



**Stevensville Town Council Meeting
Agenda for
THURSDAY, AUGUST 24, 2023
6:00 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - a. [Town Council Meeting Minutes 08/10/2023](#)
5. Approval of Bi-Weekly Claims
 - a. [Claims #18523-#18531, #18533, #18535-#18550](#)
6. New Business
 - a. Discussion/Decision: Selection of New HR and Payroll Vendor for the Town of Stevensville
 - b. Discussion/Decision: Resolution No. 521, A Resolution Establishing Mill Levies for Fiscal Year 23/24
 - c. Discussion/Decision: Letter to Montana Department of Transportation from the Mayor's Office, Councilmembers and the Chief of Police Regarding Traffic Concerns
7. Board Reports
8. Town Council Comments
9. Executive Report
10. Adjournment

Welcome to Stevensville Town Council Chambers

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

Guidelines for Public Comment

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

Thank you for observing these guidelines.

File Attachments for Item:

- a. Town Council Meeting Minutes 08/10/2023

Stevensville Town Council Meeting Minutes

for THURSDAY, AUGUST 10, 2023, 6:00 PM 206 Buck Street, Town Hall

CONDENSED MINUTES

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

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

Dianne Snedgier, North Valley Public Library (NVPL): gave public comment from the library trustees, gave background information on the NVPL. A timeline was introduced about locations and tax levies in the past. Spoke to the importance of libraries in communities for youth and adults. Talked about library programs and the Animal Wonders Program that is a success at the library and having a larger space like the park they could host even more people for this event. In the 50's and the 60's the park was leased out to a rodeo and saddle club, the question is now how was the dead navigated at that time. Touched base on the Creamery Picnic and the businesses in town and merging together. The park would still be able to be used for events. The library board is open to all suggestions, we would like to schedule an open house soon and invite all of you to join us. This event will be scheduled in the next few weeks. The choice to make this happen is the voters.

Denise Ard, Library Director: my team librarian said something to me today and I wanted to share it. She is with the teen programs, and she said that many teens when they go to the park are harassed, bullied and some of the girls get cat calls. Many teens feel like they can only go in groups to the park. I believe that the presents of the park in the library would increase safety in the park and anyone can go to the library for safety.

Mark Adams: I agree with these two people that the building should have been condemned in the 50's. Yes, there needs to be a better facility, but my question is who is going to pay, the answer to that is it is a public facility, and we all get to pay. I got a letter from the state about our property taxes, our property taxes would go up double. My wife and I will not vote yes to this. This is Stevensville, like I say the property tax situation at the moment is untenable. The library board is going to have to come up with an alternative funding source.

Mayor Gibson: just for your information Mark, last week the library talked about that they would not be doing a bond; it would be by private donations. You might want to look at our website in regards to questions about the property taxes.

Mark Adams: concerning your point about the private donations, the Stevensville Community Foundation has been trying for three decades to try and build a community center, it aint there.

Victoria Howell: I think that there is some confusion about a vote, the vote is for the people to decide if they want to gift the land to the library, it has nothing to do with town taxes. As far as

private donations and grants go, a library is quite a bit different than a private community center. We are tax funded, you are already paying a tax for the library, both in town and outside. A library I believe has quite a few opportunities for funding that the community center just did not have. Grants, and private donations from foundations and libraries are pretty well-known institution that people feel is pretty important.

Jim Battisti: gave public comment on the proposed library in Lewis & Clark Park. (Mr. Battisti's public comment is included in the meeting minutes.)

Sean Doyle, Civic Club President: I want to give some thank you, Creamery Picnic was a pretty good success this year and there are some town employees that we can not do it without. Chief Motely and the fire department. Chief Sosa and your three officers, Steve Lassiter from the parks department, Steve Kruse from public works are a huge help to the town and last but not least for all the information on town protocol and all the information on rules and keeps me out of trouble is Jenelle Berthoud. I just want to say thank you because without those groups of people in the town we would not be able to do this.

4. Approval of Minutes

a. Town Council Meeting Minutes 07/27/2023

Mayor Gibson: introduced town council meeting minutes for 07/27/2023.

Councilmember Michalson: I make a motion to approve town council meeting minutes for 07/27/2023.

Councilmember Lowell: 2nd.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

5. Approval of Bi-Weekly Claims

a. Claims #18470, #18493-#18498, #18500-#18512

Mayor Gibson: introduced bi-weekly claims #18470, #18493-#18498, #18500-#18512.

Councilmember Brown: they actually go to claim #18521.

Councilmember Michalson: make a motion to approve claims, #18470, #18493-#18498, #18500-#18521.

Councilmember Brown: 2nd.

Mayor Gibson: motion and a 2nd. Any comment on the claims? Further discussion on the claims?

Councilmember Michalson: #18504, HDR review for Pine Street Review #2. We bill them and they pay us back?

Mayor Gibson: we have done this before, we pay HDR and then Spire pays us back.

Councilmember Michalson: the reason that I bring this up is because back in May there were two claims for Twin Creeks, did we ever get paid back for that?

Mayor Gibson: yes, we did.

Councilmember Michalson: that would not show up here then?

Mayor Gibson: when that happens, the engineer is paid, and the private property owner pays us back.

Councilmember Brown: #18470, I see that we have a Verizon charge for the airport, where is the phone?

Jenelle Berthoud, Town Clerk: sitting at town hall.

Gina Crowe, Finance Officer: I have been working on getting the credit card caught up this one is from June.

Councilmember Brown: #18493, radio that was ordered by Tim Smead, I am wondering where the radio is.

Gina Crowe: I do not know.

Councilmember Brown: do we know what the Amazon order was for \$22.00?

Gina Crowe: we have the actual what was ordered, but because everyone was using a different Amazon account, we can't return it without a receipt. I have created a Town of Stevensville Amazon account so that we can track it. I will be doing all of the ordering for Amazon at this time.

Councilmember Brown: so, we are trying to figure out where the radio is, I also see that we have Firstcall and Godaddy.

Gina Crowe: Firstcall we have a monthly bill, and it is broken out between the departments. You will see the same thing like in Spectrum.

Jenelle Berthoud: we had to reschedule and had to reenter everything at .gov with the new finance officer's name. Firstcall is on it as well, just waiting on .gov.

Council member Brwon: #18517, Optical Service Inc. services at the airport?

Gina Crowe: I just saw this, it is a yearly maintenance at the airport, we have been paying for it every year.

Councilmember Michalson: Visa interest and late fee, does that have to do with the reconciliations?

Gina Crowe: yes, that has to do with the reconciliations. Trying to get caught up. The goal is to get them entered as the receipts come in.

Councilmember Barker: Stevi Hardware? Is that the receipts that you are talking about?

Gina Crowe: what was happening, that there are a few vendors out there that want to be paid by the statement. I have been talking to the vendors that we do have, and we will be paying them through the "credit card" system within Black Mountain. So, when you enter into the credit card system it will enter it as a claim and then write them one check at the end of the month.

Councilmember Barker: I am seeing that but are we still going to see that in this form, we are going to have questions.

Gina Crowe: yes, that is how the system prints it out.

Councilmember Barker: that is what I want to see.

Mayor Gibson: anything else, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

6. Administrative Reports

a. Airport

b. Building Department

c. Finance

d. Fire Department

Chief Motley: gave his monthly report, the report was provided in the packet. Just a little housekeeping, things to get rid of.

Councilmember Barker: so, the new facility being out at the highway, how often are you responding with the ambulance.

Chief Motley: in general, they are now located across the river, so it is longer for them to respond. We are not going to their facility as often as we were. When they started their phone system was run through Missoula County, and they have that fixed and we are not responding to facility.

Councilmember Barker: I know that you have several people that have been recruited. How is that going?

Chief Motley: we brought on two gals, and they are doing great, and we have two more interviews coming up and possibly one more.

Councilmember Barker: as a council member I would like to see when we do bring on new people, I would like to see them face to face.

e. Police Department

f. Public Works

7. New Business

a. Discussion/Decision: Allowing Inflatable Bounce Houses or Similar Inflatable Apparatuses on Town of Stevensville Property

Mayor Gibson: introduced new business item a. Allowing Inflatable Bounce Houses or Similar Inflatable Apparatuses on Town of Stevensville Property.

Councilmember Michalson: I will make a motion to allow Inflatable Bounce Houses or Similar Inflatable Apparatuses on Town of Stevensville Property.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a 2nd, any public comment?

PUBLIC COMMENT

Sean Doyle: we the Civic Club have insurance to cover anything that potentially could happen, I read the memo in the packet one of the recommendation that I would make would be the owner of the bounce houses make the Town of Stevensville a payee in the event of any accident.

Nicole Sylvester: new owner of Bitterroot Bouncers. We do carry our own insurance. I have copies if anyone wants them. We do provide insurance.

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

Councilmember Michalson: these bounce houses are they for Creamery or will they be down there all the time?

Nicole Sylvester: no, they are rented by private individuals. They pay for the rental purchase. Creamery or events we pay to be a vendor.

Councilmember Michalson: so, they are supervised by you?

Nicole Sylvester: for events we do, but those done by private groups they are required to designate a responsible party and they sign a waiver to do that.

Councilmember Brown: so, we will be adding one of the two paragraphs to our special event.

Mayor Gibson: yes, we will have to or MMIA will not approve this.

Jenelle Berthoud: you will see that there are two samples, the second sample is the same that we use for special event permits. Just a suggestion.

Mayor Gibson: we have a motion and a 2nd.

Councilmember Michalson: do we need to state the language?

Jenelle Berthoud: I would prefer the language that MMIA has given to us.

Mayor Gibson: take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0.

b. Discussion/Decision: Resolution No. 520 a Resolution Establishing Lighting District Taxes for FY 23/24

Mayor Gibson: introduced new business item b. Resolution No. 520 a Resolution Establishing Lighting District Taxes for FY 23/24.

Councilmember Michalson: make a motion to approve Resolution No. 520 a Resolution Establishing Lighting District Taxes for FY 23/24.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a 2nd. To just point out, there is a 5% increase and there is the reserve. It is up from last year, but down from the previous year. The simple math is the cost of electricity. We don't know if Northwest Energy is going to go up. The levies were late to the counties from the state so we will do that next meeting. Public comment? Further discussion, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0.

8. Board Reports

Councilmember Brown: gave a report from the Airport Board Meeting that was held on 08/08/2023. The gate is back up and running. Items discussed, presentation of the resolution to the council. The volunteers, I would like to thank all of the people that have come together as a

group to take care of things, thank you Craig Thomas. Looking at doing a volunteer task schedule. Had an updated report on the gravel pit. Going to start checking into the fuel prices at the airport.

9. Town Council Comments

Councilmember Michalson: I would like to thank the town staff for Creamery Picnic. Mayor Gibson put out a memo on how nice the town looked.

Sean Doyle: all volunteers.

Mayor Gibson: didn't you have kid's groups that helped out?

Sean Doyle: we went out to the groups that we needed some help, football team, soccer team all done in three hours.

Mayor Gibson: thank you.

Sean Doyle: compared to last year, we only had 6 volunteers.

Councilmember Brown: if we can get the curb line cleaned up at Father Ravalli Park, the weeds are high, and they haven't been mowing along there. The fence is still broken down there and we have one tree that is half dead.

Councilmember Barker: it was nice to have the lighting on main street, very nice.

10. Executive Report

Mayor Gibson: we are trying to get to the point where we can work on the budget, waiting on the levies, we are hoping for the first part of September.

11. Adjournment

APPROVE:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

8.10.2023

Re: Proposal to replace public space with a library

Good evening,

My name is Jim Battisti and I live at 201 Mission Street, is immediately adjacent to the park. Originally bought the house in 2004 so my kids could play in the park. They are grown up and moved out now. But for almost 20 years, I've seen the progress/expansion in the park, first-hand.

I've seen it grow from just a pool, 2 pavilions and an old tractor to now include... Bear Mountain and Cub Cave play areas a Pickleball court, a skate park, and a splash park. It's good to see people having fun. Fun is contagious and it's a positive reason for living next to the park.

However, each new project takes away a little bit more **open space**. With all these Cub cave splash and skate additions/upgrades to the park, public space has been built on. From what I understand, it is the Park Board, with the money of a private donors, in the apparent interest of the public.

The new paintings on outside of public restroom look great! However, the inside of bathroom looks and smells like a NYC subway ramp. With wads of toilet paper and graffiti. Why isn't this a priority (upkeep) before consideration of new building? The private splash park sponsors did not apparently realize that significant time by town of Stevi would be required to maintain the splash park on a daily basis?

So now a public library building is proposed...to take away 2/3 of the remaining open public park space to fill it with another grant- or individual-funded project with unknown responsibility for the result. If this was a good move, just like all the other park expansions, I would not be here speaking to you. But in my opinion, this is a really bad move...

Just to get an idea what the Library was looking to 'upgrade' from I went in there today. No disrespect, but have you been to a Blockbuster video lately? What is in the library? Moldy rugs? DVD's ... you need a dvd player for... Now days most get what they need on the internet.. so the internet is available at library.. on computers as ancient as the St. Mary's Mission. **So I agree, the electronic access capacity at Stevi Public Library could certainly use an upgrade.**

Unfortunately, the cost of publications almost requires electronic subscriptions these days, that are often even too expensive for universities to pay for. So I can't see this new library housing many modern books, because it won't be able to afford them. Hard copy books from local/montana that are good, but only a small percentage are in house compared to the

overwhelming majority of old text. Certainly, the children's books and area is timeless no matter the age of reader.

Is it really worth replacing one of the last open spaces in town with a building to house out-of-date books, and a parking lot for people who think they need them? NO. It is ridiculous!

In my opinion, the downtown public library location is a part of Stevensville's character. The current public library is north of the public health building providing mental, physical health services for the town. It is also directly south of the old Stevi Café location This is a two-story vacant building immediately adjacent to the current library location. The old Café location is also the two-story building described by Library advocates as a solution to their expansion problems.

Lewis and Clark Park was intended to be a park, for public use by the town. This expansion has apparently had the public in mind but how can taking away 2/3 of the current open space, to be a building to house outdated reading material be a good thing? Who's public interest?

What is the result? If 2/3 of remaining open Park space is devoted to a building that houses out of date reading material...no matter the Creamery Picnic.. would there be space for simple activities like baseball? Football? Flying a kite? Taking your dog for a walk, or just enjoying the open space? You know, park stuff!

Next year, all Stevi residents will have to pay 12\$ to access the Stevi Fishing access legally. Maybe there are private donors that would wish to provide free river access to kids in exchange for taking away 2/3 of the free space they have left in the park?

If someone really wants to spend money making a nice library, why not build a new library at the Stevi public land deeded to the town at the River access? It would be magnificent!

Thanks for listening.

Handwritten notes:

- The Airport,
- SIFBAH & success failures not being used
- Deeds?
- Creamery?
- "Plenty of Space"
- Savings to taxpayers
- Girls' Invitational
- Community complex
↳ It already is downtown,
- All →
- Property line ↑
- LIBRARY

File Attachments for Item:

a. Claims #18523-#18531, #18533, #18535-#18550

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18523	E	1823 Visa c/o Rocky Mountain Bank	7,389.73					
		July Charges						
		CC-15 07/20/23 Office Supplies	327.21			1000 202200		101000
		Jenelle order		CC Accounting: 1000-		-410550-220		
		Costco Wholesale						
		CC-15 07/20/23 Office Supplies	88.46			1000 202200		101000
		Jenelle order		CC Accounting: 1000-		-430100-220		
		Costco Wholesale						
		CC-15 07/20/23 Office Supplies	123.96			1000 202200		101000
		Jenelle Order		CC Accounting: 1000-		-460430-220		
		Costco Wholesale						
		CC-15 07/20/23 Office Supplies	124.96			1000 202200		101000
		Jenelle Order		CC Accounting: 1000-		-460445-220		
		Costco Wholesale						
		CC-19 07/10/23 gloves	112.99			2230 202200		101000
		9794638		CC Accounting: 2230-		-420730-220		
		AMAZON						
		CC-19 07/10/23 gloves	82.99			2230 202200		101000
		3441857		CC Accounting: 2230-		-420730-220		
		AMAZON						
		CC-22 07/05/23 Concrete Cutting for Pool	420.00			2987 202200		101000
		MS123522		CC Accounting: 2987-		-460430-930		
		A-Core of Idaho Inc						
		CC-24 07/21/23 Air compressor WWTP	169.00			5310 202200		101000
		Eastside Ace Hardware		CC Accounting: 5310-		-430640-212		
		CC-25 07/24/23 Chlorine Sensor	435.00			1000 202200		101000
		19115		CC Accounting: 1000-		-460445-212		
		Santa Barbara Control System						
		CC-26 07/03/23 Invoice for PD	70.00			1000 202200		101000
		1119776		CC Accounting: 1000-		-420100-331		
		First Call Computer Solutions, Inc						
		CC-28 07/19/23 ADOBE for Finance	12.99			1000 202200		101000
		ADOBE		CC Accounting: 1000-		-410550-330		
		CC-29 07/20/23 ADOBE - Utility Billing	10.00			1000 202200		101000
		ADOBE		CC Accounting: 1000-		-430510-330		
		CC-29 07/20/23 ADOBE - UB- Water	9.99			1000 202200		101000
		ADOBE		CC Accounting: 1000-		-430640-330		
		CC-30 07/01/23 Domain Renewal 2 years -PD	44.34			1000 202200		101000
		GoDaddy		CC Accounting: 1000-		-420100-330		
		CC-31 07/01/23	5.42			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting: 1000-		-410360-340		
		CC-31 07/01/23	21.74			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting: 1000-		-410550-340		
		CC-31 07/01/23	5.44			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting: 1000-		-420100-340		

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-31	07/01/23	5.44			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	1000-	-420410-340		
	CC-31	07/01/23	5.44			2394 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	2394-	-420531-340		
	CC-31	07/01/23	32.61			5210 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	5210-	-430510-340		
	CC-31	07/01/23	32.61			5310 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	5310-	-430610-340		
	CC-32	07/01/23 Bitterrot Disposal 88770	217.40			1000 202200		101000
		BITTERROOT DISPOSAL 5411-88770		CC Accounting:	1000-	-430200-340		
	CC-32	07/01/23 Bitterrot Disposal 88770	217.40			5310 202200		101000
		BITTERROOT DISPOSAL 5411-88770		CC Accounting:	5310-	-430610-340		
	CC-33	07/01/23 IT Services	106.80			1000 202200		101000
		First Call Computer Solutions, Inc		CC Accounting:	1000-	-410360-356		
	CC-33	07/01/23 IT Services	320.40			1000 202200		101000
		First Call Computer Solutions, Inc		CC Accounting:	1000-	-410550-356		
	CC-33	07/01/23 IT Services	320.40			1000 202200		101000
		First Call Computer Solutions, Inc		CC Accounting:	1000-	-420100-356		
	CC-33	07/01/23 IT Services	106.80			1000 202200		101000
		First Call Computer Solutions, Inc		CC Accounting:	1000-	-420410-356		
	CC-33	07/01/23 IT Services	106.80			2394 202200		101000
		First Call Computer Solutions, Inc		CC Accounting:	2394-	-420531-356		
	CC-33	07/01/23 IT Services	534.00			5210 202200		101000
		First Call Computer Solutions, Inc		CC Accounting:	5210-	-430510-356		
	CC-33	07/01/23 IT Services	534.00			5310 202200		101000
		First Call Computer Solutions, Inc		CC Accounting:	5310-	-430610-356		
	CC-33	07/01/23 IT Services	106.80			5610 202200		101000
		First Call Computer Solutions, Inc		CC Accounting:	5610-	-430300-356		
	CC-36	07/11/23 ADOBE	47.98			1000 202200		101000
		ADOBE		CC Accounting:	1000-	-410550-330		
	CC-36	07/11/23 ADOBE	23.99			1000 202200		101000
		ADOBE		CC Accounting:	1000-	-420100-330		
	CC-37	07/16/23 email subscription	17.99			5210 202200		101000
		GoDaddy		CC Accounting:	5210-	-430510-330		
	CC-38	07/15/23 52450	6.80			1000 202200		101000
		RAVALLI ELECTRIC CO-OP		CC Accounting:	1000-	-420422-340		
	CC-38	07/15/23 52450	129.20			5610 202200		101000
		RAVALLI ELECTRIC CO-OP		CC Accounting:	5610-	-430300-340		
	CC-39	07/17/23 ADOBE -BD	9.99			1000 202200		101000
		ADOBE		CC Accounting:	1000-	-410550-330		
	CC-41	07/10/23 Labor/Parts	460.32			1000 202200		101000
		LITHIA MOTORS		CC Accounting:	1000-	-420100-232		
	CC-44	07/06/23 Eye Wash	30.57			5310 202200		101000
		9141022		CC Accounting:	5310-	-430610-222		
		AMAZON						

08/22/23
16:31:13

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 8/23

Page: 3 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-44	07/06/23 Eye Wash	30.57			5210 202200		101000
9141022					CC Accounting: 5210-	-430510-220		
AMAZON								
	CC-45	07/07/23 WWTP Blowe Fan	38.79			5310 202200		101000
6345018					CC Accounting: 5310-	-430640-212		
AMAZON								
	CC-46	07/07/23 OSHA Supplies	17.77			1000 202200		101000
2699407					CC Accounting: 1000-	-430100-232		
AMAZON								
	CC-23	07/13/23 Hydraulic Fluid	71.92			5310 202200		101000
HOME DEPOT					CC Accounting: 5310-	-430640-230		
	CC-27	07/19/23 Membership for Melanie	200.00			5210 202200		101000
133-eea					CC Accounting: 5210-	-430510-380		
National Association of Certified Bookke								
	CC-34	07/10/23 Verizon Wireless PD	360.96			1000 202200		101000
071023					CC Accounting: 1000-	-420100-345		
Verizon Wireless								
	CC-34	07/10/23 Verizon Wireless -Airport	52.26			1000 202200		101000
071023					CC Accounting: 1000-	-430300-345		
Verizon Wireless								
	CC-34	07/10/23 Verizon Wireless -Mayor	46.47			1000 202200		101000
071023					CC Accounting: 1000-	-410200-345		
Verizon Wireless								
	CC-34	07/10/23 Verizon Wireless - FD	30.06			1000 202200		101000
071023					CC Accounting: 1000-	-420410-345		
Verizon Wireless								
	CC-34	07/10/23 Verizon Wireless - PW	41.47			5210 202200		101000
071023					CC Accounting: 5210-	-430510-345		
Verizon Wireless								
	CC-34	07/10/23 Verizon Wireless - PW	41.47			5310 202200		101000
Verizon Wireless					CC Accounting: 5310-	-430610-345		
	CC-49	07/16/23 email subscription	17.99			5210 202200		101000
2645074217					CC Accounting: 5210-	-430510-330		
GoDaddy								
		07/25/23 Interest/latefee	241.40			1000 410550	620	101000
	CC-40	07/03/23 0010421070323	51.99			1000 202200		101000
ADMIN					CC Accounting: 1000-	-410550-340		
Spectrum								
	CC-40	07/03/23 0010421070323	159.97			1000 202200		101000
PD					CC Accounting: 1000-	-420100-340		
Spectrum								
	CC-40	07/03/23 0010421070323	25.99			1000 202200		101000
FD					CC Accounting: 1000-	-420410-340		
Spectrum								
	CC-40	07/03/23 0010421070323	25.99			1000 202200		101000
Court					CC Accounting: 1000-	-410360-340		
Spectrum								

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-40	07/03/23 0010421070323	97.98			5210 202200		101000
	H20	Spectrum			CC Accounting: 5210-	-430510-340		
	CC-40	07/03/23 0010421070323	97.98			5310 202200		101000
	Waste Water	Spectrum			CC Accounting: 5310-	-430610-340		
	CC-40	07/03/23 0010421070323	49.99			1000 202200		101000
	Pool	Spectrum			CC Accounting: 1000-	-460445-340		
	CC-42	07/11/23 Raffle Tickets	6.99			1000 202200		101000
	7935424	AMAZON			CC Accounting: 1000-	-420100-336		
	CC-43	07/11/23 Spotlight Replacement Handle	69.99			1000 202200		101000
	24129405	GALLS, LLC			CC Accounting: 1000-	-420100-220		
	SRO057706	07/10/23 Intoximeters	173.50			1000 420100	220	101000
18524		1448 Bitter Root Laundry & Cleaners	84.58					
		Rug cleaning						
		0131840-00 07/31/23 Bitterroot Laundry	42.29			1000 460445	350	101000
		0132185-00 07/31/23 Bitterroot Laundry	42.29			1000 460445	350	101000
18525		1575 Craig Thomas	800.00					
		Moving at the Airport						
		CThomas 08/07/23 Airport Mowing	800.00			5610 430300	360	101000
18526		108 BITTERROOT STAR	23.35					
		RFP - Street Work AD 74/01/7/28/23						
		2811 07/28/23 Bitterroot Star	23.35			1000 410550	330	101000
18527		728 HDR ENGINEERING, INC.	24,856.15					
		Preliminary design of water main replacement projects including preparaton of plans, specs, design report, MDEQ checklist and bid documents.						
		1200539591 07/14/23 HDR-Water Project	24,856.15			5230 430550	900 2	101000
18528		23 VALLEY DRUG AND VARIETY	72.37					
		UPS Shipping, Copies and Neon Posterboard.						
		140730723 07/31/23 Valley Drug	72.37			1000 420100	336	101000
18529		77 THATCHER COMPANY OF MONTANA	8,212.80					
		Had to wait until Thatcher cleared up their account to ensure we were paying the correct amount. There are two invoices for this period.						
		350101962 08/11/23 Thatcher Company - Chlor	4,179.08			5210 430540	222	101000
		350102041 08/04/23 Thatcher Company - Chlor	4,184.72			5210 430540	222	101000
		350900251 07/31/23 Credit for Drum Return	-151.00			5210 430540	222	101000

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18530		1845 Thomson Reuters-West	210.00					
		Online subscription charges PD invoice 848704560. Our account # 10000042518						
		848704560 08/01/23 Thomas Rueters - Subscripti	210.00			1000 420100	331	101000
18531		115 BURNT FORK COMMISSION	82.72					
		Total inches of water delivered to 37 water users was 85551. Total inches 1350. Irrigation for cemetary.						
		26390 07/13/23 Irrigation for Cemetery	82.72			1000 430900	342	101000
18533		1787 Valli Information Systems, Inc.	562.74					
		Online, OTC Monthly Maintenance & BDS Svc fee for Utility Billing						
		89879 08/14/23 Valli - Utility Billing Svc Ch	562.74			5210 430510	350	101000
18535		1949 Maddux Landholdings	2,000.00					
		Final Lease Pmt for PD. They will be moving back to Town Hall.						
		6089 08/05/23 PD Final Lease Pmt July	1,000.00			1000 420100	530	101000
		6089 08/05/23 PD-Final Lease Pmt Aug	1,000.00			1000 420100	530	101000
18536		728 HDR ENGINEERING, INC.	18,006.36					
		HDR Invoice 1200548203 Prelim ddsign of water main replacement project. Water main replacement projects have been submitted to MDEQ for review & approval.						
		Budget remaining \$167,419.41						
		1200548203 08/14/23 HDR - ARPA Water Repair Pr	18,006.36			5230 430550	900	2 101000
		*** Claim from another period (7/23) ****						
18537	E	852 CENEX FLEETCARD	2,514.05					
		Cenex						
		270041CL 07/31/23 9 Surburban	88.03			1000 420460	231	101000
		270041CL 07/31/23 39 Surburban	67.33			1000 420460	232	101000
		270041CL 07/31/23 43 Ambulance	129.21*			2230 420730	231	101000
		270041CL 07/31/23 5 Ford Explorer	215.44			1000 420100	231	101000
		270041CL 07/31/23 33 Dodge Ram	83.48			1000 420100	231	101000
		270041CL 07/31/23 41 Dodge Charger	332.94			1000 420100	231	101000
		270041CL 07/31/23 47 Ford Explorer	385.80			1000 420100	231	101000
		270041CL 07/31/23 14 Dodge Ram 150 WHT	229.34			1000 430100	231	101000
		270041CL 07/31/23 16 GMC Pickup	75.62			1000 430100	231	101000
		270041CL 07/31/23 17 Ford F250	113.71			1000 430100	231	101000
		270041CL 07/31/23 21 Ford Jet Truck	578.13			1000 430100	231	101000
		270041CL 07/31/23 11 Ford F550	178.92			1000 420460	231	101000
		270041CL 07/31/23 11 Backhoe	33.04			1000 430100	231	101000
		270041CL 07/31/23 Interest	3.06			1000 410550	620	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18538		1950 NORTH VALLY PUBLIC LIBRARY	10,000.00					
		CBDG Grant pass thru & Farmer State bank match. Farmers gave \$2500, MT Dept of Commerce gave \$7500						
		Grant 08/17/23 CBDG Grant -Library	10,000.00*			2940 410550	730	101000
18539		1061 WESTERN BUILDING CENTER	176.88					
		Paint for the PD office.Invoice 15I395437 \$44.22. 15I393618 for \$132.66						
		15I395437 08/08/23 WBC- Paint for PD	44.22			1000 420100	220	101000
		15I393618 08/08/23 WBC - Paint for PD	132.66			1000 420100	220	101000
18540		1859 C&S Operations, Inc	252.00					
		Q Ware-Software License Fee						
		QW00167 08/02/23 Q-Ware - Software Licence for	252.00			5210 430510	331	101000
18541		16 MONTANA ENVIRONMENTAL LAB LLC	481.00					
		WWTP Lab Testing						
		2306714 08/01/23 WWTP Lab Test	58.00			5210 430510	355	101000
		2307405 08/01/23 WWTP Lab Test	211.50			5310 430610	355	101000
		2307589 08/08/23 WWTP Lab Test	211.50			5310 430610	355	101000
18542		1951 PRINTER BILLING SERVICES	50.00					
		Medical Billing Monthly Maintenance Fee						
		1070 08/01/23 Medical Billing Monthly Fee	50.00			2230 420730	350	101000
18543		1952 ADDISON DRYE	90.00					
		American Red Cross Lifeguard Certification Receipt 825010 Household 12471. Class was May 22 thru May 27 2023						
		825010 05/12/23 Lifeguard Certification	90.00			1000 460445	380	101000
		*** Claim from another period (5/23) ****						
18545	E	852 CENEX FLEETCARD	1,552.19					
		Cenex for the month of May						
		265941CL 05/13/23 9 Henderson	80.53			1000 420460	231	101000
		265941CL 04/30/23 11 Motley	27.57			1000 420460	231	101000
		265941CL 05/27/23 39 Motley	94.97			1000 420460	231	101000
		265941CL 05/21/23 12 E0210 Intl Pumper	71.17			1000 420460	231	101000
		265941CL 05/06/23 43 Ambulance	49.89*			2230 420730	231	101000
		265941CL 05/16/23 5 21 Ford Explorer	151.76			1000 420100	231	101000
		265941CL 05/29/23 41 2011 Dodge Charger	302.74			1000 420100	231	101000
		265941CL 05/12/23 33 2013 Dodge Ram	73.67			1000 420100	231	101000
		265941CL 05/23/23 13 98 Dodge Ram White	95.26			1000 430100	231	101000
		265941CL 05/11/23 47 2017 Ford Explorer	41.71			1000 420100	231	101000
		265941CL 05/19/23 14 98 Dodge Ram 150 Wht	145.24			1000 430100	231	101000
		265941CL 05/25/23 16 2006 GMC Pickup	91.56			1000 430100	231	101000
		265941CL 05/25/23 21 90 Ford Jet Truck	140.50			1000 430100	231	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		265941CL 05/16/23 17 2008 Ford F250	6.90			1000 430100	231	101000
		265941CL 05/23/23 30 Backhoe	141.94			1000 430100	231	101000
		265941CL 05/05/23 11 Bobcat Skidster	36.78			1000 430100	231	101000
18546	E	33 NORTHWESTERN ENERGY	18,018.50					
		Northwester Energy 37 different accounts						
		Aug 23 08/21/23 721275-6 Light Dist 3	299.86			2430 430263	340	101000
		Aug 23 08/21/23 722451-2 206 Buck 90% TH	65.80			1000 411201	340	101000
		Aug 23 08/21/23 722451-2 206 Buck 10% Bldg Dep	7.32			2394 420531	340	101000
		Aug 23 08/21/23 723606-0 Peterson Add'n Lighti	225.78			2420 430263	340	101000
		Aug 23 08/21/23 723607-8 Dayton Add'n Lighting	310.44			2410 430263	340	101000
		Aug 23 07/17/23 724186-2 Maplewood Cemetery	12.60			1000 430900	340	101000
		Aug 23 08/21/23 724187-0 Main St seasonal Lig	0.01			1000 430263	340	101000
		Aug 23 08/21/23 724206-8 Orig Town Street Ligh	297.97			1000 430263	340	101000
		Aug 23 08/21/23 724207-6 ESH - 5th St. Lights	544.60			1000 430263	340	101000
		Aug 23 08/21/23 724208-4 5th St to Lange Park	20.48			1000 430263	340	101000
		Aug 23 08/21/23 724209-2 Add'l Town lighting	185.33			1000 430263	340	101000
		Aug 23 08/21/23 724515-2 MBF H20 plant	46.84			5210 430520	340	101000
		Aug 23 08/21/23 724518-6 102 Main St pump #1	30.49			5210 430520	340	101000
		Aug 23 08/21/23 724755-4 Riverside Cemetery IR	223.24			1000 430900	340	101000
		Aug 23 08/21/23 724756-2 Maplewood Cemetery	227.60			1000 430900	340	101000
		Aug 23 08/21/23 724942-8 Sewer lift station W.	11.19			5310 430620	340	101000
		Aug 23 08/21/23 724944-4 Sewer trtmnt plant	3,672.64			5310 430620	340	101000
		Aug 23 08/21/23 724971-7 Truck garage South	49.28			5210 430520	340	101000
		Aug 23 08/21/23 725036-8 L&C Yard Light	12.60			1000 460430	340	101000
		Aug 23 08/21/23 725041-8 L&C Park 5hp IRR	315.63			1000 460430	340	101000
		Aug 23 08/21/23 725042-6 L&C Park Parking Lot	6.00			1000 460430	340	101000
		Aug 23 08/21/23 725084-8 L&C Park Rest/Field	293.17			1000 460430	340	101000
		Aug 23 08/21/23 78218-9 214 Buck St. - H2O 25%	0.00			5210 430520	340	101000
		Aug 23 08/21/23 78218-9 214 Buck St. - Sewer 2	0.00			5310 430620	340	101000
		Aug 23 08/21/23 78218-9 214 Buck St. - PD 50%	0.00			1000 420100	340	101000
		Aug 23 08/21/23 1447753-3 3rd & Park	0.00			1000 430263	340	101000
		Aug 23 08/21/23 158213-1 421 Airport Rd - SRE	36.73			5610 430300	340	101000
		Aug 23 08/21/23 158213-1 421 Airport Rd - FD	36.72			1000 420422	340	101000
		Aug 23 08/21/23 1685436-6 Crksde Mdws Ph 1	312.38			2440 430263	340	101000
		Aug 23 08/21/23 1685994-4 Crksde Mdws ph 2	0.00			2440 430263	340	101000
		Aug 23 08/21/23 2057364-8 Pool	440.97			1000 460445	340	101000
		Aug 23 08/21/23 2079637-1 MBF Well Field 305	9,742.60			5210 430520	340	101000
		Aug 23 08/21/23 2079645-4 MBF booster station	4.28			5210 430520	340	101000
		Aug 23 08/21/23 3148944-6 Twin Creeks Lighting	537.41			2450 430263	340	101000
		Aug 23 08/21/23 3218493-9 223 Main St	0.00			1000 460430	340	101000
		Aug 23 08/21/23 3672984-6 300 Main Street	0.00			1000 460430	340	101000
		Aug 23 08/21/23 3672985-3 Stevensville Cutoff	0.00			1000 430263	340	101000
		Aug 23 08/21/23 3691677-3 157 Sewer Work Rd	0.00			5210 430520	340	101000
		Aug 23 08/21/23 Sewer 157 Sewer Works Rd Depot	0.00			5310 430620	340	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	Aug 23	08/21/23 Streets 157 Sewer Works Rd Dep	0.00*			1000 430200	340	101000
	Aug 23	08/21/23 3763580-2 Dickerson Park	0.00			1000 460430	340	101000
	Aug 23	08/21/23 3795194-4 206 Buck St Light	17.14			1000 411201	340	101000
	July23	07/17/23 3818100-4 102 Main St Ste D	31.40			1000 420100	340	101000
*** Claim from another period (7/23) ****								
18547		1953 NELSON LAW OFFICE	70.00					
Sub Judge Services								
		Colette 07/11/23 Sub Judge Services	70.00			1000 410360	350	101000
18548		74 STEVENSVILLE RURAL FIRE DISTRICT	45.43					
Meal Split								
		134 08/16/23 Meal Split-SRFD	45.43			1000 420410	229	101000
18549		1702 DE Lage Landen Finance Services,	82.00					
Printer Lease								
		80721524 09/15/23 Printer Lease - Court	41.00			1000 410360	320	101000
		80721524 09/15/23 Printer Lease - FD	41.00			1000 420410	320	101000
18550		1924 MADDOX LAND HOLDINGS	2,000.00					
July and August Rent for PD.								
		July 08/05/23 July Rent - PD	1,000.00			1000 420100	530	101000
		Aug 08/05/23 Aug Rent - PD	1,000.00			1000 420100	530	101000
# of Claims			25	Total:		97,632.85		
Total Electronic Claims			29,474.47	Total Non-Electronic Claims			68158.38	

File Attachments for Item:

- a. Discussion/Decision: Selection of New HR and Payroll Vendor for the Town of Stevensville



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:	Gina Crowe
Second Person Submitting the Agenda Item:	Steve Gibson
Submitter Title:	Department Head, Finance & HR
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/24/2023
Agenda Topic:	Discussion/Decision: Selection of New HR and Payroll Vendor for the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/24/2023
Notes:	Please see attached documentation.

Here is the breakdown of the proposals:

Black Mountain -

Price - \$4,205/year

Services – Payroll Only

No Time Clock for employees

HR- None

Paychex –

Tier 1 Service

Price - \$8,580/year

Services – Payroll with Time Clock

HR – None

One Time Implementation Fee of \$1,000

Tier 2 Service

Price - \$9,516/year

Services – Payroll, Time Clock and Onboarding

One Time Implementation Fee of \$1,500

NetChex-

Price - \$3081.60/year

Services – Payroll, Time Clock, Onboarding, Off Boarding, Benefits Administration, Quarterly W2 processing, Work Comp and New Hire Reporting

One Time Set Up Fee - \$1,456.80 – This includes the custom report for PERS.

I respectfully request the Town of Stevensville approve the Netchex proposal.

Very respectfully,

Gina Crowe
Finance Officer & HR



TOWN OF STEVENSVILLE
 ATTN: ROBERT UNDERWOOD
 PO BOX 30
 STEVENSVILLE MT 59870

Customer Budget Pricing

This is not a bill, but to be used for budget purposes only. A bill will be sent on your purchase anniversary.

Prices Effective July 1, 2023

Product	Price
CLOUD HOSTING	2,295
SERVICE/SUPPORT ACH DIRECT DEPOSIT	120
SERVICE/SUPPORT ACCOUNTING	3,115
SERVICE/SUPPORT BUDGET PREPARATION	1,400
SERVICE/SUPPORT PAYROLL	4,085
SERVICE/SUPPORT PERMITTING	835
SERVICE/SUPPORT CASH RECEIPTING	880
SERVICE/SUPPORT AMR INTERFACE	275
SERVICE/SUPPORT UTILITY BILLING	3,170
Total	16,175

P Your Support Team



Implementation Coordinator
Andrea Apple

- Primary contact during implementation
- Configures and audits your setup
 - Provides live payroll support
 - Supports your reporting needs
 - Coordinates training for leadership

HR Business Partner

- Dedicated HR consultant
- Advises leadership decisions
 - Collaborates with compliance
 - Monitors business needs
 - Supports strategic initiatives

Ongoing Service Partners

- Dedicated product specialists
- Supports product-specific needs
 - 24/7/365 click-to-chat and phone support outside business hours
 - Coordinates ongoing training

Account Manager

- Primary contact for executives
- Supports your account needs
 - Facilitates team communication
 - Assists with solution customization
 - Recommends next-level resources

Tier 1 Services- Payroll with Time

Based on 25 Employees Bi-Weekly

One-time Implementation ~~\$1,400~~ \$1,000

Per Pay Period
+/- each addtl EE: \$6.64


\$330

Monthly

None

Year-End Fees

\$295

Discount 

20% OFF

Estimated **\$8,580** per year

Tier 2 Solution- Payroll with Time and Onboarding

Based on 25 Employees Bi-Weekly

One-time Implementation ~~\$1,600~~ \$1,500

Per Pay Period
+/- each addtl EE: \$7.28


\$366

Monthly

None

Year-End Fees

\$295

Discount 

20% OFF

Estimated **\$9,516** per year

Gina, what can Netchex solve for you?

Choosing the right HCM partner doesn't have to be complex. We understand that every organization has unique challenges and priorities. That's why we listen to understand what those needs are and find innovative ways to fulfill them. **It's that simple.**

You spoke, we understood.

We discussed what strategies and tools were integral to your success. Here's how Netchex can help you get there:

✔ **Organizational**

- One login, one system for all employee management functionality
- Excellent customer service provided by a dedicated team led by Client Advocate

To: Town of Stevensville
 Attn: Gina Crowe
 Director of Finance & HR
 206 Buck Street, Stevensville, MT 59870
 (406) 777-5271
 finance@townofstevensville.com

Sarah Pechon
 Netchex Account Executive
 (985) 220-1410
 spechon@netchexonline.com
 July 6, 2023

LET'S TALK PRICING

15
EMPLOYEES

\$17.12
PEPM

\$256.80
MONTHLY TOTAL**

YOUR MONTHLY INVESTMENT

Product	Description	Price	Units	Monthly Cost
Payroll/Tax	Unlimited payroll processing, tax administration, garnishments, and direct deposit	\$9.00		\$135.00
ESS/MSS	Configurable, secure online employee and manager access to personnel data	\$1.25		\$18.75
Time & Attendance	Time tracking, rounding rules, overtime management, alerts for missed punches, etc.	\$2.25		\$33.75
NetRecruiter	Post jobs to multiple job boards, configure job applications, and manage candidate pipeline	\$2.25		\$33.75
NetGuide	Electronic onboarding and task management: W4, I9, company handbooks, e-signature, etc.	\$2.25		\$33.75
ACA Central	ALE, FTE, Affordability, and 1095-C	\$0.00		\$0.00
A.C.T.	Address, Compensation, and Tax Verification	\$0.00		\$0.00
NetBenefits	Online enrollments, alerts for benefits eligibility, automatic payroll deductions, and benefits reports	\$2.00		\$30.00
The Work Number	Employment verification	\$0.00		\$0.00
<i>Monthly PEPM Fee Subtotal Before Discount</i>		\$19.00		\$285.00
<i>PEPM Discount</i>		<i>-\$1.88</i>		<i>-\$28.20</i>
MONTHLY FEE TOTAL		\$17.12	15	\$256.80

ADDITIONAL ONE-TIME FEES

Product	Price	Units	Total
New Company Set-up & Training Fee	\$256.80		\$256.80
Custom Report	\$1,200.00	1	\$1,200.00
ADDITIONAL ONE-TIME FEE TOTAL			\$1,456.80

BILLING DETAILS

Client's Target Start¹ and Billing Start² Month is August 2023.

- ¹ Client expects to begin utilizing the Services offered by Netchex in the *Your Monthly Investment* table above on the first day of August 2023 (Client's "Target Start Month").
 - ² Client agrees to be invoiced and drafted during the billing cycle beginning with Client's Target Start Month ("Billing Start Month") and throughout the duration of the contract. If failure to begin processing by the last day of August 2023 is exclusively due to Client delay in implementation of the payroll processing services, then Netchex reserves the right to bill Client regardless of whether the Netchex Services have commenced.
- The Netchex Services accepted by Client shall have an "Initial Term Length" of 12 month(s), and will automatically renew for a period equal to the Initial Term Length (a "Renewal Term") unless it expires or is terminated as set forth in the MSA.

Other Details

- ** The *Monthly Total* amount includes PEPM fees as well as any additional monthly costs. A minimum monthly PEPM payment of \$231.12 applies.
- Invoices will be available on the fourth (4th) business day of the month. Netchex will electronically draft the bank account Client designates on the Funding Authorization Agreement on the seventh (7th) business day of the month.
- First month invoice is based on the Fee Proposal employee count. All subsequent monthly invoices shall be determined by previous month's count of unique employees paid and shall not fall below the established minimum monthly PEPM payment noted above.
- The *New Company Set-up & Training Fee* will be included on Client's first month's bill with Netchex; however, if Client terminates this Fee Proposal prior to Client Target Start and Billing Start Month, then Client will be responsible for paying for any implementation expenses incurred by Netchex, not to exceed the greater of the *New Company Set-up & Training Fee* amount or *Monthly Total* amount referenced in this Fee Proposal. Any other *Additional One-Time Fee* items will be invoiced once the product is delivered.
- Some jurisdictions may require that certain sales tax be assessed on any fees paid by Client to Netchex.
- Carrier solutions are not automatically included with NetBenefits. Carrier solutions are available for an additional cost of \$1.00 PEPM plus set-up fees, pending Client eligibility as determined by carrier.
- Rates and discounts listed above are based on the product offering(s) subscribed to in this Fee Proposal. Any future adjustments to product offering(s) subscribed to may result in adjusted rates and discounts.
- The below fees will be charged for the following items, if applicable.

Other Fees

Form W-2	Per form	\$6.00
Form W-3	Transmittal of wage and tax statements (W-2)	\$60.00
Form 1099	Per form	\$6.00
Form 1096	Annual summary and transmittal of U.S. information returns (1099)	\$60.00
Form 1095-C	Per form	\$6.00
Form 1094-C	Transmittal of employer-provided health insurance offer and coverage information returns (1095-C)	\$60.00
Delivery		Varies depending on location

SIGNATURE

This Fee Proposal and the Services contemplated hereunder are governed by the terms of the applicable Master Service Agreement ("MSA") between Netchex and Client, which can be found at netchex.com/agreements-and-terms or clicking the link below, unless Client has a written MSA executed by Netchex for Netchex Services set forth herein, in which case such written MSA will govern. Netchex may reject acceptance of this Fee Proposal if: (1) changes have been made to this Fee Proposal (other than completion of the Fee Proposal), or (2) the requested Fee Proposal information for Client is incomplete or does not match our records.

Netchex and Client acknowledges that its designated signer below has the authority to bind Client for the Services and the terms of this Fee Proposal and the MSA (its "Authorized Representative"). Upon signature of this Fee Proposal by Client and submission to Netchex, Client acknowledges acceptance of the Services and prices offered herein. Upon dual execution by Client and Netchex, this Fee Proposal shall become legally binding. Client and Netchex agrees to be bound to the terms of the Agreement as of the date below.

S & W Payroll Services, L.L.C., d/b/a Netchex

Signature of Authorized Representative

Printed Name

Title

Signature Date

For: Town of Stevensville

By: _____
Signature of Authorized Representative

Printed Name

Title

Signature Date

Federal I.D.

File Attachments for Item:

b. Discussion/Decision: Resolution No. 521, A Resolution Establishing Mill Levies for Fiscal Year 23/24



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/24/2023
Agenda Topic:	Discussion/Decision: Resolution No. 521, A Resolution Establishing Mill Levies for Fiscal Year 23/24
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/24/2023
Notes:	

RESOLUTION NO. 521

**A Resolution Establishing Mill Levies for
the Town of Stevensville, Montana
Fiscal Year 2023-2024**

WHEREAS, MCA 7-6-4036 provides the governing body shall fix the tax levy for the municipality sufficient to generate revenue to meet its budgetary needs subject to certain limitation; and

WHEREAS, MCA 15-10-420 sets the levy limitation; and

WHEREAS, the current property tax revenue limitation under MCA 15-10-420 for year ending June 30, 2024, is calculated at \$356,130.00

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Stevensville, Montana, do hereby levy upon all taxable property of the Town the authorized levy of 68.63 mills in accordance with MCA 15-10-420.

BE IT FURTHER RESOLVED, that 68.63 mills of said tax shall be collected and credited to the General Fund of the Town of Stevensville, Montana; and

DATED this day 24th of August 2023, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

c. Discussion/Decision: Letter to Montana Department of Transportation from the Mayor's Office, Councilmembers and the Chief of Police Regarding Traffic Concerns



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/24/2023
Agenda Topic:	Discussion/Decision: Letter to Montana Department of Transportation from the Mayor's Office, Councilmembers and the Chief of Police Regarding Traffic Concerns
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/24/2023
Notes:	<p>Composing a joint letter from the mayor's office, councilmembers and the Chief of Police regarding safety issues at 2nd Street and Main Street and at Eastside Highway and Main Street.</p> <p>A year ago, Mayor Gibson met with the Regional Deputy of Transportation with MDT regarding safety concerns at these two intersections. There currently has been no response. As you are aware along with many complaints from citizens regarding the safety at these intersections and the increased traffic, the mayor is proposing a letter be written to the director of Montana Department of Transportation and signed by Mayor Gibson, councilmembers and the Chief of Police.</p>