that I don't know about and when I go to a banker and they say you have got a residential piece here you have financing on it you have this over here (referring to the map) that has commercial financing on it and you want to build over here, we want to give you money to do that but we cant do it if all that property is residential in nature, we want you (unclear audio) they want me to lower, reduce the one that the house sits on so they can provide financing upon the rest of the property. As apposed to trying to do two different things there and apposed to me having to go all commercial on the entire property right now higher interest rate plus they don't want me living in the house because apparently that would be against the rules. That is why the size of the lot again I spoke of this prior, I am not totally against annexation, but I would like it to be done in terms, I am not a rich guy and there are other, are the sources there (unclear audio) to the other corner of the property at my cost, possible engineering, and the rest of it. I am a truck driver with cancer, and I don't have the money for that right at the moment, will I have it, sure, as this thing builds out, it actually addresses one of Mr. Pollman's concerns here in terms of the septic once that house is hooked onto the city sewer system I don't think that this is no longer an issue. And they also write in here, I don't want those cars here on this property any more than anyone else. I want to get rid of them it is just, I can't kick people off of there now and I am working on it. Honestly the sooner that all that stuff goes away the better I like it along with the seven cars my son puts out there.

Mr. Dewey: so, you are proposing a 10,000 square foot lot that would encompass the existing residence and I would assume the proposed drain field and that would leave the rest of property alone.

Dan Metully: I still have to jump through on that to make that happen you guys can allow it to make it happen and there is no better time to make those adjustments when property values are so sky high it does not make an sense and I can create that 10,000 square foot lot and probably make the jump on financing and the bank can give me the commercial financing and the rest of it when everything goes better that is why I am pushing for that.

Ms. Allen: I called every storage unit place between Florence and Stevensville and there is nothing there are no storage units available so there is a need for them for that reason I will make a motion to reduce the lot area per dwelling unit from one acre to 10,000 feet but I would encourage annexation, but it is not a stipulation.

Mr. Dewey: there is no 2nd, motion dies for lack of a second. How else would the board like to proceed?

Mr. Ludington: I understand Mr. Metully's conundrum with this particular piece of property I guess I would be willing to do it if we only create one 10,000 square foot lot that includes the residence, not divide the entire 1.62 acres into 10,000 square foot lots.

Mr. Dewey: I don't think that is the intent whatsoever.

Mr. Ludington: if the intent is to create a 10,000 square foot lot that includes the residence that I am not against that, that is not the point that I realized was what Dan was saying.

Mr. Dewey: to clarify the proposal, if someone wants to put down a motion they can. The proposal is to create one 10,000 square foot lot around the residence and leaving the rest of the property at whatever square footage is left over. We are not dividing it into several 10,000 square foot lots.

Mr. Ludington: so, moved.

Ms. Allen: 2nd.

Mr. Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Allen. Board discussion? Public comment?

Mrs. Whitesitt: asked a question from the audience. Does that mean that the storage sheds won't be quite as large? (Unclear audio)

Mr. Dewey: the impact on the property overall is going to reduce the square footage of the entire parcel by 10,000 square feet so, he can build on 90% of what is left after the 10,000 is removed from the property, he is going to create a separate parcel around the house with legal access from the highway and everything that is required to create a parcel, whatever land is left on the other parcel, parcel B so to speak, parcel B acreage minus 10,000 square feet or so and he can only build on 90% of the property.

Mrs. Whitesitt: asked a question from the audience, I don't know what 10,000 square feet looks like.

Mr. Ludington: it is probably your house minus the garage. About 10,000 square feet.

Mr. Dewey: a Creekside lot is about 12,000 square feet.

Mr. Ludington: Dan your house is about (unclear audio)

Mr. Dewey: the minimum, you can't develop a lot right now in the town limits with less than 10,000 square feet we don't allow it so, 10,000 is the absolute minimum lot size that we will allow in the town which is quite a bit larger than old lot sizes, there are some old lot sizes that have been aggregated because they are so small. Any further public comment on the lot size change?

Dan Whitesitt: 333 Valley View, so on this are looking at doing a boundary line readjustment?

Dan Metully: yes, I am.

Dan Whitesitt: so, in order to do what you want to do, the bank has to have your primary residence separate for all the rest of them I think that is what my mom was asking, if you put this on the secondary market for a better rate if granted.

Dan Metully: if it doesn't, who knows what the future is going to hold.

Dan Whitesitt: the other one that I have too is there going to be set back issues with the residence.

Mr. Dewey: it depends on where he proposes the lot line. So that will be addressed when he proposes the line adjustment.

Dan Metully: as far as I was told when I do that adjustment will have the house, the well, the septic and the existing drain field on one lot, again if we go to annexation then that changes the complexion of the conversation, and I don't know I am just trying to do the best that I can.

Mr. Dewey: the proposal before the board poses some flexibility in that the 10,000 square feet is the absolute minimum a lot size can be it may turn out that Mr. Metully brings a proposal for a lot line that is actually a 15,000 square foot lot instead of a 10,000 square foot lot which is still under an acre which ultimately what he is after. Further public comment? Hearing nothing further we will call for the vote.

Ms. Allen: aye.

Mr. Ludington: aye.

Mrs. Wandler: aye.

Mr. Dewey: aye. That motion carries unanimously. We did it that is it. They made it easy they did not go down the whole annexation rabbit hole.

Dan Metully: you can have that conversation in the future. Whatever makes sense.

Mr. Ludington: at some point that you want to annex you don't have to put those utilities to the south end of your property until it is time to sell it. You can make it go to the residence and annex services to their it doesn't apply because you already own the property, the county may come to you and say your drain field in null and void you have to connect that doesn't mean that you have to go all the way south just means that you have to connect at some point when you want to sell the property the town may say you have to go south.

Dan Metully: all I should really have to do is since there is a ditch, I should just have to through a pipe down through some dirt over it and I have got it.

Mr. Dewey: easy peasy no problem, that concludes the business portion of the Board of Adjustments public hearing and meeting we will draft up the proper paperwork for Mr. Metully, so it shows the changes that we have made with the variances.

3. Adjournment

APPROVE

Brandon E. Dewey, Mayor

ATTEST

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

c. November 23, 2021, Meeting Minutes

Stevensville Town Council Meeting Minutes
for TUESDAY, NOVEMBER 23, 2021, 7:00 PM

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order. Councilmember Allen, Ludington and Wandler were all present. Councilmember Devlin has an excused absence.

2. Pledge of Allegiance

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

Jim Crews: 316 9th Street, a couple of things. During the swearing in there was a council quorum without notice. Executive session meeting and going back and reading tonight's agenda it appears that the closed-door executive meeting was about a former employee and after that part of the discussion council discussed a form of action and directed the mayor to do certain things. I would have thought that part of the meeting would have been open to the public because it was no longer about a private individual or an employee it was about finances of the town. The town all the public was left out of that discussion and the decision-making process and the comment so our right to participation and our right to know has been violated. And it appears that possibly and I am not an expert on this. Not being an expert, I read the law and it seems like you can't do that, you can't do what you did. So, question is are there any minutes to the meeting because all the rumors around town is that there was no clerk who is required by law, clerk has to be at every council meeting and a journal has to be kept and even if it was a discussion about a private individual, you can redact that information and still publish the minutes. And I see no minutes published here how did we bypass all of that, is there a letter from the towns city attorney that says you can do this and if there was it should have been published. Thank you.

Leanna Rodabaugh: 204 Ravalli Street, I just have a similar question, are we paying for this building? We should be able to say yes or no.

Mayor Dewey: no. any other public comment?

4. Approval of Minutes

a. November 8, 2021, Meeting Minutes

Mayor Dewey: introduced the approval of meeting minutes for November 8th, 2021.

Councilmember Ludington: I will make a motion.

Councilmember Wandler: 2nd.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Wandler. Council discussion? Public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: motion passes unanimously.

5. Approval of Bi-Weekly Claims

Mayor Dewey: today would normally be our cut off so that is why you received your claims in front of you. introduced claims #17118-#17165.

Councilmember Ludington: I will make a motion to approve the claims as presented.

Councilmember Allen: 2nd

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Allen. Council discussion?

Councilmember Ludington: 17155, is that a new snowplow on a different vehicle?

Mayor Dewey: yes, that is an additional snowplow on a different vehicle, public works has found it more efficient to use the smaller plows especially on narrower streets. The larger plow will be on heavier snow events. We did budget for that plow in the budget. Any public comment?

PUBLIC COMMENT

Bob Michalson: 222 Turner Street, #17149, HDR. Water systems engineering report, I have been following this for over a year now and I went back to 2018 and 19 and this bill was not even close to this and I know that there are things going on and we are trying to do upgrades to leaks, but come on we are over \$80,000 on this stuff I think that it has to end in the future or cut back but if you go back into the claims three years ago and it wasn't even close to this, I talked to Nancy Lowell and she said it shouldn't be that much.

Mayor Dewey: you are incorrect we are engaged in a contract where they are compiling a preliminary engineering report for us which is not a project that you engage in every single year so that is an extensive contract that takes quite a bit of work so that is why we have the bill that we have.

Bob Michalson: I was just wondering why it was on going for so long, thank you.

Mayor Dewey: any further public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: okay.

6. Administrative Reports

NONE

7. Guests

a. Strom & Associates, P.C., FY 20 Audit

Mayor Dewey: one guest noted on your agenda and one guest that we want to introduce to you, Mr. Overstreet.

Mr. Overstreet: I am your new city attorney, I was sworn in and then got COVID and was admitted into the hospital and put on a ventilator and released a week later, so that shows the fight that I have to be your city attorney and that I wanted to live. I was sworn in and then dropped off the face of the earth and wanted to introduce myself and put a name with a face and let the public see me and that I am indeed your city attorney, and I am excited to be so and am looking forward to several years of legal services. I am glad to be here and glad to be alive.

Mayor Dewey: introduced guest, Strom & Associates. John Paul Poleman presented the town of Stevensville's audit for FY 2020. John Paul introduced the audit to the council and the public. I am going to jump to the findings at the end.

John Paul: I am with Strom & Associates, and we did the FY 2020 for the town of Stevensville. This was not a federal audit; we look at high risk areas. The general run down of the audit was a clean opinion we either issue a clean opinion or an unmodified opinion or what would be a modified opinion, and, in this case, we issued a modified opinion. There were some audit adjustments that resulted in that modified opinion that we found that needed to be adjusted and the town agreed to those adjustments and posted them so we will get through those in the findings. To start with the financial statements themselves page 13 if there are any questions on those, please feel free to interrupt me and if there are not, I am going to jump to the findings at the end, that is what people seem to like.

Finding #1 was building code enforcement, that was excess reserves, Montana law requires reserves in building code fund to be taped at a certain amount. Budget in this fund was \$156,253, \$136,818 was spent so there was \$19,435 in excess reserves I don't know if that was related to activity in 2020 or just not planning ahead on that fund, but either way the town needs to plan ahead for that fund, recommendation restructure the fees, move forward with the 12-month reserve.

Finding #2 was Fire Department Relief Association liability, they require actual to report this liability so normally we would recommend that the town come up with a liability to report and just estimate a liability in this case it does not leave any wiggle room and requires an actuality so most towns are not spending the money to hire an actuary that is just a liability number that shows up on the acquisition they are eating the finding and moving on and you can see that is a repeat finding of 2019. We recommend that you follow Gaspe.

Finding #3 was the airport fund capital assets. So, this is just a case of over appreciating the assets on the asset ledger they were over appreciated in 2020 it is a matter of financial reporting

on the expense over a period of time we are saying that the assets were over appreciated and if you read that \$128,582. That would be one of those adjustments that we talked about.

Finding #4 was late filling of reports, obviously I am here doing the 2020 audit presentation, the 2020 was due way back in June 2021. The fiscal year 2020 budget was late the fiscal year 2020 AFR was late basically that is what we are, that is due 6 months after the budget that was due in December and during 2020 the quarterly reports for payroll were late and not filed on time. The big one is the IRS and those resulted in fees and as of the audit they were not paid so those should be paid and caught up on. Local government services will have fines and sometimes they will waive those fines if they understand the situation, but I do not know if those fines were waived or not.

Finding #5 was reporting based on accounting records. This is referring to that annual financial report that I referred to the last time since we are auditing the financial report we are looking for specifically what is there and auditing those numbers and we are saying that the town received this self-contained breathing apparatus grant and equipment and because it was donated equipment it was missed on the reporting and it should have been reported as a revenue and actually spent so again an accounting issue, \$70, 200 in revenue should have been reported.

Finding #6 was bank reconciliations, it is probably the number one finding as I am concerned with out the bank reconciliation there could be a lot of other problems and the monthly bank reconciliations were not being done consistently throughout 2021 in my experience the bank reconciliation needs to be done at a minimum monthly just to make sure that activity doesn't get washed under the rug. It gets very complicated once we get two months out, three months out it gets really easy to miss reconciling an item errors can go through, bank reconciliations are really important that is one of the findings.

Finding #7 is consistent transaction coding and proper usage of budget accounting and reporting systems we found accounting errors within the towns accounts so when a transaction happens and whoever is in charge of coding that transaction in proper account codes and normally the accounting system handles that. In this case the state revenue we found, on page 58, state entitlement revue was coded as tax revenue, transfers were reported as special assessments revenue, and more transfers were reported as special assessment revenues, those were all corrected, another adjustment there.

Finding #8 is building code enforcement, so this is an agreed upon procedure, when the town has its own building code fund state administrative rule actually requires a building code enforcement agreed upon procedure to be done basically just checks to see that the fees being assessed are proper and those fees are in that fund. The town did in 2019 but did not follow up in 2020 it is actually required every year that the building code fund is over a \$10,000 balance so probably every year for the town of Stevensville.

Finding #9 page 59, negative taxes receivable this is the one finding that the town is going to have the most trouble solving because it is coming directly from the county so the town balances their tax receivables to the county but the county is reporting a negative tax receivable in the TIFT district \$2364.00 which is from a logical stand point would indicate the tax payer has

over paid and so it shouldn't be reported as an income tax receivable it is a matter of the town trying to figure out what that is, could be a mistake on the county, could be that the person overpaid.

Finding #10 change in accounting principal next finding there. The town has so this finding kind of resulted from 2018-2019 the town tried to go from 30-day recognition, which is allowed, to upon receipt revenue recognition also allowed then going into 2020 went back to the 30-day recognition but things kind of got messed up in reporting and so the change in reporting should have resulted in prior period adjustment if both years were consistent 30-day, 30-day restate the equity that wasn't done and taxes receivable were also moved out to that 30-day mark, the receivables themselves should be reported as of the day that they were receivable so the 30-day doesn't change the amount of taxes receivable at June 30, so with all that the effect there you can see the \$16,436.00 was an understatement taxes receivable and an over statement and the \$11,046.00 was an overstatement of the revenue and an understatement of the prior period. So hopefully going forward the town sticks with, I know that the finance department has had some turnover so consistency is a little bit more difficult there, but hopefully consistency on receivables to the 30-day will resolve that issue.

Finding #11 short term borrowing, this is under governmental accounting practice so this isn't really a standard, it is a best practice for towns, money is borrowed between funds rather than showing a negative tax liability. If a fund over spends its cash so in this case, the airport project in its own fund in previous years had gone to negative cash and this was being covered by the general fund for \$3,050.00 and the plan in front had singly the whole \$14,019.00 being covered by the general fund, both of those funds recovered their cash during fiscal year 2020 so that the airport project should have paid the general fund back and the financial records were still showing airport and the planning fund were borrowing money in the general fund which they did not need at all, it should have been short term, it should have been paid back into the general fund so that is what that finding is about.

Finding #12 improper restrictive cash, so this is interesting reporting issue on the AFR, and I am not really sure why, but the town moved a lot of unrestrictive cash down in non-current asset, restricted cash, restricted cash should only be shown restrictive if there is a third-party grant restriction more restrictive than the fund that it is in. If you go through the context there, there was 11 different funds that had restricted cash reported that should have been reported as unrestricted cash so any specific questions on any of those I made myself notes as to why those should not be shown as restrictive.

Finding #13 back deposits and transit, this was I don't know if this was related to the 30-day receipt change but essentially what happened is as part of the bank reconciliation the town received money in July that was related to June activity and instead of reporting it as a July receipt and then showing the receivable in June it was just back dated to June and shown basically as an outstanding deposit on the June reconciliation so that resulted in understating revenues in June reporting \$22,000.00 in receivables in revenues so someone caught part of it before it was a receivable and reported as a deposit, so you kind of have a couple of different issues there, essentially the timing of that deposit, the recommendation is to keep deposits and expenses in the right period don't try to get fancy with where they are getting deposited

especially when they are crossing years. Due to other governments was understated by \$66,000 it was shown as a cash receipt instead and tax revenues were overstated by \$22,585.00 and over all cash was overstated June 30th by \$89,000 shown as a deposit in transit, should have been a July receipt.

Finding #14 due from other governments, so due from other governments is just a receivable from another government entity, rather than a reserve by the town other government entity owes the town that money in this case there was grant revenues and this was actually due to not putting in the reimbursement request this isn't the case of not refencing the receivable in the correct it was that the receivables were not requested so we recommend that the town, the CARES Act and Aviation that reimbursement requests get put int timely for any revenues that the town has.

Finding #15 other post-employment benefits, this was a change in the liability for OPED, OPED is health insurance liability resulting both Gaspe and state audit and changes really (unclear audio) in this case they were restated, and we are saying that those restatements were improperly

Overall, none of those findings result in a qualification in the audit we issue like we said before and unmodified opinion that is the good opinion that auditors issue and those findings, I think that a lot of them can be resolved through consistency in the finance department, consistency in financial accounting estimates that 30-day receivable recognition, but overall unmodified opinion and that is what counts in the year 2020 we are now in the middle of fiscal year 22 and the fiscal year 21 audit will be due June 30, 2022. That is where we are at right now.

Mayor Dewey: any questions from the town council? John Paul, we appreciate you taking the time to explain it to the council and the public.

John Paul: if there are any other questions, please feel free to email or call anytime.

8. Correspondence

NONE

9. Public Hearings

NONE

10. Unfinished Business

a. Discussion/Decision: Stop Signs Installed on Buck Street at North and South Sides of West 3rd Street and West 4th Street, Replacing Yield Signs

Mayor Dewey: introduced unfinished business a.

Wayne Dreese: we live on Mission so when we come up to Main Street they just don't yield. Addressed the council about his concerns about the yield signs being replaced with stop signs.

Mayor Dewey: the council is the sole body that has the authority to place signage. If it is councils decision to replace the signage we will order it and make it so. If not we will maintain status quo.

Councilmember Ludington: I will make a motion to approve stop signs.

Councilmember Wandler: 2nd the motion.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Wandler. Council discussion?
Public comment?

PUBLIC COMMENT

Jim Crews: I think that you need to put up a warning that a change has been made. There are still people that run the stop sign on 6th Street, so if you are going to put a change-up you need to put up some sort of warning. I think that you need to get more public comment on this issue.

Leanna Rodabaugh: I heard a great big boom one time, two car accident, one had failed to stop. It is just not putting up stop signs, stop signs are good and I am all for them, we need some kind of enforcement. They go down Ravalli Street and 4th Street, zoom and it is way more than the speed limit.

Mayor Dewey: any further public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: the motion passes.

11. New Business

a. Discussion/Decision: FY2020 Audit Corrective Action Plan

Mayor Dewey: introduced new business a. Corrective Action Plan was introduced to the council by Mayor Dewey. When there are findings in an audit you need to have a corrective action plan. We have seen a lot of turnover in the finance department. We consulted with the state to make sure we met all areas, they were pleased. The plan is in front of you this evening for your review. I will make a quick note for council I think that I explained this to you separately that the appendix on the back of the document you will just see blank pages with a title, those are place holders for the adjustments and proof that we will eventually have to provide to the state. Given the time frame that we are working with we could not quickly pull together some policies and procedures to have implemented and incorporated into the document.

Councilmember Allen: I will make a motion to adopt the FY2020 audit corrective action plan.

Councilmember Ludington: 2nd.

Mayor Dewey: it has been moved by Ms. Allen and 2nd by Mr. Ludington. Council discussion?
Public comment?

PUBLIC COMMENT

Jim Crews: I looked at this you got a reconciliation issue so how big is the reconciliation issue and what measures are you going to take to resolve this problem? who is going to come in to take care of this because I don't see a treasure anymore. What is the plan to get the books reconciled? How big is it? What are we going to do to prevent this in the future? How much is it going to cost the town? One more thing, I was blindsided by this same thing myself. I had the finance officer come in and say that they were still working on a reconciliation issue, I said what reconciliation issue. It started out at \$330,000 got down to about \$130,000 and that is where we got stuck. After the finance officer left I had to call the town attorney and explain what was going on, we had to decide if there was any criminal activity going on or if this was an accounting error and then later on I disclosed this to the council in public that we had a problem and that we were working on it, we came up with a plan hired an accountant Jessica Conley to sit down and take care of the books and we got it down around \$10,000 dollars and we had to do a journal entry to balance the books and we had to do it by resolution. I am expecting to see something like that, maybe I missed the plan, but I didn't see it.

Stacie Barker: 104 Winslet, after looking over a lot of this it saddens me that so many of the things are being blamed on this person or this person or incoming or outgoing this is serious for the town of Stevensville I think that it really needs to be taken seriously and addressed soon we cant keep doing this throughout the town I know that we keep saying that it is the little things but it could be bigger. Hope that you can correct it very soon.

Mayor Dewey: any further public comment? Any further council discussion? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: motion passes unanimously.

b. Discussion/Decision: Stevensville Airport Lease

Mayor Dewey: introduced new business b. Lot 14 Block 1

Councilmember Ludington: I will make a motion to approve.

Councilmember Wandler: 2nd.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Wandler. Council discussion? Public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: motion passes.

c. Discussion/Decision: Transportation Master Plan Agreement with Robert Peccia & Associates, Inc.

Mayor Dewey: introduced new business c. Scope and fees go in front of the council. I would expect that there would be a scope and fee at the next council meeting.

Councilmember Ludington: I make a motion.

Councilmember Allen: 2nd.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Allen. Council discussion?

Councilmember Ludington: I don't know why we need this before we see a scope of work. I am a little concerned that this obligates us yet to negotiate so I am a little confused.

Mayor Dewey: it is tandem with the process that we typically utilize with HDR where we have a service agreement for engineering services under certain parameters that are generally water and sewer services in that example and then you would recall that we bring task orders back to the council and in the task order it will tell you what is going to happen and what is the fee for that service. If I had an HDR one in front of me I could show you. This is a bit unorthodox and simple it is the process that we have with engineers and at some point, you will have to approve this document with the scope and fee or now. Because of the length of the project, you will have several of these. Further council discussion? Public comment?

PUBLIC COMMENT

Jim Crews: 316 9th Street, if you look at page 149 of your council packet, item number three the cost "TO BE NEGOTIATED". How much is this contract good for? How much is it going to cost? and why are they not here to answer questions. I wouldn't approve this contract you are lacking to much information.

Bob Michalson: 222 Turner Street, a couple agenda items before we had a pretty big deal go on with this audit. And here we are I think that it is reckless spending for one and number two, you want to do a contract with out a cost. Is it that big of a deal and he is trying to tie it into Burnt Fork and more money for HDR? They are the cash cow of the town, you can say no. This is our taxpayer money spend it wisely please.

Leanna Rodabaugh: the same people that come here, we talk to you, and you don't listen, I doubt that any of you councilmembers have even read this contract, there isn't one available to read. The smart thing and the good thing to do is to table this motion. Put it off on somebody else. Are you listening, please?

Mayor Dewey: further public comment? Further discussion from council? To clarify for the council this was RFP remember you selected the firm and now they are bringing a contract in front of you. Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Ludington: no.

Councilmember Wandler: no.

Mayor Dewey: motion fails.

12. Executive Report

Mayor Dewey: I don't have an executive report for you other than wish you all a Happy Thanksgiving you have a special town council meeting tomorrow at 1:00 pm to discuss the Willoughby Property. Outside of that your next council meetings are the second and fourth Thursdays.

13. Town Council Comments

NONE

14. Board Reports

NOLNE

15. Adjournment

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

d. November 24, 2021, Meeting Minutes

Stevensville Special Town Council Meeting Minutes

NOVEMBER 24, 2021, 1:00 PM

NVPL Community Room, 208 Main Street

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order. Councilmembers Allen, Ludington and Wandler were all present. Councilmember Devlin has an excused absence this afternoon.

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

NONE

3. New Business

a. Discussion/Decision: Negotiation and sale of NHN Willoughby Lane

Mayor Dewey: introduced new business item a. the town has received two offers on the property. Both offers are cash offers first offer is for \$190,000.00 and the second offer is for \$189,750.00. Council has had a chance to review both of those offers, so we are here this afternoon to have you give us some direction on how you want us to proceed. Accept, counter or reject both. Max Coleman is here on behalf of our listing agent if we need any assistance. How would the council like to proceed? I should clarify we listed the property at \$249,000.00.

Councilmember Allen: I think considering that we listed the property at \$249,000.00 I think that we should consider counteroffering, but I do not have a number in mind.

Max Coleman: broker owner of Exit Realty, you mentioned about countering the offer. There is a straight offer, and we can go back and counter both of these offers separately but my recommendation is that we go back and do a multiple counteroffer, I brought some blank form for you to review that, we have until the 29th to respond at 5:00. It gives the city of Stevensville to go back to both of these clients because both of these offers are very similar and there is no appraisal, and it is all cash. You can simply say that you can come back with your best offer and the reason that you are seeing the disparity in the offer is we don't have septic approval. They are both asking for the city to get that done in the form of a sight evaluation so by going back to both of these and asking for their highest and best we take a chance that nobody wants to get into a bidding war in this case we listed it on the 12th our job is not to leave any money on the table. If they both went away the market is strong. Depending on your time limit that is why I recommend the blanket offer.

Mayor Dewey: on that site evaluation for the septic, we do have the application and the check ready for the county.

Max Coleman: while we are in this process any other offers that come in are still in play until we get the offer back from them those would still come back in front of you.

Councilmember Wandler: if we go into the multiple offer, (unclear audio)

Max Coleman: we would see where they come back at. Because of no approval is why we see the offers that we see. You could

Councilmember Allen: when we go back with that multiple are we giving them a number or are we asking for their best?

Max Coleman: highest and best. That is my recommendation. You are hoping that they both come back.

Councilmember Wandler: how much does it cost to have it approved?

Mayor Dewey: \$200.00

Councilmember Allen: so, I guess I am a little confused about the site evaluation they came in low because it doesn't have a site evaluation obviously, they want to build.

Mayor Dewey: the offers are contingent on having that site evaluation done. If the site evaluation came back and could not obtain approval there offers would be null.

Councilmember Ludington: if the sight evaluation was denied for septic they offers would go away as they are written.

Mayor Dewey: and if that were the case it is very possible that the town would consider its listing price, we listed it based on it having septic approval knowing that we were working on it through that process, but it we do that site evaluation and there is no septic on the property we will change the listing price

Max Coleman: there are only 4 parcels in the acreage range in the valley. One other in Stevensville.

Councilmember Allen: I will make a motion to negotiate the sale and ask for highest and best offer with the same contingencies.

Councilmember Ludington: 2nd.

Mayor Dewey: it has been moved by Ms. Allen and 2nd by Mr. Ludington to negotiate the sale and asking for highest and best offer.

Councilmember Wandler: other people can come in on this?

Max Coleman: yes.

Councilmember Allen: are we interested in discussing a number that we would be okay with out needing council. An amount approved by the mayor? Can we do that? Are we going to have to have another meeting with their counter?

Mayor Dewey: if that is the council's prerogative, my strategy is to hold a meeting every time we have an offer. Call a meeting, address it and go through the motions again.

Councilmember Ludington: my experience would be that if the offers are contingent on-site evaluation there is a possibility of concern of not getting an approval my preference would be to wait, get a site evaluation and then maybe reevaluate from there if we do or do not get that, both of those offers will go away if we are not able to get a site evaluation.

Mayor Dewey: any further council discussion on the motion.

Councilmember Wandler: I think what Sydney said is interesting, but it would be public knowledge, \$210,000 you put that online you have a very interesting

Mayor Dewey: this is an interesting process because you are dealing with a public entity, anyone watching could in theory know what our strategies are, we are saying come back with your highest and best. If the council comes back and says that the mayor can go up to this, it shows how fast a deal can go through.

Councilmember Wandler: so, we are doing highest and best.

Mayor Dewey: we are doing highest and best, the site evaluation process, the check is ready and going to take that down to county, wait to hear from them and then we dig a whole and they look down it.

Max Coleman: we will go ahead and execute this document for signature.

Mayor Dewey: is there any public comment?

PUBLIC COMMENT

Jim Crews: 316 9th Street, I am very confused about the purpose of this meeting. Are you negotiating for price or negotiating for sale? You were provided information that was not provided to the public for review. I think that you need to table this item. What is the buyer planning to build? The people around there have questions. This is not for response from Ms. Allen this is public comment. The only time that we heard about the sanitation permit was last night with the claims. How is the money going to be used? That has never been disclosed, how will the proceeds be used? Will Ms. Griffin be compensated for the fence that she put up?

Bob Michalson: 222 Turner Street, I haven't been to a meeting when this was discussed, when this is finalized, and the money paid to the town will this be put in the general fund?

Mayor Dewey: that was explained and previously discussed by the council.

Bob Michalson: I would hope that the next administration, after last night's meeting it is pretty obvious where we are at in this town as far as our financial situation, it is no secret why we are selling this property you can say all that you want, the town needs the money I would hope moving forward that the town opens their books to the public and to the council, when I was on council I wasn't allowed to get near the books and that is sad it is your money also. I hope this town doesn't go anywhere near where we are at now. Hopefully it will happen, thank you.

Charles Hackett, 3031 Homecare Rd Stevensville. This property is being listed as 5 acres as a horse property. It was what was written on an advertisement that I saw. If this is for public, shouldn't the offers of those buying it be public, why is this being done in the last month of your administration? And if it is being done to cover the books and you are all voting on it I don't know the law but I wonder if you are legally responsible when the books are opened after your term. That is all that I am going to say.

Mayor Dewey: I am going to clarify to everyone that is here the town is not broke, by no means the audit last night did not reveal that the town is broke, in fact reserves have increased by \$900,000 in my administration, so this idea that we are throwing money down the drain, excuse me Ms. Rodabaugh I am speaking, this idea that we are going bankrupt is ludicrous that is not what the audit reflected, the audit reflected was that a previous finance officer in this organization did not properly follow accounting practices and did not post things in the right place and they did not reconcile the books previous councils received expenditure reports while you were on the council Mr. Michalson you received expenditure and revenue reports from the finance department I know it for a fact I have se them. We are not selling this property to cover our behind because the town is going broke we are selling this property because we do not need it and it would be a nice addition to the general fund and it was repurpose that funding otherwise we are sitting on property that we are very clearly not taking care of and was made abundantly clear, we don't take care of that property we have no idea she was taking care of that property on her own merits we did not know that and we have no use for the property and we are selling it ands it is advantages to do so now. I have no control on when the offers come in we listed the property and I am not going to tell people to wait and offer until Mr. Gibson is the mayor don't give an offer right now. That would be ridiculous, we are not going broke we are not selling this because we are going broke, we are doing this because it is in the best interest of the taxpayers and that is their decision to make right now, stop saying we are broke. It is not happening. Any further public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: motion passes unanimously.

4. Adjournment

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

e. November 29, 2021, Meeting Minutes

Stevensville Special Town Council Meeting Minutes
for MONDAY, NOVEMBER 29, 2021, 5:00 PM

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Dewey: called the meeting to order. Councilmembers Allen, Devlin, Ludington and Wandler were all present.

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

Leanna Rodabaugh: 204 Ravalli Street, after the last meeting I lingered after the meeting and all of you were still here, and I made some comments. I got hollered at and called names. So, I am going to read something. Ms. Rodabaugh read to the council (it was not provided to the clerk for record) I left the council meeting last Wednesday and after being called stupid, you the council and the mayor of Stevensville lashed out and called me stupid. Yes, you don't know my background. I would suggest that you all resign, and you won't. Think before you call me a name and remember that you are servants not leaders of Stevensville. Everyone in this room except for Jenelle and Jaime called me stupid. I have been called all kinds of names by this town but that one got to me. You don't know what people have in their past, figure out a different name for me. Thank you.

3. Unfinished Business

a. Discussion/Decision: Negotiation and sale of NHN Willoughby Lane

Mayor Dewey: introduced unfinished business item a. negotiation and sale of NHN Willoughby Lane. From our last meeting the town council made the decision to respond to the two offers that we had received and asked for their highest and best offer that they could provide. We responded with that and received another offer actually two so when they responded we asked the other parties that had offers to respond by 12:00 today so that you could have those in front of you this evening. The town responded with the highest offer that they could in totality the town has 4 offers to consider, number one \$194,900 cash offer and pre approval letter within four days of acceptance 1/23/22 closing, number two \$251,000 12/29/21 closing no site evaluation, number three was \$260,000 funds confirmed by the bank verbally by the bank, close on 12/23/21 contingent on the site evaluation with an escalation clause, offer number four is for \$259,000 and the buyer is going to obtain a home equity loan at closing which would be 2/2/22. Septic approval is scheduled for Friday morning at 10:00 am.

Councilmember Ludington: I will make a motion to accept the highest offer made at \$260,000.

Councilmember Allen: 2nd.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Allen. Council discussion? Public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: that motion passes. That concludes the business this evening.

Kim Lendman: you could potentially respond to your second as a back up offer to put them in second position should the first offer fall through.

Mayor Dewey: would council entertain that?

Councilmember Devlin: I think that we should do a second and a third.

Mayor Dewey: okay, would council like to entertain a second offer, that would be offer number four.

Councilmember Allen: I will make a motion to do so.

Councilmember Devlin: 2nd

Mayor Dewey: it has been moved by Ms. Allen and 2nd by Ms. Devlin. Council discussion?

Councilmember Wandler: is that the one that had the \$1,000.00?

Councilmember Devlin: I think that we should have a third in place.

Mayor Dewey: okay we will do that next. Public comment?

PUBLIC COMMENT

Kim Lendman: you can keep in mind that if you have a first back up position you can still entertain a third and if someone else comes in, they can also go into that third position.

Jim Crews: 316 9th Street, I think that your second motion is inappropriate and out of order you took a vote on the first motion you completed the first action, if you want to change that I believe that you have to bring it up under reconsideration under council rules.

Mayor Dewey: any further public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: that motion passes unanimously, council willing to put forth a third place. Hearing no motion on a third offer we will accept the first two offers as they stand.

4. Adjournment

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Claims #17166-#17204

12/07/21
13:34:08

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 12/21

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Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
*** Claim from another period (11/21) ****									
17166	1787 Valli Information Systems, Inc.	508.31							
November 21 Water & Sewer Billing									
79261	11/25/21 2021 Water Billing	254.15			5210 430510	320		101000	
79261	11/25/21 2021 Sewer Billing	254.16			5310 430610	320		101000	
*** Claim from another period (11/21) ****									
17167	1696 First Call Computer Solutions,	2,200.00							
76988	12/01/21 Admin-Monthly Fee	330.00			1000 410550	356		101000	
76988	12/01/21 PD-Monthly Fee	330.00			1000 420100	356		101000	
76988	12/01/21 C-Monthly Fee	110.00			1000 410360	356		101000	
76988	12/01/21 BD-Monthly Fee	110.00			2394 420531	356		101000	
76988	12/01/21 FD-Monthly Fee	110.00			1000 420410	356		101000	
76988	12/01/21 Sewer-Monthly Fee	550.00			5310 430610	356		101000	
76988	12/01/21 Water-Monthly Fee	550.00			5210 430510	356		101000	
76988	12/01/21 Airport-Monthly Fee	110.00*			5610 430300	356		101000	
*** Claim from another period (11/21) ****									
17168	74 STEVENSVILLE RURAL FIRE DISTRICT	1,051.08							
110421	11/04/21 Meal split training	51.08			1000 420410	229		101000	
INV536631	10/21/21 Ann ser split breathing com	705.00			1000 420460	360		101000	
INV536605	10/21/21 Ann ser split edraulic tool	295.00			1000 420460	360		101000	
*** Claim from another period (11/21) ****									
17169	1164 ATCO International	322.68							
10588010	11/17/21 WW- Gloves Black Nitrile -Bo	161.34			5310 430630	230		101000	
10588010	11/17/21 W-Gloves Black Nitrile -Box	161.34*			5210 430540	220		101000	
*** Claim from another period (11/21) ****									
17170	1282 Valley Irrigation	188.40							
60845	11/16/21 Poly pipe 300'	188.40			5210 430550	360		101000	
*** Claim from another period (10/21) ****									
17171	1838 Blades Group, LLC	1,116.00							
18028807	10/26/21 Pallet of rock asphalt	1,116.00*			1000 430200	230		101000	
*** Claim from another period (11/21) ****									
17172	690 Core & Main LP	219.34							
P986542	11/22/21 61/2 minn riser 3rd street	219.34*			5210 430550	230		101000	
*** Claim from another period (11/21) ****									
17173	1702 DE Lage Landen Finance Services,	55.02							
74583615	11/20/21 Printer lease	27.51			1000 410360	320		101000	
74583615	11/20/21 Printer lease	27.51			1000 420410	320		101000	
*** Claim from another period (11/21) ****									
17174	1716 Quadient Leaseing USA, Inc	134.10							
N9150659	11/23/21 C Postage Mach Lease	6.69			1000 410360	311		101000	
N9150659	11/23/21 Admin Postage Mach Lease	20.12			1000 410550	311		101000	
N9150659	11/23/21 PD Postage Mach Lease	13.41			1000 420100	311		101000	
N9150659	11/23/21 FD Postage Mach Lease	6.71			1000 420410	311		101000	
N9150659	11/23/21 W Postage Mach Lease	40.23			5210 430510	311		101000	
N9150659	11/23/21 WW Postage Mach Lease	40.23			5310 430610	311		101000	

12/07/21
13:34:08

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 12/21

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Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	N9150659	11/23/21	A Postage Mach Lease	6.71			5610 430300	311	101000
									*** Claim from another period (10/21) ****
17175		1675	Ravalli County Sheriff's Office	490.60					
	100102021	10/27/21	Zuercher Field Ops License	490.60			1000 420410	331	101000
									*** Claim from another period (11/21) ****
17176		1839	Samuel Bowen	87.71					
Account 160760			Seller paid balance just prior to closing& title company paid						
	160760	11/29/21	Overpayment Account 160760	87.71			5210 343022		101000
									*** Claim from another period (11/21) ****
17177		1840	Landon Nelson	82.99					
Account 300992			Seller paid balance just prior to closing& title company paid						
	300992	11/23/21	Overpayment Account 300992	82.99			5210 343022		101000
									*** Claim from another period (11/21) ****
17178		1653	MCKESSON MEDICAL - SURGICAL	452.05					
50% charged to District									
	18781293	11/19/21	FD- Medical supplies ambulan	452.05			2230 420730	220	101000
17179		1841	Overstreet Law Group	495.00					
	1005	12/01/21	Town Legal Services	165.00			1000 411100	352	101000
	1005	12/01/21	Prosecuting Atty Services	330.00			1000 410364	352	101000
									*** Claim from another period (11/21) ****
17180		1659	CHS Mountain West CO-OP	152.92					
	Nov 21	11/03/21	PW fuel	152.92			1000 430100	231	101000
									*** Claim from another period (11/21) ****
17181	E	852	CENEX FLEETCARD	1,210.42					
	225060CL	11/30/21	Admin - Fuel	0.00			1000 410550	231	101000
	225060CL	11/30/21	PD - Fuel	124.58			1000 420100	231	101000
	225060CL	11/30/21	FD - Fuel	560.24			1000 420460	231	101000
	225060CL	11/30/21	PW - Fuel	486.56			1000 430100	231	101000
	225060CL	11/30/21	Amubulance - Fuel	39.04			2230 420730	231	101000
	225060CL	11/30/21	Airport - Fuel	0.00			5610 430300	231	101000
									*** Claim from another period (11/21) ****
17182		1842	T and S Repair	283.39					
	5941	11/30/21	Repair tuneup generators EM500	283.39			1000 420460	360	101000
17183		1754	Construct Montana, LLC	17,509.04					
	1030	12/05/21	quarterly inspections	17,509.04*			2394 420531	350	101000
									*** Claim from another period (11/21) ****
17184		1711	Office Solutions & Service	79.20					
	INV100324	11/30/21	Copies, Color & BW	39.60			1000 410360	320	101000
	INV100324	11/30/21	Copies, Color & BW	39.60			1000 420410	320	101000

12/07/21
13:34:08

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 12/21

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Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17197		158 Donaldson Bros.		748.33					
	40271	12/02/21 3rd street repair water line		748.33*			5210 430550	230	101000
17198		858 MILLER LAW OFFICE, PLLC		2,854.80					
	1236	12/06/21 Water rights		2,854.80			5210 430530	352	101000
									*** Claim from another period (11/21) ****
17199		470 American Water Works Association		328.00					
22-23		Membership dues							
	7001975341	10/26/21 22-23 membership dues		328.00*			5210 430510	330	101000
									*** Claim from another period (11/21) ****
17200		16 MONTANA ENVIRONMENTAL LAB LLC		1,687.60					
	2110947	10/15/21 Sewer Testing		171.20			5310 430640	355	101000
	2111162	10/15/21 Sewer Testing		171.20			5310 430640	355	101000
	2111498	10/25/21 Sewer Testing		171.20			5310 430640	355	101000
	2111671	10/29/21 Sewer Testing		347.80			5310 430640	355	101000
	2111840	11/03/21 Sewer testing		204.00			5310 430640	355	101000
	2112214	11/16/21 Sewer Testing		179.40			5310 430640	355	101000
	2112393	11/17/21 Sewer Testing		213.40			5310 430640	355	101000
	2112643	11/24/21 Sewer Testing		179.40			5310 430640	355	101000
	2111672	10/22/21 Water Testing		50.00			5210 430540	355	101000
									*** Claim from another period (11/21) ****
17201	E	59 BITTER ROOT DISPOSAL		507.25					
	3876448	12/01/21 Court solid waste		5.07			1000 410360	340	101000
	3876448	12/01/21 H2O Dept TH facility		30.43*			5210 430510	340	101000
	3876448	12/01/21 Sewer Dept TH facility		30.44*			5310 430610	340	101000
	3876448	12/01/21 PD solid waste		15.22			1000 420100	340	101000
	3876448	12/01/21 TH solid waste		15.22			1000 411201	340	101000
	3876448	12/01/21 BD solid waste		5.07			2394 420531	340	101000
	3876448	12/01/21 Street solid waste		152.18			1000 430200	340	101000
	3876448	12/01/21 Sewer plant solid waste		152.17*			5310 430640	340	101000
	3876609	12/01/21 Parks		101.45			1000 460430	340	101000
									*** Claim from another period (11/21) ****
17202		1582 Optical Scientific, Inc.		1,952.72					
	S421290	07/14/21 AWOS service		187.50			5610 430300	350	101000
	S421290	07/14/21 Travel time		750.00			5610 430300	350	101000
	S421290	07/14/21 Travel Expenses		846.02			5610 430300	350	101000
	S421290	07/14/21 G&A 20%		169.20			5610 430300	350	101000
17203		1146 Motorola Solutions, Inc.		375.00					
		Nova Software - Monthly Subscriptions							
	8230346493	12/01/21 Nova Subscription		75.00*			1000 410364	331	101000
	823034649	12/01/21 Nova Subscription		300.00			1000 420100	331	101000

12/07/21
13:34:08

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 12/21

Page: 5 of 7
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
17204	1844 Deborah Wade	312.50							
	HR file compliance review 12.5 hours								
	Dec21 12/02/21 HR file review	312.50			1000 410550	350		101000	
	# of Claims	38	Total:						
			40,156.95						
	Total Electronic Claims	1,717.67		Total Non-Electronic Claims				38439.28	

12/07/21
13:34:08

TOWN OF STEVENSVILLE
Fund Summary for Claims
For the Accounting Period: 12/21

Page: 6 of 7
Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$7,151.17
2230 AMBULANCE	
101000 Cash - Operating	\$491.09
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$17,624.11
2987 JEAN THOMAS PARK BEAUTIFICATIION FUND	
101000 Cash - Operating	\$3,694.00
5210 WATER	
101000 Cash - Operating	\$5,722.59
5310 SEWER	
101000 Cash - Operating	\$3,404.56
5610 AIRPORT	
101000 Cash - Operating	\$2,069.43
Total:	\$40,156.95

12/07/21
13:34:08

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 12 / 21

Page: 7 of 7
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

12/5/21

MONTHLY REPORT:

Pavlik electric came out and perform repairs to the airfield beacon and is now functioning properly. They were able to repair 1 of 3 runway lights that were broken, and we are awaiting replacements parts for the other 2.

After the repairs had been complete there were 2 incidents where the vault controlling all airport lighting had unknowingly been accessed and controls changed. This is a serious violation, and we don't know the person or persons responsible but are certain they knew the combination to the lock. I changed the lock to a key lock and only the airport board president and I have the key. I will make a copy and bring it to town hall.

We also had a few large piles of tumbleweeds from a recent windstorm pile up at the front entrance. We pulled a burn permit, pulled them from the entrance and burnt them without incident.

Routine maintenance was performed on snow removal equipment, and we are ready for weather. Snow removal operations training has not been done because we need the snow for that training. 4 total volunteers along with myself will be qualifying to operate the equipment.

Lastly, we learned that the airport courtesy car is only insured by MMIA ultimately meaning that only town employees can drive it. I pulled the keys and marked a sign in the window stating out of service. We'll need to look at insurance options so we can put this back in service as soon as possible. I plan to let the airport board know about this at December's meeting.

File Attachments for Item:

b. Community Development

MONTHLY REPORT

Building Department

November 2021

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (2 permits)	
1. NSFR	\$3,690.00
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Electrical</u> (3 permits)	
1. NSFR	\$600.00
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Mechanical</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Plumbing</u> (3 permits)	
1. NSFR	\$284.00
2. New Commercial Building	\$0
3. Renovation/Remodel	\$10.00
4. Demo	\$0
Total permits issued: 8	Total fees collected: \$4,584.00
<u>Activities</u>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<u>Items of Interest</u>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Tim Netzley, Building Official

File Attachments for Item:

c. Finance

Finance Report to Council

TO: Stevensville Town Council

From: Brandon E. Dewey, Mayor

Date: December 7, 2021

1. Utility Billing

Utility Billing Aging Report			
Time Frame	Amount Owning as of 10/31/2021	Time Frame	Amount Owning as of 11/30/2021
Current	\$5,503.79	Current	(\$9,802.00)
30 Days Past Due		30 Days Past Due	\$14,890.51
60 Days Past Due	\$4,939.54	60 Days Past Due	\$4,721.79
90 Days Past Due	\$1,330.72	90 Days Past Due	\$1,777.86
120 Days Past Due	\$4,197.63	120 Days Past Due	\$3,325.24
Total Due	\$15,971.68	Total Due	\$14,913.40

2. Stevensville City Court fines

November court fines and fees totaling \$1,051.00 were received December 1, 2021.

3. FY21-22 Budget

Here is a breakdown of where we sit:

FY21-22 Budget Performance as of November 30, 2021			
Fund	General Fund	Other Funds	Total
Budgeted Revenue	\$1,008,666	\$1,992,923	\$3,001,589
Budgeted Expenses	\$1,045,822	\$2,182,452	\$3,228,334
Actual Revenue	\$136,150	\$691,820	\$827,970
Actual Expenses	\$353,764	\$706,061	\$1,059,825

*The Town's largest checks for taxes received by Ravalli County arrive in June & December.

* Total revenue all funds combined is 28% received.

* The expenditure budget across all funds is 33% committed.

4. Cash as of 11/30/2021 & Cash History

An outline of total cash balances is included below:

11/30/2017	11/30/2018	11/30/2019	11/30/2020	11/30/2021
\$2,902,441	\$3,142,215	\$3,403,734	\$4,394,802	\$3,673,712

File Attachments for Item:

d. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – November 2021

Calls for the Month of November: 54

Calls for Stevensville Town: 24

Calls for Stevensville Rural: 29

Mutual Aid: 1

Medical Response: 43

Fire Calls: 6

Motor Vehicle Crash: 5

Total Calls: 54

Calls for the Year to Date: 703

Calls for Stevensville Town: 249

Calls for Stevensville Rural: 439

Mutual Aid: 15

Missed call: 2

Medical Response: 562

Fire Calls: 94

Motor Vehicle Crash: 47

Total Calls: 703

File Attachments for Item:

e. Parks Department



December 2021 Report to Council

Here is what's happening in your parks:

Lewis and Clark Park:

- ◆ New tire swing installed
- ◆ 52 new metal 6"x6" post caps installed
- ◆ Greased swings
- ◆ Addressing issue with cracking slide in Cub Cave

River Park/River Park Trail:

- ◆ Cleared down tree off path after windstorm
- ◆ Installed memorial plaque by new apples trees for Bob Lewis

Father Ravalli Park:

- ◆ Site prep for new playground completed
- ◆ Working to get new playground installed
- ◆ New picnic tables and trash receptacle are ordered and scheduled to be here mid to late January

Creamery Garden Park:

- ◆ New picnic tables are ordered and scheduled to be here mid to late January
- ◆ Working on fixing the broken fence along the alley

Other:

- ◆ Cleaned trash out of corner gardens on Main Street
- ◆ Re-stocked pamphlets in Kiosk
- ◆ Renewed Pool license for 2022 season
- ◆ Trash clean-up on bike path
- ◆ Debris clean-up post wind storms at all parks

Sincerely,

Bobby Sonsteng
Parks and Recreation Director

File Attachments for Item:

f. Police Department

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT**

November 2021

MONTHLY REPORT: October 2021 - Police Activity Report

Officer did not engage in any arrests for the month of November. One officer was out with an extended illness and we are currently Field Training Two Officer.

PROACTIVE POLICING, CALLS FOR SERVICE, and Investigations:

PERSONNEL WORKLOAD	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21	10/21	11/21	12/21	Total
PATROL													
Arrests	2	3	2	2	4	2	3	2	0	0	0		20
Traffic Citations	0	0	10	8	24	15	12	1	1	2	0		73
Traffic Warnings	0	0	37	38	26	37	38	13	13	13	0		228
Calls for Service 2020	61	59	63	76	58	95	72	103	83	50	34		704
Calls for Service	55	48	64	47	68	49	55	41	47	47	53		527
INVESTIGATIONS													
Robbery/Homicide 2020	0	0	0	0	0	0	0	0	1	0	0		1
Robbery/Homicide	0	0	0	0	0	0	0	0	0	0	0		0
Assault 2020	1	2	0	0	1	1	0	2	5	1	1		14
Assault	0	0	0	1	1	1	2	1	1	1	0		8
Sex Crime 2020	0	0	0	0	0	0	0	0	1	1	0		2
Sex Crime	0	0	0	0	0	0	0	0	0	0	0		0
Burglary/Theft 2020	10	7	6	1	5	1	4	4	3	1	2		44
Burglary/Theft	2	2	1	1	1	2	1	2	4	0	2		16
Crim Mischief 2020	0	0	1	4	0	2	0	4	1	1	0		13
Crim Mischief	1	0	0	0	0	0	3	1	0	0	0		5
Fraud 2020	0	0	3	2	0	1	1	0	2	0	0		9
Fraud	2	0	2	0	0	0	1	0	1	1	1		8
Suspicious Incident 2020	3	2	6	14	5	13	9	12	9	6	6		85
Suspicious Incident	0	0	3	3	1	6	3	1	7	6	0		30
Disturbance 2020	0	2	1	3	1	2	4	3	4	4	1		25
Disturbance	2	2	6	5	2	2	10	5	3	1	1		39
Found Property 2020	0	0	1	0	0	2	1	2	0	0	1		7
Found Property	0	0	1	0	1	2	1	1	0	0	0		7
Traffic Hazard 2020	0	0	0	0	0	2	1	1	4	0	1		9
Traffic Hazard	2	0	1	0	0	2	3	0	1	0	1		10
Traffic Accidents 2020	3	1	0	1	2	0	0	0	4	2	0		13
Traffic Accident	0	0	0	0	2	1	3	4	2	1	0		13
Vacation Checks 2020	0	0	0	0	0	0	0	0	0	0	0		0
Vacation Checks	0	0	0	0	0	4	10	2	1	2	0		19
Extra Patrols 2020	0	0	0	0	0	0	3	1	2	1	1		8
Extra Patrols Current	0	7	12	13	29	116	295	115	104	158	19		868
SPD AGENCY ASSISTS													
Ravalli County S.O	5	0	2	7	0	11	4	4	4	3	0		40

File Attachments for Item:

g. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000364	SCHEDULED	Closed	Monthly Meter Readings	Water / Town of Stevensville	Cody Anderson, Dustin Tribby, Steve Kruse	Steve Kruse
000363	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville, 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson, Dustin Tribby, Glenn Bies	Steve Kruse
000362	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville	Steve Kruse	Steve Kruse
000358	CORRECTIVE	Closed	Pump CL2 at wellhouse	11-Well Field / Water / Town of Stevensville	Cody Anderson, Dustin Tribby, Steve Kruse	Steve Kruse
000357	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse
000356	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville	Cody Anderson	Steve Kruse
000355	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000351	CORRECTIVE	Closed	Casket burial November 30, Tuesday, 1:30 Riverside Block 16, Lot 32 Grave 5	Town of Stevensville	Cody Anderson, Dustin Tribby, Steve Kruse	Steve Kruse
000350	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville, Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
000348	CORRECTIVE	Closed	Locate water line at Feedmill	Town of Stevensville, Water / Town of Stevensville	Cody Anderson, Dustin Tribby, Steve Kruse	Steve Kruse
000345	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse
000344	CORRECTIVE	Closed	Replace fan belt on HVAC in blower building		Cody Anderson, Steve Kruse	Steve Kruse
000343	CORRECTIVE	Closed	Locate water mains on Pine, Mission and South St for HDR main replacement project	Water / Town of Stevensville	Cody Anderson, Steve Kruse	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000341	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse
000340	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville	Cody Anderson	Steve Kruse
000337	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000335	CORRECTIVE	Closed	Pick up brush pile in alley between Church and College, left off 3rd	Streets	Cody Anderson, Dustin Tribby, Ian Murray	Steve Kruse
000332	CORRECTIVE	In Progress	Repair water leaks and ground water intrusion 409 E 3rd, excavation and backfill with Slow Fill, multi day troubleshooting process	Water / Town of Stevensville	Cody Anderson, Dustin Tribby, Ian Murray, Steve Kruse	Steve Kruse
000331	CORRECTIVE	Closed	Post water shutoff notices, 17	Town of Stevensville	Dustin Tribby	Steve Kruse
000330	CORRECTIVE	Closed	Clean up wind storm damage, several limbs and trees down, Riverside and town	Streets	Cody Anderson, Dustin Tribby, Ian Murray	Steve Kruse
000328	SCHEDULED	Closed	weekly/biweekly cleaning	Wastewater / Town of Stevensville	Cody Anderson, Glenn Bies	Steve Kruse
000327	CORRECTIVE	Closed	Leak detect listening 3 way valve at reservoir	Water / Town of Stevensville	Dustin Tribby, Steve Kruse	Steve Kruse
000326	CORRECTIVE	Closed	Leak Down test 409 3rd Street	Water / Town of Stevensville	Dustin Tribby, Steve Kruse	Steve Kruse
000325	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville, 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson, Dustin Tribby, Glenn Bies	Steve Kruse
000322	CORRECTIVE	Closed	Urn burial Wednesday, 1:00 PM	Town of Stevensville	Cody Anderson, Dustin Tribby, Ian Murray, Steve Kruse	Steve Kruse
000321	CORRECTIVE	Closed	Turn on water at 117 Mission	Water / Town of Stevensville	Steve Kruse	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000320	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse
000319	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville	Cody Anderson	Steve Kruse
000317	SCHEDULED	Closed	maintenance jetting of St Mary's/5th Street/Masonic alley	43-Manholes / Wastewater / Town of Stevensville, Town of Stevensville, Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
000316	SCHEDULED	Closed	Inspect Mini Excavator		Ian Murray	Steve Kruse
000315	SCHEDULED	Closed	Inspect skidsteer		Ian Murray	Steve Kruse
000314	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000311	CORRECTIVE	Closed	Pressure test water main 3rd and Spring zone	42-Hydrants / Water / Town of Stevensville	Cody Anderson, Dustin Tribby, Steve Kruse	Steve Kruse
000310	CORRECTIVE	Closed	Pressure leak down test corner of 3rd and Spring	Water / Town of Stevensville	Cody Anderson, Steve Kruse	Steve Kruse
000309	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville, Wastewater / Town of Stevensville	Cody Anderson, Ian Murray, Steve Kruse	Steve Kruse
000308	SCHEDULED	Closed	weekly/biweekly cleaning effluent channels/clarifiers	Wastewater / Town of Stevensville	Cody Anderson, Glenn Bies	Steve Kruse
000306	CORRECTIVE	Closed	Install new meter at 224 Spring St	Water / Town of Stevensville	Cody Anderson	Steve Kruse
000305	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville, 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson, Dustin Tribby, Glenn Bies	Steve Kruse
000304	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville	Steve Kruse	Steve Kruse
000303	CORRECTIVE	Closed	Fix light on Grit Washer control panel		Steve Kruse	Steve Kruse
000302	CORRECTIVE	Closed	Fill pothole corner of Park and M Burnt Fork with	Streets	Ian Murray, Steve Kruse	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			cold patch			
000300	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville	Ian Murray	Steve Kruse
000299	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000298	CORRECTIVE	Closed	Replace headlight on White Dodge PU		Steve Kruse	Steve Kruse
000296	CORRECTIVE	Closed	Oil and filter change White Dodge 1/2 ton		Ian Murray	Steve Kruse
000292	CORRECTIVE	Closed	Oil change and troubleshoot headlights on Chevy 1 ton PU		Ian Murray	Steve Kruse
000291	SCHEDULED	Closed	weekly/biweekly cleaning	Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
000288	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville, Wastewater / Town of Stevensville	Ian Murray	Steve Kruse
000286	CORRECTIVE	Closed	Grind sidewalks on Main St to reduce tripping hazard	Streets	Cody Anderson, Dustin Tribby, Ian Murray, Steve Kruse	Steve Kruse
000285	CORRECTIVE	Closed	Water leak at 317 Mission, yard hydrant leaking	Water / Town of Stevensville	Dustin Tribby, Glenn Bies	Steve Kruse
000284	CORRECTIVE	Closed	Qware Test	Town of Stevensville	Glenn Bies	Steve Kruse
000280	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville	Ian Murray	Steve Kruse
000279	SCHEDULED	Closed	Monthly Meter Reads entire distribution system	Water / Town of Stevensville	Cody Anderson, Dustin Tribby, Steve Kruse	Steve Kruse
000270	CORRECTIVE	Closed	Remove leaves from Boulevard streets, Church, College etc	Streets	Cody Anderson, Dustin Tribby, Glenn Bies, Ian Murray	Steve Kruse
000267	CORRECTIVE	Closed	211 Buck St storm water catch basin still backing up, construct bigger percolation area with clean rock and over excavation	Streets	Cody Anderson, Dustin Tribby, Ian Murray	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000253	CORRECTIVE	Closed	Fix DO probe/readout #1 in AB1		Dustin Tribby, Glenn Bies, Steve Kruse	Steve Kruse
000229	CORRECTIVE	Closed	Fall Brush removal, load brush from L and C park to burn pile, burn as accumulates	Town of Stevensville	Cody Anderson, Dustin Tribby, Ian Murray, Steve Kruse	Steve Kruse
000194	CORRECTIVE	Closed	Inspect AB2 blower and motor alignment/belt tension/oil level		Dustin Tribby, Glenn Bies	Steve Kruse
000142	CORRECTIVE	Closed	Surface water repair 3rd St excavator compactor dump truck road base/millings	Town of Stevensville	Cody Anderson, Dustin Tribby	Steve Kruse
000126	CORRECTIVE	Closed	New water pump for street sweeper	Town of Stevensville, Mobile / Town of Stevensville	Ian Murray	Steve Kruse

TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT November 2021

UTILITIES REPORT

Water Production

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	13,574,000	15,216,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 103
- 💧 Satisfied Permit reporting and testing requirements

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	4,053,054	3,462,422

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reported
 - Sludge transitioned to drying beds, prepping to go back to polymer pressing with cold weather
- 💧 Satisfied Permit reporting and testing requirements
 -

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 1 storm water catch basin re-excavated and enlarged
- 💧 3 Burials
- 💧 Utility Locates
- 💧 Repaired non functioning HVAC system in blower building
- 💧 Street Sweeping utilizing grid maps developed by Qware
- 💧 Locate and marked water mains on Pine, Mission and South for AARPA grant application
- 💧 5 3rd party contractor locates
- 💧 Windstorm damage cleanup,
- 💧 Ongoing meter replacements
- 💧 Repaired leakage and groundwater problem at 409 E 3rd
- 💧 Researched most cost and risk effective method to repair generator at Well Field
- 💧 Leak detection at reservoir, discovered chlorine treated water in valve vault indicating tank leaking
- 💧 Pothole repair
- 💧 Main St sidewalk maintenance, concrete grinding
- 💧 Vehicle Maintenance

• Fall cleanup and boulevard pick up

File Attachments for Item:

a. Discussion/Decision: Reconsideration of Transportation Master Plan Agreement with Robert Peccia & Associates, Inc.



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Karen Wandler
Second Person Submitting the Agenda Item:	Paul Ludington
Submitter Title:	Council Member
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/9/2021
Agenda Topic:	Discussion/Decision: Reconsideration of Transportation Master Plan Agreement with Robert Peccia & Associates, Inc.
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/9/2021
Notes:	



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
December 9, 2021**

Agenda Item: Discussion/Decision: Reconsideration of Transportation Master Plan Agreement with Robert Peccia & Associates, Inc.

Other Council Meetings

Exhibits

A. Transportation Master Plan Agreement

This agenda item provides Council with the ability to approve the Transportation Master Plan Agreement with Robert Peccia & Associates, Inc.

Background:

At the November 8, 2021, Town Council meeting, the Council voted unanimously to the selection of a firm, Robert Peccia & Associates, Inc, (RPA) in association with HDR, Inc, to complete a transportation plan for the Town of Stevensville.

At the November 23, 2021, Town Council meeting, the Council voted to not accept the Transportation Master Plan Agreement as presented.

Councilmembers Karen Wandler and Paul Ludington have brought this agenda item back in front of the Council.

RPA has provided the Council with a Scope of Services along with a cost estimate for engineering and planning services.

In front of the council this evening is an agreement for those services.

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

Alternative(s): deny approval of the Transportation Master Plan Agreement.

MOTION

I move to: Approve the Transportation Master Plan Agreement between Robert Peccia & Associates, Inc and the Town of Stevensville.

SCOPE OF SERVICES

The Town of Stevensville, Montana has engaged Robert Peccia and Associates (RPA) to provide multimodal transportation planning and engineering services. Included in this scope of services are tasks necessary to develop a *Transportation Master Plan* (TMP) aimed at identifying a long-term vision for the transportation system for the Town of Stevensville.

Task Descriptions

This section contains a work plan to develop a multimodal transportation master plan intended to facilitate community goals and improve the transportation infrastructure and services within the planning area. The scope of this project would be accomplished through a series of distinct work tasks, each one building on the work completed previously. The following work tasks are based on our team's expertise in transportation planning and on what has been known to work well on past transportation planning projects.

- Task 1: Project Management and Administration
- Task 2: Public and Stakeholder Involvement
- Task 3: Existing and Projected Conditions
- Task 4: Transportation Master Plan Reporting

Task 1. Project Management and Administration

This task includes overall project management aspects associated with managing this plan. Included is the effort required to develop monthly progress reports and invoices. General management and coordination duties include correspondence with the public and the Town of Stevensville; informal meetings in addition to regularly scheduled meetings; internal project management duties to monitor scope, schedule and budget; and project setup and closeout activities. This task also includes time to prepare for and facilitate planning team meetings throughout the planning duration to review deliverables and discuss progress.

ASSUMPTIONS:

- Up to five (5) planning team meetings will be held to review materials and discuss project status with the Town of Stevensville and the Montana Department of Transportation (MDT). Other participants may also be invited on an as needed basis. Planning team meetings will be conducted virtually and will be attended by representatives from RPA and HDR. RPA will develop agendas and meeting materials as needed for each planning team meeting.

TASKS:

- 1.1. General management and coordination duties
- 1.2. Prepare scope of services, cost estimate, and contracting documents
- 1.3. Prepare for and facilitate up to five (5) planning team meetings

DELIVERABLES:

- Contract documents
- Planning team meeting materials
- Monthly invoices and progress reports

Task 2. Public and Stakeholder Involvement

This task also includes all work efforts necessary to effectively outreach the public and stakeholders in addition to time to develop various outreach and involvement materials as needed throughout the planning process. This task also includes time to facilitate and travel for meetings and outreach events as needed.

ASSUMPTIONS:

- A project website will be hosted by the Town of Stevensville. RPA will provide content to populate the website as project deliverables are developed and milestones are met. We will provide updates and announcements to promote outreach/engagement opportunities to post to the Town's social media channels. HDR will provide support and coordination of website and social media updates as needed.
- RPA will develop a Wikimap to be used as an interactive commenting platform throughout the planning process. Participants will be able to leave notes, draw features, and identify areas of concern within the TMP study area.
- RPA will develop an online survey to outreach to a broad segment of the community. The survey will be active early in the planning process to identify potential needs and areas of concern.
- A list of key stakeholders and interested parties will be developed including agencies, business owners, special interest groups, and key officials. Updates will be sent to these stakeholders at key milestones during the planning process. Our team will also facilitate up to two (2) stakeholder outreach events, in coordination with the public open houses, to more directly discuss and collaborate with key groups. These may include Bike Walk Bitterroot, the Stevensville School District, Bitterroot Valley Chamber of Commerce, and others as appropriate. HDR will participate two (2) stakeholder events.
- Our team will host two public open houses during the planning process. The first open house will be conducted near the beginning of the process to engage the community in identifying areas of concern and opportunities for improvement. Our team will host a second open house during the public review period to share the recommendations and solicit feedback on improvements. Both meetings will be conducted in person, as local health and safety guidelines allow, and will leverage online engagement tools to solicit interest and gain valuable feedback. HDR will participate in two (2) public open houses.
- Costs associated with advertisement and meeting facilities are not included in this scope of services and will be the responsibility of the Town of Stevensville.
- Depending on the timing of the release of the public draft report, our team will coordinate with local events such as the Stevensville Creamery Picnic, Western Heritage Days, or farmer's markets to boost participation and outreach. HDR will participate in up to two (2) targeted outreach events.
- After releasing the draft *Transportation Master Plan*, we will offer a formal 30-day public review period. Comments made during this period will be compiled into a public comment matrix and considered in the final plan. RPA will be available for comments and general inquiries throughout the entire planning process.
- RPA will make a formal presentation to the Town Council as part of the approval/adoption process.

TASKS:

- 2.1. Prepare online project materials and provide updates
 - a. Develop website materials and social media updates
 - b. Develop and maintain Wikimap commenting platform

- c. Develop and administer electronic survey
- 2.2. Targeted outreach to identified stakeholders
 - a. Identify stakeholder and contact list
 - b. Prepare for and conduct up to two (2) stakeholder outreach events
 - c. Prepare for and attend up to two (2) targeted outreach events
 - d. Prepare for and attend Town Council adoption meeting
- 2.3. Prepare for and facilitate two (2) public open houses
 - a. Prepare and distribute notice of public meetings
 - b. Prepare online tools, meeting displays, and presentation materials
 - c. Conduct and facilitate open houses
- 2.4. Prepare a public comment matrix

DELIVERABLES:

- Website and social media content
- Wikimap commenting platform
- Public survey
- Various meeting materials as needed
- Public comment matrix

Task 3. Existing and Projected Conditions

This task includes a review of the 2006 study area boundary and a recommendation of any possible changes. It is important that the study area include all outlying land that is expected to develop during the 20-year planning horizon while also including areas where transportation issues are expected to impact or influence the regional community growth.

This task also involves reviewing, collecting, and developing data for the study area. Existing local documents, such as the *Stevensville Street Master Plan*, *Stevensville Growth Policy*, *Stevensville Strategic Plan*, *Stevensville Capital Improvements Plan*, *Bitterroot Valley Natural Resource Use Policy*, and any relevant subdivision plans or traffic impact studies will be reviewed for existing information, future forecasts, and recommended improvements. We will also compile and review existing traffic data that is available through the Town of Stevensville, Ravalli County, and MDT. The available existing information will be supplemented with on-site field reviews and data collection efforts. An analysis of existing traffic conditions in the study area will be conducted based on available existing and historic traffic volume counts and new traffic count data collected by RPA as part of this task.

Future traffic conditions will be assessed using housing and employment forecasts, projected development, and anticipated traffic growth. This will help the planning team identify areas of the transportation system where growth and congestion may occur due to anticipated development and identify which roads need additional investment to accommodate future growth.

A summary of the collected data and associated traffic and safety analyses will be summarized in an *Existing and Projected Conditions Technical Memorandum*. This memorandum will help the planning team identify potential areas of concern to address with recommendations developed in the next task.

ASSUMPTIONS:

- RPA will collect turning movement data at up to eight (8) major intersections over a 24- hour period (to be determined in conjunction with the planning team). We will utilize any recent turning movement counts collected by MDT and others to supplement our data.
- An updated inventory of existing non-motorized facilities will be conducted by RPA in order to help the planning team identify gaps in the network and prioritize areas for improvement. HDR will provide support for spot inventories and assessment as needed.
- During data collection efforts, our team will also conduct a field review to observe and document additional information pertaining to transportation conditions, including driver behaviors, vehicle queuing, parking utilization, roadway lighting and signing, pavement condition, nonmotorized activity, and other site-specific information. HDR will join RPA for one day of field review and will be available to collect additional data as needed.
- Historic crash data for the past five (5) years will be obtained from MDT. RPA will analyze the data to identify locations that have a high crash frequency or high crash severity. We will assess crash data at major intersections and at a system-wide level and identify actions and policies that might be appropriate for addressing underlying contributing factors in crashes.
- HDR will provide support for development of the *Existing and Projected Conditions Technical Memorandum* based on their local knowledge and past work in the community.

TASKS:

- 3.1. Review existing plans, documents, and policies
 - a. Establish updated study area boundary
- 3.2. Collect baseline data
 - a. Collect turning movement counts at up to eight (8) intersections over a 24-hour period
 - b. Complete an updated inventory of non-motorized facilities
 - c. Conduct an on-site field review
- 3.3. Evaluate and analyze existing conditions
 - a. Socioeconomic conditions and land use
 - b. Five (5) years of historic crash data
 - c. Traffic data from various sources
 - d. Maintenance and preservation needs
 - e. Multimodal network connectivity
- 3.4. Assess future conditions
- 3.5. Identify areas of concerns
- 3.6. Develop Existing and Projected Conditions Technical Memorandum

DELIVERABLES:

- Traffic data and operational analysis
- Non-motorized facility inventory
- *Existing and Projected Conditions Technical Memorandum* (electronic)

Task 4. Transportation Master Plan Reporting

This task includes development of recommendations and improvement projects for the transportation system as well as preparation of the *Transportation Master Plan*. The plan will include the results of all

aspects of the planning process, address all the issues identified during the process, and list recommended improvement projects and programs.

Recommendations will include smaller, less expensive needs such as intersection improvements, pavement markings, signing, traffic calming, and other roadway features that complement the basic street system, along with long-term major infrastructure modifications such as full roadway reconstruction or new roads and connections. Roadway maintenance and pavement preservation methods will be analyzed to determine if opportunity exists to enhance current techniques. Roadway maintenance activities such as surface treatments, striping, and signing will be examined. A visionary major street network will be created to help plan for long-term roadway needs and guide development and land-use changes.

Transportation network recommendations will be complemented by applicable bicycle and pedestrian improvements. The recommendations will be used to help guide development of a full, connected multimodal network. A visionary non-motorized network will be developed to help establish infrastructure needs and plan for future investments.

All recommendations will be evaluated in terms of financial feasibility and planning-level cost estimates will be prepared for each recommended project. This task will also involve a review of federal, state, and local funding sources including criteria utilized in distributing funds, anticipated funding available over time, matching requirements, and restrictions on the use of program funds.

This task will culminate in development of the *Transportation Master Plan*. The plan will rely upon quality graphics to present all previously completed efforts in a concise and easy to understand format.

ASSUMPTIONS:

- Planning-level cost estimates will be developed for each improvement option to help with determining feasibility. The planning-level costs may include a range of costs with built in contingencies to account for unknown factors. The planning-level cost estimates will be based on recently constructed and bided projects in the area.
- HDR will support the identification and economic feasibility of improvement options based on their local knowledge and expertise.
- RPA will prepare a draft *Transportation Master Plan* that will be made available for a 30-day public review and comment period prior to finalization and the adoption process.

TASKS:

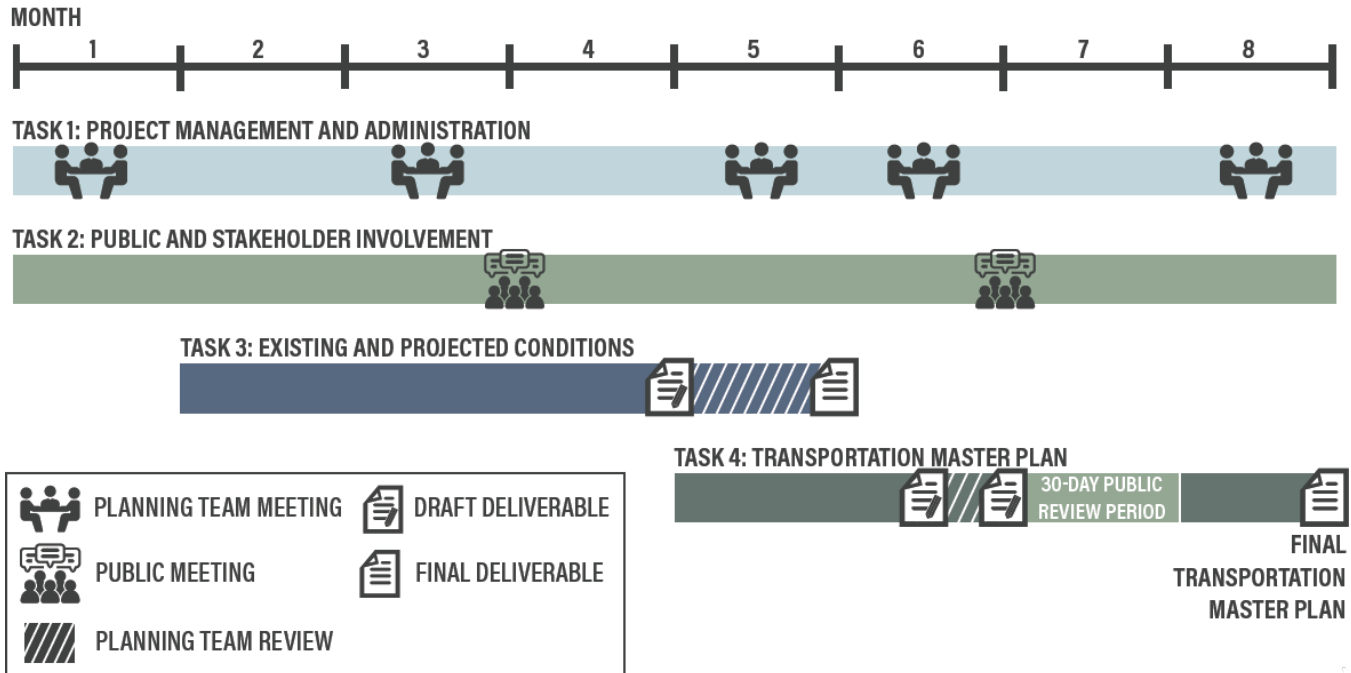
- 4.1. Identify recommended improvement options
 - a. Prepare visionary major street network
 - b. Prepare visionary non-motorized network
 - c. Develop cost estimates
- 4.2. Develop *Transportation Master Plan*
 - a. Draft *Transportation Master Plan*
 - b. Final *Transportation Master Plan*

DELIVERABLES:

- Visionary major street network
- Visionary non-motorized network
- Planning level cost estimates
- Draft and final *Transportation Master Plan* (electronic)

Estimated Schedule

The following shows completion of the proposed tasks over an 8-month timeframe. We anticipate developing a draft plan within 6 months after notice to proceed is issued. This allows two months for public review and the adoption process. The proposed timeframe will allow for work to be complete in the summer of 2022 and would position the Town to be prepared for potential funding opportunities that may arise from the recent infrastructure bill. A discussion and any desired modifications to the schedule would be coordinated with the planning team with flexibility built in to account for unknowns. The following graphic shows a preliminary schedule of the proposed work plan.





TASK	DESCRIPTION	Group Manager / QAQC		Transportation		Engineering		Admin/ Accounting		TOTAL					
		\$ 180.00	\$ 160.00	\$ 115.00	\$ 110.00	\$ 75.00	\$ 140.00								
1.0 PROJECT MANAGEMENT AND ADMINISTRATION															
1.1	General management and coordination duties		8.0					2.0		10.0					
1.2	Prepare scope of services, cost estimate, and contracting documents		4.0		2.0					6.0					
1.3	Prepare for and facilitate up to five (5) planning team meetings		10.0		10.0					20.0					
										0.0					
Sub Total Hours			22.0	0.0	12.0	0.0	0.0	2.0		36.0					
2.0 PUBLIC AND STAKEHOLDER INVOLVEMENT															
2.1	Prepare project website materials and provide updates		2.0		8.0					10.0					
2.2	Targeted outreach to identified stakeholders		32.0	2.0	40.0					74.0					
2.3	Prepare for and facilitate two (2) public open houses		24.0	4.0	40.0					68.0					
2.4	Prepare a public comment matrix		2.0		8.0					10.0					
										0.0					
Sub Total Hours			60.0	6.0	96.0	0.0	0.0	0.0		162.0					
3.0 EXISTING AND PROJECTED CONDITIONS															
3.1	Review existing plans, documents, and policies		1.0		4.0					5.0					
3.2	Collect baseline data					24.0	24.0			48.0					
3.3	Evaluate and analyze existing conditions		2.0		8.0	4.0				14.0					
3.4	Assess future conditions		4.0	2.0	8.0	4.0				18.0					
3.5	Identify areas of concerns		2.0	1.0	4.0					7.0					
3.6	Develop Existing and Projected Conditions Technical Memorandum		4.0		40.0	4.0				48.0					
										0.0					
Sub Total Hours			13.0	3.0	64.0	36.0	24.0	0.0		140.0					
4.0 TRANSPORTATION MASTER PLAN REPORTING															
4.1	Identify recommended improvement options		4.0		32.0	20.0	8.0			64.0					
4.2	Develop Transportation Master Plan		8.0	12.0	40.0	4.0				64.0					
										0.0					
Sub Total Hours			12.0	12.0	72.0	24.0	8.0	0.0		128.0					
TOTAL PERSON-HOURS			107.0	21.0	244.0	60.0	32.0	2.0		466.0					
LABOR SUBTOTAL COST		\$	19,260.00	\$	3,360.00	\$	28,060.00	\$	6,600.00	\$	2,400.00	\$	280.00	\$	59,960.00

DIRECT EXPENSES											
Computer	Per Hour	\$	2.50			Hours	466		\$	1,165.00	
Printing and Meeting Materials	Per Page	\$	0.75			Copies	1000		\$	750.00	
Mileage	Per Mile	\$	0.56			Miles	1900		\$	1,064.00	
Per Diem - Day	Per Day	\$	59.00			Days	12		\$	708.00	
Per Diem - Lodging	Per Night	\$	96.00			Nights	10		\$	960.00	
Traffic Data Collection	Per Hour	\$	20.00			Hours	192		\$	3,840.00	
									\$	-	
DIRECT EXPENSE SUBTOTAL										\$	8,487.00

SUBCONSULTANTS											
HDR									\$	13,660.00	
SUBCONSULTANT SUBTOTAL										\$	13,660.00

SUMMARY OF ENGINEERING SERVICES										
Loaded Labor									\$	59,960.00
Direct Expense									\$	8,487.00
Subconsultants									\$	13,660.00

File Attachments for Item:

a. Discussion/Decision: Consent to the Mayor's Appointment of Brendalinn Daniels as Firefighter Cadet



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

December 2, 2021

Fire Chief Jeff Motley has recommended the appointment of Brendalinn Daniels as a volunteer Firefighter Cadet to the Town of Stevensville Fire Department.

Ms. Daniels has successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Motley", is written over the typed name.

Jeff Motley, Chief
Stevensville Fire Department



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon Dewey
Second Person Submitting the Agenda Item:	Chief Jeff Motley
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/9/2021
Agenda Topic:	Discussion/Decision: Consent to the Mayor's Appointment of Brendalinn Daniels as Firefighter Cadet
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/9/2021
Notes:	



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
December 9, 2021**

Agenda Item: Discussion/Decision: Consent to the Mayor's Appointment of Brendalinn Daniels as Firefighter Cadet

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to approve Brendalinn Daniels as a volunteer firefighter cadet.

Background:

Fire Chief Jeff Motley has recommended the appointment of Brendalinn Daniels to the Stevensville Fire Department as a Firefighter Cadet.

Ms. Daniels has successfully completed all necessary steps of the hiring process for volunteers.

Mayor Dewey agrees with Chief Motley's recommendation and recommends the Town Council consent o this appointment.

Board/Commission Recommendation: Applicable - Not Applicable

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

MOTION

I move to: consent to the Mayor's appointment of Brendalinn Daniels as Firefighter Cadet.

File Attachments for Item:

b. Discussion/Decision: Wellfield Generator Repair



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon Dewey
Second Person Submitting the Agenda Item:	Steve Kruse
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/9/2021
Agenda Topic:	Discussion/Decision: Wellfield Generator Repair
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/9/2021
Notes:	



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
December 9, 2021**

Agenda Item: New Business

Discussion/Decision: Wellfield Generator Repair

Other Council Meetings

Exhibits

- a. Repair Quote, Western States
- b. Repair Quote, TWEnterprises

This agenda item gives the Council the opportunity to authorize repairs to the generator at the Twin Creeks Wellfield.

Background:

The Town of Stevensville owns a Generac generator that is used to provide back-up power supply to the Town's water system. The generator is exercised weekly and annual maintenance is performed by a third-party vendor. The generator was installed in 2013 and is outside of its warranty period.

In the summer of 2021, Public Works Director Steve Kruse was contacted by the account rep assigned to the Town by Western States Cat, who services the Town's generators located at the wellfield and wastewater treatment plant. The account rep inquired about what action the Town would be taking to resolve a noise that the generator at the well field was producing when in operation. The noise had been reported on previous maintenance reports, but not addressed.

Western States was requested to do additional diagnosis on the generator to better understand the issue and provide a possible repair plan. It was determined that the power generating components of the generator had a bearing that was beginning to fail. It was explained that the bearing could fail immediately, or in 4 years, there was no certain time frame for failure. Repair options include:

1. Remove the power generating unit from the generator and attempt to rebuild the unit with bearings. This work would require the extensive rental of a back-up generator, and the total cost would be approximately \$18,000. This cost could increase if more extensive repair is necessary.
2. Alternatively, the Town can replace the power generating unit altogether at the cost of \$21,000. This would not require the extensive rental of a back-up generator, and the work would be completed in 1-day.

The Public Works Director recommends that the Town Council authorize the repair of the generator by replacing the power generating unit entirely, with a 1-day repair timeframe.

The repair will be funded from the Town's Water Fund reserves for equipment replacement. The equipment replacement reserve has \$169,000 available.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not authorize the repair to the Town's wellfield generator

MOTION

I move to: Approve the Public Works Director's recommendation and authorize the repair to the Town's wellfield generator.



Missoula
 3760 N Reserve St Missoula, MT 59808
 406.721.4050

Town Of Stevensville
 206 Buck St
 Stevensville, MT 59870-2021

ESTIMATE

NO.: QID104961
 SERVICE CALL NO.: SC327671
 ESTIMATE AMOUNT: \$18,171.80

ESTIMATE DATE: 11/22/2021
 ESTIMATE EXPIRES: 12/22/2021

CUSTOMER NO.: 1137380

CUSTOMER PO:

WAREHOUSE: Missoula

CONTACT PERSON: Steve Krusz

PHONE: (406) 880-5989

REPAIR LOCATION:

206 Buck St
 Stevensville, MT 59870-2021

MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT NUMBER	LAST METER
GNRC	GNRC SD0350KG17129D1	8534617	Pump Station	214.9

ESTIMATE SUMMARY

LINE #	SEGMENT	DESCRIPTION	PARTS	LABOR	MISC.	TOTAL
1	001	REMOVE& INSTALL - GENERATOR	\$0.00	\$6,380.00	\$10,500.00	\$16,880.00
2	002	PERFORM - LOAD BANK	\$0.00	\$960.00	\$100.00	\$1,060.00
SUB-TOTALS			\$0.00	\$7,340.00	\$850.00	
ENVIRONMENTAL RECOVERY CHARGE						\$231.80
ESTIMATE AMOUNT						\$18,171.80

SALES TAX DISCLAIMER: Western States Equipment (WSE) is required to collect Sales Tax for sales made in the following states: ID, WA, ND, and WY. Prices above do not include any applicable state, county, city, or local sales taxes. This quotation is accepted with the understanding that such taxes and charges shall be added, as required by law, at the time this quotation is invoiced. Where applicable, WSE will charge sales tax unless you have a valid sales tax exemption certificate on file. Valid sales tax exempt certificates can be emailed to SalesTax@wseco.com to ensure a copy is on file prior to invoicing. In states where WSE is not required to collect and pay Sales Tax, the purchaser is obligated to self-report and pay the Sales and/or Use Tax to the purchasers appropriate state's and or local Department of Revenue.

CUSTOMER INITIALS _____

DATE _____



ESTIMATE
 NO.: QID104961
 SERVICE CALL NO.: SC327671

REMOVE& INSTALL - GENERATOR

Estimate Notes:
 Send technicians to jobsite. Disassemble enclosure. Remove Generator End. Send complete end to vendor to be repaired and inspected.
 Price subject to change once teardown is completed.
 After repair, return to site and install the end. Perform Load Bank Test to verify proper operation.

LABOR

		Description		Line Total
		Repair		6,380.00

MISCELLANEOUS

Qty	Part Number	Description	Unit Price	Line Total
1		Freight Charge	750.00	750.00
1		Outside Parts/Labor Sales	9,750.00	9,750.00

Total Segment Parts				0.00
Total Segment Labor				6,380.00
Total Segment Miscellaneous				10,500.00
			Segment 001 Total	\$16,880.00

PERFORM - LOAD BANK

LABOR

		Description		Line Total
		Repair		960.00

MISCELLANEOUS

Qty	Part Number	Description	Unit Price	Line Total
1	SVMI-LoadBank	SVMI-LoadBank	100.00	100.00

Total Segment Parts				0.00
Total Segment Labor				960.00
Total Segment Miscellaneous				100.00
			Segment 002 Total	\$1,060.00

Total Estimate Parts	0.00
Total Estimate Labor	7,340.00
Total Estimate Miscellaneous	850.00
Total Environmental Recovery Charge	231.80

Estimate Amount **\$18,171.80**

CUSTOMER SIGNATURE _____ DATE _____

TW Enterprises, Inc.

Phone: (406) 245-4600
 Fax: (406) 245-4333
 636 Logan Ln.
 Billings, MT 59105

Quote

No.: **19489**
 Date: 10/7/2021

Prepared for:

Town of Stevensville Well House
 PO Box 30
 Stevensville, MT 59870

Prepared by: Richard Martin

Account No.: 26203

Phone: (406) 777-5271

Fax: (406) 777-4284

Quantity	Item ID	Description	UOM	Discount	Sell	Total
10.00	REPAIR- STDBY	LABOR- INDUSTRIAL GENERATOR REPAIR	HR	\$0.00	\$135.00	\$1,350.00
1	0H8272F	ASSY RTR 520 400KW 4P 1800 DD	EA	\$0.00	\$7,226.99	\$7,226.99
1	0A2865L	ASSY STATOR 520 400KW	EA	\$0.00	\$10,722.63	\$10,722.63
1.00	Subcontractor	Subcontractor used for CRANE RENTAL	EA	\$0.00	\$1,500.00	\$1,500.00

Your Price: \$20,799.62

Total: \$20,799.62

Prices are firm until 12/6/2021

Terms: Net 30

Prepared by: Richard Martin, richardm@twegen.com

Date: 10/7/2021

The following constitutes an agreement between T.W. Enterprises, Inc. and stated customer to enter into contract for the purpose of scheduled maintenance for specified customer equipment.

T.W. Enterprises, Inc. agrees to provide scheduled maintenance with specific intervals at customer's location. T.W.

Enterprises, Inc. will provide professional and qualified personnel to perform defined maintenance. The purpose is to maintain equipment, to monitor equipment's progression of use and wear and to inform customer of possible shortcomings, pending problems and breakdowns. T.W. Enterprises, Inc. will, at customer's option, assist in correcting equipment failure. Customer agrees to accommodate within reason T.W. Enterprises, Inc.'s working schedule, to arrive on premises to perform scheduled maintenance duties, and to pay for services rendered by the agreed terms listed below.

Any additional service/repair work, while on site for SM, will be performed at additional hourly rate.

Terms: Payment for services rendered due 30 (thirty) days from invoice date. A finance charge of 1.5% per month will be assessed against unpaid balance after 30 (thirty) days.

Either party may cancel this agreement/contract by stating so in writing to the other party, no less than thirty (30) days prior to the next scheduled maintenance service time frame.

Accepted by: _____

Date: _____

File Attachments for Item:

c. Discussion/Decision: Indemnification of Mayor Brandon Dewey in the matter of Dewey v Rodabaugh



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/9/2021
Agenda Topic:	Discussion/Decision: Indemnification of Mayor Brandon Dewey in the matter of Dewey v Rodabaugh
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/9/2021
Notes:	

Hon. Brandon E. Dewey
Mayor of Stevensville

Jenelle Berthoud
Town Clerk



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

December 1, 2021

Dear Town Council Members,

This letter serves as my official request for indemnification and reimbursement by the Town of Stevensville of costs in the matter of Dewey v Rodabaugh, a lawsuit that was initiated in response to a recall effort filed against the Mayor's Office in 2020.

As you likely remember, the recall petition alleged that I violated my oath of office by signing a professional services contract with First Call Computer Solutions (First Call). Legal services were necessary to defend my action in signing the contract on behalf of the Town by suing for an injunction to prevent the recall from moving forward and causing undue harm to the Town of Stevensville.

I am seeking indemnification on the following grounds:

1. As Mayor, I signed the First Call contract in good faith and without malice, as an officer and agent of the Town of Stevensville.
2. As Mayor, I signed the First Call contract with the understanding that I was doing so under the guidance and authority of the Town's purchasing policy, a policy which had been vetted by the Town Council and City Attorney.
3. Generally, a public employee or official is not held civilly liable for a claim when acting in good faith and within the scope of their role within the organization.
4. The complaint that I filed sought injunctive relief and a writ of prohibition in order to prevent irreparable harm and injury to myself in my capacity as Mayor, *as well as the Town of Stevensville*.
5. The suit argued that if the recall petition were allowed to move forward, requiring an election and further process, that the mayor *as well as the Town of Stevensville*, will suffer damages for which there is not a plain, speedy and adequate remedy in the ordinary course of the law.

Regardless of the outcome in court or the election, it was important that the matter be heard in a venue where stated facts could be fairly interpreted and without bias. The mechanism for this is exclusively the district court.

Precedence:

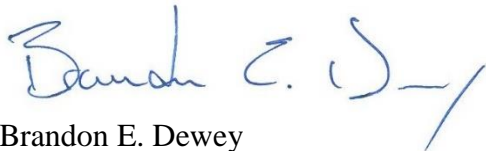
Precedence has been established within Montana where a municipality has covered the expense of challenging a recall petition. In 2020, the City of Helena filed lawsuit seeking to block an attempt to recall the mayor and two city commissioners. While the reasons for recall differ

between the petitions filed in each community, the responsive legal action shares common ground and similarity in seeking injunctive relief, etc. Through its counsel, the City of Helena financed the costs of the suit, as Stevensville should through indemnification.

As a matter of public policy, it is appropriate to grant indemnification and cover the costs of the matter. Communities would be hard pressed to find citizens to step into roles of leadership and responsibility if precedence required them to finance these types of issues on their own, no matter how rare they may occur. It is unreasonable to expect an elected official to solely bear the costs of litigating a recall or other position altering action that was the result of actions that they executed in good faith on behalf of the organization.

I appreciate your thoughtful consideration of this matter.

Sincerely,

A handwritten signature in blue ink that reads "Brandon E. Dewey". The signature is written in a cursive style with a long horizontal stroke at the end.

Brandon E. Dewey
Mayor

File Attachments for Item:

d. Discussion/Decision: Resolution No. 498, A Resolution Establishing a Special Fund for Street Lighting on Main Street



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/9/2021
Agenda Topic:	Discussion/Decision: Resolution No. 498, A Resolution Establishing a Special Fund for Street Lighting on Main Street
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/9/2021
Notes:	



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
December 9, 2021**

Agenda Item: Discussion/Decision: Resolution No. 498, A Resolution Establishing a Special Fund for Street Lighting on Main Street

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to approve Resolution NO. 498, A Resolution Establishing a Special Fund for Street Lighting on Main Street.

Background:

On November 9, 2021, the Town of Stevensville received a donation from the Scarecrow Brewfest in the amount of \$10,000.00 for the purpose of improving street lighting on Main Street.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not approve Resolution NO. 498.

MOTION

I move to: approve the establishment of a special fund for street lighting on Main Street through Resolution NO. 498.

RESOLUTION NO. 498

**A Resolution Establishing A Special Fund
For Street Lighting on Main Street**

WHEREAS, on November 19, 2021, the Town of Stevensville received a donation in the amount of \$10,000 from the Scarecrow Brewfest;

WHEREAS, the Scarecrow Brewfest has provided the donation for the purposes of improving street lighting on Main Street;

WHEREAS, The Town Council recognizes the need to establish a fund separate from all others for these revenues;

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana, that the Town will establish a special fund to be known as the Main Street Lighting Project Fund into which monies received for the purposes of lighting improvements on Main Street shall be placed and held for expenditures for the benefit thereof.

DATED this 9th day of December, 2021, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Brandon E. Dewey, Mayor

Jenelle Berthoud, Town Clerk