



Stevensville Town Council Meeting
AMENDED Agenda for
THURSDAY, DECEMBER 12, 2019
7:00 PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
 - [a.](#) October 24, 2019
 - [b.](#) October 30, 2019
 - [c.](#) November 7, 2019
 - [d.](#) November 14, 2019 Public Hearing
 - [e.](#) November 14, 2019
 - [f.](#) November 19, 2019
4. Approval of Bi-Weekly Claims
 - [a.](#) Claims #15573-15657
5. Administrative Reports
 - [a.](#) Airport Manager's Report
 - [b.](#) Building Department Report
 - [c.](#) Finance Report
 - [d.](#) Fire Department Report
 - [e.](#) Police Department Report
 - [f.](#) Public Works Report
6. Guests
7. Correspondence
8. Public Comments
9. Unfinished Business
 - [a.](#) Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020
 - [b.](#) Discussion/Decision: Resolution No. 451, A Resolution Decreasing Rates for Users of the Municipal Water System
 - [c.](#) Discussion/Decision: Resolution No. 452, A Resolution Decreasing Rates for Users of the Municipal Sewer System
 - [d.](#) Discussion/Decision: Climate Action Advisory Board
 - [e.](#) Discussion/Decision: Performing a special audit from May 2019 through July 2019
10. New Business
 - [a.](#) Discussion/Decision: Resolution No. 453, A Resolution Declaring Certain Property as Surplus and Authorizing its Disposition
 - [b.](#) Discussion/Decision: Resolution No. 454, A Resolution Amending the FY2019 Budget
 - [c.](#) Discussion/Decision: Resolution No. 455, A Resolution Vacating the 40-foot Alley running through Block 17, Lots 3 through 18, of the Original Townsite of Stevensville, and Establishing an Easement
 - [d.](#) Discussion/Decision: Resolution No. 456, A Resolution Amending the Personnel Policy Manual for the Town of Stevensville
 - [e.](#) Discussion/Decision: Resolution No. 457, A Resolution Establishing Billing Policies and Procedures for Municipal Water and Sewer Services
11. Executive Report

12. Town Council Comments
13. Board Report
14. Adjournment

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 the official public comment period should come forward to the podium and state their name and address for the record. Comment during this time maybe time limited, as determined by the chair, to allow as many people as possible to comment. Citizens wishing to comment on a motion for decision before any vote can come forward or stand in place as they wish. Comment must remain on the motion before the council.

Item Attachment Documents:

- a. October 24, 2019

**Stevensville Town Council Meeting
Minutes for
THURSDAY, OCTOBER 24, 2019
7:00 PM**

1. Call to Order and Roll Call

Roll Call: Council members Gibson, Shourd, Vick and Holcomb. Staff and members of the community were also present. Mayor Dewey was absent.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Approval of Minutes

a. August 5, 2019

Councilmember Holcomb made the Motion to approve the Aug. 5, 2019 Minutes. Councilmember Vick Seconded that Motion. Council member Gibson called for the Vote, 4-0; Passes unanimously.

b. August 6, 2019

Councilmember Holcomb made the Motion to approve the Aug. 6, 2019 Minutes. Councilmember Vick Seconded that Motion. Councilmember Gibson called for the Vote, 4-0; Passes unanimously.

c. September 12, 2019

Councilmember Holcomb made the Motion to approve the Sept. 12, 2019 Minutes. Councilmember Gibson would like the following changes noted in the minutes. *New Business a.) Councilmember Gibson mentioned that if the bid was too high, we do not have to accept it. *b.) Rescind the Mayor's Compensation of \$25.00 Immediately. *Addition: Councilmember Gibson asked about where we were in the budget process as far as revenues and spending. *The Mayor's salary was a raise from the previous \$833 and that be effective Oct. 1, 2019. * Unfinished Business.) Councilmember Gibson spoke about water rates: Surplus of \$149,000, Bonds \$431,000, Sewer rates \$455,000, and the Bond \$279,000. There was also discussion about how many new users in the last 5 years and the point of the discussion was to ease the burden on the tax payer. He recommends we hold off on the 2021 project to apply for TSEP opportunities, where we could possibly get up to \$750,000.

*Councilmember Gibson spoke about being against increasing taxes and fees, and fees or taxes. Councilmember Gibson made the Motion to delay Action on the Minutes until the next meeting, when the corrections have been made. Councilmember Holcomb Seconded that Motion.

Councilmember Gibson called for the Vote, 4-0; Passes unanimously.

d. September 18, 2019

Councilmember Gibson would like there to be more discussion included on the TSEP opportunities in the future included on the Phase Four Water Project discussion. He would also like to see more consistency with Public Comment; writing Minutes with Public Comment on a certain subject, include them all. There was almost all Public Comment in favor of a reduction but that was not included. It was brought up that we needed a special Resolution which needs to be included in the minutes. After the Vote on the Motion to Decrease the water & rates by 3% November 1st 2019, the Mayor said that we need a special Resolution at that time; Councilmember Gibson requested that be on the Agenda the next meeting, that would have been Sep 24th meeting, and it was not on the Agenda. *Councilmember Gibson asked if the 2% across the board was less than the Proposed Budget, and he would like it to be noted that, yes, the 2% Increase was less than the original proposed by the administration. *There was also an update request on the revenues and expenditures.

Councilmember Gibson made the Motion to delay Action on the Minutes until the next meeting, when the corrections have been made. Councilmember Vick Seconded that Motion. Councilmember Gibson called for the Vote, 4-0; Passes unanimously.

e. September 24, 2019 Public Hearing

Councilmember Gibson requested the Resolution for the 3% changes be on the on the Agenda but it was not.

f. September 24, 2019

On the meeting of the September 5th 2019, it was asked if the Agenda would just include the airport project, it was said yes, and later included the Budget and Lighting Districts (That has already been amended in the September 5, 2019 Meeting Minutes. * New Business) Councilmember Gibson thanked the people involved for their time put into the budget but overall, it's the Council that approves the budget. Councilmember Holcomb made the comment that the Ad Hoc committee formation did not follow proper protocol. *Public Comment) To clarify Mr. Tadvick's comment, on clarification on the mileage, the Town is not paying mileage for any employee to drive from their house to work. It was clarified that would not happen.

Councilmember Gibson made the Motion to delay action on the minutes until the next meeting, when the corrections have been made. Councilmember Holcomb Seconded that Motion. Council member Gibson called for the Vote, 4-0; Passes unanimously.

4. Approval of Bi-Weekly Claims

a. Claims #15505 – 15554

Questions concerning Claim #15526, with Northwest Energy, for the pool for \$816.78; It was verified this amount is true and accurate. Claim #4129, explaining the NOVA Subscription.

Councilmember Holcomb made a Motion to approve Bi-Weekly Claims #15505 – 15554. Council member Vick Seconded the Motion. 4-0 Vote, Motion Passes.

5. Administrative Reports

There are no Administrative Reports this evening.

6. Guests

Matt Anderson and Steve Brown, from the US Forest Service gave an update on current projects to reduce fire risks.

7. Correspondence

Letter from Loey Knapp, Re: Continuance of the Main Street organization.

8. Public Comments

Stacie Barker, 104 Winslett Ave.

Council votes need to be done individually, rather than a whole.

9. Unfinished Business

a. Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020

Councilmember Gibson, with regards to the Mayor's absence tonight, he would like to hold off on passing the budget this evening. The budget being late is not Council's fault, the process should have been started a long time ago. Councilmember Shourd expressed his concern on not passing the budget as far as the town moving forward. Council President would like to hold off on passing Resolution 449 out of respect for the Mayor, with that, until the next meeting he recommends staff look at moving the \$10,000 to the General Fund and the \$250,000 used for salaries out of the W&S fees.

Discussion took place on the FY2020 Salaries & Wages Schedule hand out.

There was agreeance to hold off on passing the budget this evening.

Finance Officer brought up the need to hold a Special Meeting next week to pass Resolution 450. Councilmember Vick made a Motion that Council meets on October 30, 2019 at 7:00 pm. It was Seconded by Councilmember Shourd. 4-0, Motion Passes. Councilmember Gibson would like to table the budget until the next regularly scheduled meeting.

Councilmember Shourd made a Motion to hold a Special Meeting: Resolution 449, Adopting the Final Budget for Fiscal Year 2020. Councilmember Vick Seconded the Motion. Council President took the Vote, starting with Councilmember Holcomb "No," Shourd "I," Vick "No," Gibson "No." Motion Fails 3-1.

b. Discussion/Decision: Attorney's Report regarding Fireworks Claim

Attorney, Scott Owens discussed the Fireworks Claim. He referenced both sides and both the concerns with the fireworks claim being budgeted for, the payment for the fireworks and the information being relayed back to the citizens after the fireworks show. Neither party, the Mayor or council person, Michelson, at the time received any financial gain. Therefore, neither parties had any criminal intent. The fireworks were budgeted for in the FY'18/'19 Budget and that Budget was passed by Council. Therefore, the fireworks were approved by Council in the budget, making it a valid claim.

Councilmember Holcomb replied with, the claim was never approved. Claims need to be approved by Council before they are paid. This is the same for contracts, as the Mayor cannot negotiate a contract without Council's approval. Councilmember expressed having a problem with the Mayor paying claims which are not approved by Council. The money for the fireworks, in the budget was to pay for the fireworks of the prior years. Council President referenced back to the fact that the claim for the fireworks has already been paid, Councilmember Vick agrees. Councilmember Vick made a Motion to approve the Fireworks Claim. The Motion was Seconded by Councilmember Holcomb.

Council President called for Public Comment.

Stacie Barker, 104 Winslett Ave.

Asked the question; If this is a claim, then why are we asking for donations?

Jim Chandler, 405 Charlos St.

He referenced the claim as part of the budget and if something is designated for a prior year, and they are approving the budget for "this year" it needs to be specific, as the claim applies for that fiscal year's budget.

Vicki Motley, 318 9th St.

Clarified the ability to vote on this if the claim itself was not on the Agenda, verified it was.

Council President called for the Vote; Council member Holcomb "No," Shourd "I," Vick "I," Gibson "I." The Motion passes, 3-1.

Councilmember Vick made a Motion of Censure against Mayor, Brandon Dewey and asked for a Second on the Motion. Councilmember Holcomb Seconded the Motion. Councilmember Vick continued to read his letter; On June 26, 2019, the Mayor knowingly violated MC 7-6-4005, Expenditures limited to appropriations. The payment of \$4501.50 to pay for the fireworks violates the above code.

Councilmember Shourd asked for clarification on the Motion; Vick continued to explain there is no punishment, it's a public shaming.

Council President called for the vote, starting with Councilmember Holcomb "I," Shourd "No," Vick "I," Gibson "I." Motion passes 3-1.

Councilmember Holcomb made a Motion for the Mayor pay the town back for the fireworks in the

amount of \$4501.5 by the end of the year and Council needs to see proof that it was paid. Council member Vick Seconded that Motion. Council President clarified that Councilmember Holcomb is "requesting" that he pay it back because we can't make him pay it back. Discussion continued; Councilmember Holcomb spoke about the charges last year for snow removal and now fireworks. President took the Vote; Councilmember Holcomb "I," Shourd "Abstain," Vick "I," and Gibson "I." Motion passes 3-1. It was clarified this was just a "Request."

10. New Business

a. Discussion/Decision: Climate Action Advisory Board
Council President asked Council Member Vick if he placed this on the Agenda. Councilmember replied that he did not, and has no further comment on it.

Councilmember Vick made a Motion that we table this to the next regularly scheduled council meeting. Councilmember Gibson Seconded the Motion. No further discussion and Council President took the vote; Holcomb "I," Shourd "I," Vick "I," and Gibson "I."

11. Executive Report

12. Town Council Comments

Council President would like to know when the Planning and Zoning Board meets next and would like to meet with the Planning and Zoning Board before the end of November, as it was a recommendation from the Ad Hoc Committee. Ms. Hoffman will reach out to the Planning and Zoning Board with his request.

Council President verified what needed to be done to request an Agenda item on the next Agenda, as he has an item he would like on the next Agenda.

Live feed discussion was then discussed, as per public open meeting laws. Technical issues with the connectivity and not having a specific/designated IT person/company as part of the problem.

13. Board Report

14. Adjournment

Meeting adjourned at approximately 8:25 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- b. October 30, 2019

Stevensville Special Town Council Meeting
Minutes for
WEDNESDAY, OCTOBER 30, 2019
5:30 PM

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Councilmembers Holcomb, Gibson, Vick and Shourd. Staff and members of the community were also present.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Unfinished Business

4. New Business

a. Discussion/Decision: Resolution 450. A Resolution requesting distribution of Bridge and Roads Safety and Accountability Programs Funds

Mayor Dewey explained what the BARSAs were, from a \$0.02 increase in the gas funds, which communities can apply for. We have to submit for that by Nov. 1, 2019. Mayor Dewey continued with the 3rd Street resurfacing project and the \$27,530.60 which will require a match, which we have allocated an estimate \$2,000.

Councilmember Gibson made the Motion to accept Resolution 450. The Motion was then Seconded by Council member Vick. Council continued with discussion. Mayor Dewey called for the Vote, starting with Councilmember Holcomb "I," Shourd "I," Vick "I," and Gibson "I." Motion passes, 4-0.

5. Public Comments

Mayor Dewey called for Public Comment.
There was no Public Comment at this time.

Mayor Dewey explained the "live streaming" set up, which is currently experiencing reliability issues. To avoid any confusion as to why the connectivity is continually turning off while streaming, until it is fixed, we will not be attempting to live stream the council meetings.

6. Adjournment

Meeting adjourned at approximately 5:40 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- c. November 7, 2019

Stevensville Special Town Council Meeting
Minutes for
THURSDAY, NOVEMBER 07, 2019
7:00 PM

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Councilmembers Holcomb, Gibson, Vick and Shourd. Staff and members of the community were also present.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Unfinished Business

Council engaged in discussion about the October 24, 2019 meeting write-up in the newspaper, quoting councilmembers during that meeting, including the Motion to Censure the Mayor.

4. New Business

- a. Discussion/Decision: Action on a Right of First Refusal for 26.06 acres adjacent to the Town's well-field.

The 26.06 acres of land is currently owned by Missoula Federal Credit Union, which borders the town's well-field, which currently consists of a 7-acre parcel. The property is currently under a contract and the town has the First Right of Refusal. This would allow the town to purchase the property at the contract price. The deadline is November 20, 2019. The property is a potential site for future water storage, which is planned for the Phase IV water storage project. The Public Works Director, George Thomas spoke about the property, including the history and future development to the property. Councilmember Gibson asked about the reservoir, the water rights and the potential to put more wells on the property in the future. George talked about the existing wells, all-ready over-lapping a little already. Council discussion continued about other properties available for a lesser price. Mayor Dewey asked if some, or all councilmembers would like to meet with George before the next scheduled meeting, which will be scheduled 11/19/2019.

5. Public Comments

Mayor Dewey called for Public Comment.

Bob Michalson, 222 Turner St.

Mr. Michalson is concerned that this came up on to council on such a short notice; This is not feasibly responsible and would like to see the budget get in order first.

Mayor Dewey explained the time sensitivity; The 3rd party offer initiated the process, when the offer was put on the property.

The Finance Officer gave a to-date report on the Water Fund.

Jesse Reeves, 3747 Devin Loop

Jesse introduced himself as the person whom put the offer on the land, being discussed this evening. He spoke about his building plans and a potential water easement on the well.

Bill Perrin, 503 Charlos
Bill spoke about the current piping system.

George spoke more about how the land purchase could benefit the town and volunteered to meet with Jesse and Councilmember Gibson before the next meeting to make a site visit.

6. Adjournment

Meeting adjourned at approximately 7:20 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- d. November 14, 2019 Public Hearing



**Stevensville Public Hearing
Minutes for
THURSDAY, NOVEMBER 14, 2019
6:30 PM**

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Councilmembers Shourd, Vick, Gibson and Holcomb. Staff and members of the community were also present.

2. Public Hearing

a. Proposed changes to Water & Sewer Rate Charges

Finance Officer, Robert Underwood explained the proposed rate changes, along with Rural Water who provides a rate analysis services to utilities such as ourselves. The Finance Officer spoke about the rates, bonds, loans and revenues, which gives them the right to hold us accountable.

Dan Kramer, from Montana Rural Water spoke about the water rates, involving the different line sizes. The town currently has 852 EDU's. The wells are currently working more than they need to, with water leakage, wear and tear on the pumps, and the electricity.

Mayor Dewey called for Public Comment.

Pam Johnson, Creekside Meadows

Spoke about the Lighting Districts and the increase in taxes.

Dan Limen, 126 Valley View

Wondering what the decrease would actually amount to.

Joe Moore, Citizen

Read a letter from a citizen, 203 St. Mary's Drive. Spoke about "Pat's living situation" and lowering the taxes in order for the citizens to be able to afford to live.

Cheryl Wilson, 10th St.

Spoke about rates of the future; As she met with Mr. Underwood Utility costs usually do not go down, as this will cause a drastic rate increase in the future.

Marilyn Wolf, Creekside Meadows

Interested in the amount of water leaking and the land purchase opportunity.

Joe Moore, 514 Central

Reminded Council of the past Moratorium put on the water bills to assist those citizens whom could not afford their water bills every month.

A response to that was, there were not enough people participating in that program to sustain the program. The bond and the base rate are different.

Nancy Lowell, 211 Church St.

Discussion about lowering and raising rates, with a surplus, the best thing for us would be to pay down the principle.

Bob Michalson, 222 Turner St.

Addressed the issue of unpaid water bills, which continue to be backlogged, which when he was on Council last amounted to \$40,000.00

Councilmember Gibson stated that later in the meeting there will be resolutions on the Water & Sewer rate decreases, so if anyone interested, he suggests to stick around for that.

b. Request to vacate, with a utility's easement, the 40-foot Alley running through Block 17, Lots 3 through 18, of the Original Townsite of Stevensville

Mayor stated that there have been petitions received to vacate the alley. This has been before Council in the past and has failed. The Town has consistently backed away from vacating alleys in the past as this has caused issues and we would like to prevent these issues in the future. We will hear Public Comment on this tonight and the item will be on the Dec. 12 Agenda.

Carolyn Mickens, 211 Buck St.

Carolyn spoke about her family's 4th generation history and the property in which she has requested the town to vacate the alley. She has turned in the signed petitions in which the attorney has requested and would like to see the alley, which was never an alley be vacated with a utility's easement.

Bob Michalson, 222 Turner St.

This has been an issue with history. The easement of the alley was already approved when Mr. Michalson was on the Council and also the changing in city attorneys, the last attorney wanted signatures and the new attorney wanted notarized signatures.

3. Adjournment

Meeting adjourned at approximately 7:05 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- e. November 14, 2019

Stevensville Town Council Meeting
Minutes for
THURSDAY, NOVEMBER 14, 2019
7:00 PM

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Councilmembers Shourd, Vick, Gibson and Holcomb. Staff and members of the community were also present.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Approval of Minutes

- a. September 12, 2019 Meeting Minutes
- b. September 18, 2019 Meeting Minutes
- c. September 24, 2019 Public Hearing Minutes
- d. September 24, 2019 Meeting Minutes
- e. October 10, 2019 Meeting Minutes

Councilmember Gibson would like the wording in the September 24th minutes to say "mileage." Councilmember Holcomb made the Motion to approve the Sep. 12th, Sep. 18th, Sep. 24th, and Oct. 10th meeting minutes. The Motion was then seconded by Councilmember Shourd. Mayor Dewey called for the Vote, 4-0. Motion passes.

4. Approval of Bi-Weekly Claims

Finance Officer, Robert Underwood presented Claims #15555-15610 in the amount of \$59,355.27.

Councilmember Holcomb made the Motion to approve Claims #15555-15610 in the amount of \$59,355.27. The Motion was then Seconded by Councilmember Vick. Mayor Dewey called for the Vote and the Motion passes with 4-0.

5. Administrative Reports

a. Airport Manager's Report

Craig Thomas reported on the airport, including the land leases on the Agenda. He also thanked the Mayor and the Finance Officer.

b. Building Department Report

The report is in the packet tonight.

c. Finance Report

Finance Officer, Mr. Underwood presented the Finance Report, including a presentation explaining Fund Balances and Revenues Compared with Expenditures which explained Cash Available, Proposed Revenues, Proposed Expenditures, Capital Expenditures, Cash Remaining and The Difference. A Timeline of the Budget was also presented, with 98% of the Proposed Budget being done even before he came into this position, as far back as April. Allocation of Pay were also presented, and the Mayor explained that the funds have been adjusted based on Council's requests. There were zero responses to the RFP put out for the special audit. Further courses of action were suggested.

d. Fire Department Report

Chief Motley reported for the Fire Department; There were 67 calls for the month of October, 36 in town and 31 rural. There were also 50 medical responses, 11 fire calls and 6 vehicle crashes.

e. Police Department Report

Chief Marble reported for the Police Department; there were 81 calls for service in the month of October. Police Clerk, Jenelle put on "Candy with a Cop" this month during Halloween.

f. Public Works Report

Public Works Director, George Thomas reported that he has been working with someone to put all the curb boxes on a GPS Mapping system. There were 5,840,000 gallons of waste water treated this month.

6. Guests

7. Correspondence

a. Letter from Ravalli County Attorney Re: Ethics Complaint

Mayor Dewey read the letter from the Ravalli County Attorney, regarding an ethics complaint filed by Mr. Michalson. As stated in the letter, the complaint filed is not valid, as the action taken by Council on May 23, 2019 was not a violation of MCA code.

Councilmember Gibson was not sure of the relevance of the letter; Mayor Dewey explained the letter was addressed to Stevensville Town Council thru the Town Clerk and therefore is disbursed under Correspondence.

8. Public Comments

Resident in Creekside Meadows

The resident addressed the lighting district in Creekside Meadows and the rate increases.

Stacey Barker, read letter from Stevensville resident Desirae Coty

Because of Desirae's experience, she is against the Missoula Housing Authority's low-income policies for Stevensville.

Bob Michalson, 222 Turner St,

Mr. Michalson is requesting Council to follow council rules.

Nancy Lowell, 211 Church

Ms. Lowell spoke about salaries coming out of certain funds.

Vicki Motley, 318 9th St.

Ms. Motley suggests Council vote to leave the rates the same.

9. Unfinished Business

a. Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020

Councilmember Gibson spoke about the Lighting District Assessments, and the prior decision from Council 4-0, for a 0% increase on the original 3% increase on the lighting districts. Asked if there was a 0% increase if the lighting district sent to the county as the council passed; and if so, how did residents at Creekside taxes double? It was in the minutes and the paper with a 4-0 final decision. The Finance Officer explained it was a 0% increase on the expenditures of the fund. The vote was a 0% increase on the expenses. There will be 25% in the Reserve at the end of the year, by law there cannot be less the 25%, no more than 50%. Next year, everyone will be assessed. Councilmember Gibson stated that we never reviewed the mills. Mayor Dewey clarified that the mills were included in the Preliminary Proposed Budget, which was proposed to Council on August 22nd. The Budget is before Council tonight which formalizes the approval of the mills, and adopts the Fiscal Year Budget.

Council and Mayor continued to discuss Resolution 449. Councilmember Gibson, stated, as per previous comments, Council was never allowed to preview the mills; It was requested by the treasurer to review the mills, and council never had that opportunity, as it was taken off the agenda.

Councilmember Gibson made a Motion to strike the language regarding a mill levy in Resolution 449. The Motion was then Seconded by councilmember Vick. Discussion continued among council and the Mayor regarding language and adopting the budget. The repercussions of striking the language is unknown at this time; Attorney Owens will look into this. Mayor Dewey called for the vote. Councilmember Holcomb "Aye," Vick "Aye," Shourd "Aye," and Gibson "Aye." Motion passes 3-0.

Councilmember Holcomb made a Motion to Suspend Council Rules and move Unfinished Business, Agenda item a. under New Business, Agenda item e. The Motion was then Second by councilmember Gibson. Mayor Dewey called for the Vote; Motion passes 4-0.

b. Discussion/Decision: Performing a special audit from May 2019 through July 2019

Council agreed to hire a 3rd party, as recommended by the Finance Officer, to close the books and audit the 2.5 months.

Councilmember Vick Motioned to take the pre-mentioned action of hiring a 3rd party auditor to come in and perform the special audit. The Motion was then Seconded by councilmember Holcomb. Mayor Dewey called for the Vote; Motion passes 4-0.

c. Discussion/Decision: Climate Action Advisory Board

Councilmember Vick made Motion to open discussion on the topic. Councilmember Gibson Seconded the Motion to discuss the agenda item. Councilmember Vick explained his intention with the agenda item and what he would like to see out of the potential group, as previously stated in a prior meeting. Councilmember Gibson expressed his concerns and does not want to see this costing the Town any money, including staff time. Councilmember Vick will have more information at the next meeting. Mayor called for Public Comment on the matter and called for the vote; Motion passes 4-0.

10. New Business

a. Discussion/Decision: Land Lease for Lot 5 Block 5 of the Stevensville Airport

Information is provided in the packet. Councilmember Holcomb made the Motion to approve Land Lease for Lot 5 Block 5 of the Stevensville Airport. The Motion was then Seconded by Councilmember Shourd. Mayor Dewey called for the Vote and the Motion passes with 4-0.

b. Discussion/Decision: Land Lease for Lot 6 and 7, Block 1 of the Stevensville Airport

Information is provided in the packet. Councilmember Holcomb made the Motion to approve Land Lease for Lot 5 Block 5 of the Stevensville Airport. The Motion was then Seconded by Councilmember Vick. Mayor Dewey called for the Vote and the Motion passes with 4-0.

c. Discussion/Decision: Liquor License Ownership Transfer from Ruth Carmona to Rob Ralls, 201 Main Street

Mayor explained the transfer of liquor licenses within the Town and currently operating with a temporary license until Council approves the transfer tonight. Councilmember Shourd made the Motion to approve Liquor License Ownership Transfer from Ruth Carmona to Rob Ralls, at

201 Main Street. The Motion was then Seconded by Councilmember Vick. Mayor Dewey called for the Vote and the Motion passes with 4-0.

- d. Discussion/Decision: Resolution No. 451, A Resolution Decreasing Rates for Users of the Municipal Water System

Discussion took place among Council and Mayor. Councilmember Gibson requested that Council take action on this agenda item on November 19th. Councilmember Shourd stated that since the Sept. 12th meeting, he has had the opportunity to meet with two key individual, George from Public Works and Craig from HDR. He is taking the recommendations from the individuals of those working in that field on his decisions.

Councilmember Gibson made a Motion to Table this Agenda item and have the Budget finalization and the Water and Sewer Decreases on the December 12th meeting Agenda, to allow USDA to respond. The Motion was then Seconded by Councilmember Vick. Councilmember Shourd does not think it is necessary Council can decide to not increase the water rates and move onto the budget. Councilmember Gibson stated that Council has done good things for staff and would like to do something for the taxpayers of Stevensville. Discussion continued with Public comment and Council.

Sue McCreary, 417 Mission.

Ms. McCreary inquired if the alley discussion was going to be on the Dec.12th meeting agenda.

Jean McKinley, 401 Charlos.

Ms. McKinley spoke about the Council's honorary raise.

Mayor Dewey called for the Vote; Councilmember Vick "Aye," Holcomb "Aye," Gibson "Aye" and Shourd "No." 3-1 Motion passes.

- e. Discussion/Decision: Resolution No. 452, A Resolution Decreasing Rates for Users of the Municipal Sewer System

(Item Skipped based the previous Motion)

- f. Discussion/Decision: Montana Department of Commerce/Montana Main Street Program Application for Planning and Project Grant Funding

Business representatives, including Loey Knapp, presented a grant opportunity from the Dept. of Commerce, to fund 9-12mo. worth of effort to promote small businesses because it has not been sustainably funded in the past, with no matching monies. 12 people have stepped up to participate; To support in asking the Council to allow us to proceed, with the grant opportunity before us for \$10,000, which is due tomorrow.

Council member Holcomb asked about the "Project Partners."

Councilmember Shourd made a Motion to approve the Montana Department of Commerce/Montana Main Street Program Application for Planning and Project Grant Funding.

The Motion was Seconded by councilmember Vick. Mayor Dewey called for Public Comment.

Gretchen Spiess, 317 Main St.

Ms. Spiess spoke in support in the grant opportunity and the businesses on Main St.

Representative from the St. Mary's Mission.

She spoke about how the St. Mary's Mission has been self-sustainable and the group in which has helped hold the business community together, in support of the Council supporting the grant opportunity.

Robert Michalson, 222 Turner ST.

Mr. Michalson spoke in oppose of \$10,000 going toward a grant; Corrected, and no monies of the Town will be going toward the grant.

Councilmember Gibson stated that he is in support of the Council supporting the grant opportunity.

Chief Motley.

The fire chief expressed gratitude for the volunteers in which are driving toward these opportunities.

Mayor Dewey called for the Vote from Council and the Motion passes; 4-0 Vote.

- g. Discussion/Decision: Suspending Council Rules, cancelling the November 28th regular meeting and the December 26th regular meeting, authorizing claims to be paid out of cycle

Mayor Dewey explained that November 28th falls on Thanksgiving and December 26th is the day after Christmas. This is the opportunity to cancel those meetings.

Councilmember Holcomb made the Motion to Suspend Council Rules, cancelling the November 28th regular meeting and the December 26th regular meeting, while authorizing the Finance Officer to pay the claims out of cycle. The Motion was then Seconded by council member Shourd. Mayor Dewey called for the Vote; 4-0 and the Motion passes.

- h. Discussion/Decision: Town Hall Closure on November 29, 2019 following the Thanksgiving Holiday

Mayor Dewey explained the agenda item and called for the Vote. Council member Holcomb did state that Town Hall was not closed the day after Thanksgiving in the past.

Councilmember Vick made the Motion that Town Hall be closed, in perpetuity, the day following Thanksgiving, until another council desires otherwise. The Motion was then Seconded by councilmember Gibson. Mayor Dewey called for the Vote, Councilmember Holcomb "No," Gibson "Aye," Shourd "Aye," and Vick "Aye."

11. Executive Report

Mayor Dewey gave his Executive Report, including the Flip the Switch coloring contest and clarified the Nicole Court housing development and up-to-date, they have followed all building codes.

12. Town Council Comments

It was clarified that there will be a subdivision review process for any development for subdivisions.

Councilmember Holcomb spoke in favor to the alley vacate. It was decided upon council to hold the November 19th Council meeting at 6:30pm.

13. Board Report

14. Adjournment

Meeting adjourned at approximately 9:15 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- f. November 19, 2019

Stevensville Special Town Council Meeting
Minutes for
TUESDAY, NOVEMBER 19, 2019
6:30 PM

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Council members Holcomb, Gibson, Vick and Shourd. Staff and members of the community were also present.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Unfinished Business

Discussion/Decision: Action on a First Right of Refusal for 26.06 acres adjacent to the Town's well-field.

Mayor Dewey explained the property and its importance to the town and its tie to the existing well-field. The timeline to act on the Town's First Right of Refusal is tomorrow 9:30. Council has been provided with appraisals and some of them have been able to meet with Public Works Director. Mayor Dewey asked how Council would like proceed.

Council member Shourd made a Motion to exercise the Town's rights to purchase the 26.06 acres adjacent to the Town's well-field for the price of \$185,000. The Motion then dies for a Lack of a Second.

Mayor Dewey asked how Council would like to proceed. Council member Gibson suggested that the administration and attorney get together and see about a possible easement.

The City Attorney continued with the importance of Council's decision tonight. He also spoke about the deadline and how the past Council must have found value in the land and the importance to the town's future water system.

Council member Gibson stated that there was other land down the road that was just as useful and the Council has made up their mind, they are not purchasing the land. Mayor Dewey clarified that Council has not made that decision, as they just have not made a decision.

Public Works Director spoke about his opinion on the purchase of the property, expressing his concern that not purchasing the land was a mistake as it will protect the infrastructure.

Mayor Dewey continued to speak more about the importance of the pond on the land is to the city.

Council member Gibson made a Motion to Adjourn the meeting. The Motion dies from Lack of Second.

Called for Public Comment

Christa Wortman, Logan Lane & former property owner.

Christa spoke about the history of the property back when her family owned it, sold it and the history behind the water rights with DNRC and placement of the town's current wells. The Town did not have the resources to purchase the property in the past, which what led to their First Right of Refusal on the land.

Councilmember Vick made a Motion to Suspend Council rules and allow Public Comment to allow the public the weigh in on the subject. The Motion was then Seconded by Councilmember Holcomb. Mayor Dewey called for the Vote and the Motion passes 4-0.

3rd party, interested in purchasing the land.

Her husband spoke about the pond in the last meeting. They are looking to annex into the town limits and giving the city an easement. They would not have legal ties to the water, as the water rights are tied up.

Robert Michalson, 222 Turner St.

Mr. Michalson spoke about councilmember Vick's complaint in the newspaper about the Mayor cohering others.

Chief Motley.

Chief spoke about the purchase of the land, and assuring it; This may be a way to secure the water system; Motions are being made without discussion.

Councilmember Gibson stated that he has faith and working with the buyer. We don't have to spend \$185,000 and everyone can win, as they just want to purchase a piece of property.

The city attorney spoke about the ratifications of not deciding to purchase the property.

Councilmember Gibson made a substitute Motion that Council not do the Right of Refusal. The Motion fails from a Lack of Second.

Councilmember Shourd made the Motion to exercise the First Right of Refusal for 26.06 acres adjacent to the Town's well-field. The Motion fails from a Lack of Second.

Jean McKinley, 401 Charlos

Ms. McKinley spoke about curiosity in how serious the buyers are in purchasing the land and the attorney has been hired to represent us and pushing on the decision is inappropriate.

The city attorney spoke about notifying each councilmember and explaining the legalities of each decision. The decision will be made for non-decision if the meeting adjourns without a decision. His role is to inform of the legalities.

Council member Gibson made the Motion to adjourn. The Motion was then Seconded by Councilmember Holcomb. Mayor Dewey called for the Vote. Council member Holcomb "Aye," Shourd "No," Vick "No," and Gibson "Aye."

After a 10minute recess, Councilmember Vick made the Motion to Not exercise on the First Right of Refusal for 26.06 acres adjacent to the Town's well-field. The Motion was then seconded by councilmember Gibson. Councilmember Vick explained his reasoning on "good faith" for the easement. Mayor Dewey called for Public Comment and then called for the Vote; Councilmember Holcomb "Aye," Holcomb "Aye," Shourd "No," Gibson "No," Vick "Aye." The Motion passes, 3-1.

3.. Adjournment

Meeting adjourned at approximately 7:07 p.m.

Approved:

Attest:

Brandon Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- a. Claims #15573-15657

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TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 11/19

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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/	Line \$	Disc \$	PO #	Fund	Org Acct	Object	Proj	Cash Account
15573	E	557 MOUNTAIN WEST CO-OP		*** Claim from another period (10/19) ****	101.16			5310	430610	231		101000
		127862 10/13/19 Sewer-Fuel			14.05			5210	430540	231		101000
		127862 10/13/19 Water-Fuel			14.05*			1000	430200	231		101000
		127567 10/01/19 Street-Fuel			73.06							
15587		386 MONTANA RAIL LINK, INC.			66.00			5210	430550	340		101000
		Annual fee 12/01/19 to 11/30/19						5310	430630	340		101000
		45348 11/01/09 U/G H20 pipeline Xing			33.00							
		453047 11/01/19 U/G Sewer pipeline Xing			33.00							
15617		1679 Laura Miller			8.50							
		Reimbursement for lunch meal in Kalispell during Water Finance Reporting Class on 11/21/19						5210	430510	370		101000
					4.25			5310	430610	370		101000
					4.25							
15618		1194 TotalFunds		*** Claim from another period (10/19) ****	196.20							
		Postage for Town Hall Postage Machine						1000	410550	311		101000
		Nov 19 11/11/19 TH Postage			78.48			1000	410360	311		101000
		Nov 19 11/11/19 Court Postage			9.81			2394	420531	311		101000
		Nov 19 11/11/19 BD Postage			9.81			1000	420100	311		101000
		Nov 19 11/11/19 PD Postage			9.81			1000	420410	311		101000
		Nov 19 11/11/19 FD Postage			0.00			5210	430510	311		101000
		Nov 19 11/11/19 Water Postage			39.24			5310	430610	311		101000
		Nov 19 11/11/19 Sewer Postage			39.24			5610	430300	311		101000
		Nov 19 11/11/19 Airport Postage			9.81							
15619		1677 Robert Underwood			176.12							
		Reimbursement for a lunch meal and mileage to attend Water Finance Reporting Class in Kalisel on 11/21/19						5210	430510	370		101000
					4.25			5310	430610	370		101000
					4.25			5210	430510	370		101000
					83.81			5210	430510	370		101000
					83.81			5310	430610	370		101000
					83.81							
					345.31			5610	430300	360		101000
					345.31*							
15621		1171 Rex Olson Trucking Inc.		*** Claim from another period (10/19) ****	345.31							
		3517 10/23/19 Airport Snowplow Service						1000	420460	310		101000
					124.00							
15622		1690 Federal Licensing, Inc.			124.00*							
		WQAD863 12/01/19 Rasio License										

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15624		1650 D.I.A.R Do It All Repair		285.60			1000	420100	232		101000
		1400 11/03/19 Decal Removal Oos Vehicle		285.60*			1000	420100	232		101000
			*** Claim from another period (10/19) ****								
15625		1691 Montana Law Enforcement		300.00			2810	420100	380		101000
		Edward Tenniente Sept 30 to Oct 4, 2019 Course Tuition Professional Program		300.00							
		894 10/16/19 Professional Program Tuition		300.00							
			*** Claim from another period (9/19) ****								
15626		115 BURNT FORK COMMISSION		118.51			1000	430900	340		101000
		Sep 19 11/08/19 750" H2O delivered		118.51							
			*** Claim from another period (10/19) ****								
15628		34 STEVENSVILLE HARDWARE AND RENTAL		226.73			5210	430550	360		101000
		A442743 10/31/19 Water-407 Mission lines		24.97			5210	430550	360		101000
		A442758 10/31/19 Water- 407 Mission lines		16.48			5310	430640	220		101000
		A442830 10/31/19 Sewer-Shop		14.78			5310	430610	230		101000
		B211034 10/31/19 Sewer-Reflective Letter		8.28*			5310	430610	230		101000
		A443845 10/31/19 Sewer-Power Outlet cord		12.99*			5310	430610	230		101000
		C427022 10/31/19 Sewer- 15a Orange Crd Cord Pl		3.79*			1000	411201	235		101000
		C427114 09/30/19 TH Flag Pole		7.58			5210	430510	220		101000
		C427389 10/31/19 Water-4pk AA Alkaline Batter		13.78			1000	460430	220		101000
		A444765 10/31/19 Parks -Traps x 4		88.96			5310	430610	230		101000
		A444795 10/31/19 Sewer-Notch Spreader & putty		5.16*			5210	430510	220		101000
		C427979 10/31/19 Water-Batterys		8.99			1000	460430	220		101000
		C428765 10/31/19 Parks-RV Anit-Freeze		5.98			5210	430510	220		101000
		A445443 10/31/19 Water-Gloves LFG WNTR Duck Sk		14.99							
15629		178 Ravalli County Treasurer		7.82			5210	430510	350		101000
		1st half 10/24/19 George May Property Tax pmt		7.82							
15630		1632 DPHSS-FCCS		200.00			1000	460450	330		101000
		2020 License Renewal - MT Department of Public Health and Human Services, Food and Cinsumer Saftety Section		200.00*							
		2020 11/06/19 2020 License Renewal		200.00*							
15631		710 Fast Initial Response Systems &		196.15			5210	430510	220		101000
		191900282 10/29/19 H2O 1st aid replenish		65.38			1000	430200	220		101000
		191900282 10/29/19 Shop 1st aid replenish		65.39			5310	430610	220		101000
		191900282 10/29/19 Sewer 1st aid replenish		65.38							
			*** Claim from another period (10/19) ****								
15632		710 Fast Initial Response Systems &		42.82			1000	410550	210		101000
		191900281 10/29/19 TH 1st aid replenish		42.82							

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15633		1411 A Ward's Cleaning									
	3954	11/30/19 Nov Cleaning Services-Co	100.00			1000		410360	350		101000
	3954	11/30/19 Nov Cleaning Services-PD	6.00			1000		420100	350		101000
	3954	11/30/19 Nov Cleaning Services-FD	18.00			1000		420410	350		101000
	3954	11/30/19 Nov Cleaning Services-B	40.00			1000		420531	350		101000
	3954	11/30/19 Nov Cleaning Services-H2	6.00			2394		430510	350		101000
	3954	11/30/19 Nov Cleaning Services-Se	15.00			5210		430510	350		101000
			15.00			5310		430610	350		101000
15634		164 Ravalli County Election	1,429.00								
	2019	Elect 11/26/19 Municipal Election 2019	1,429.00			1000		410600	350		101000
15635		1693 Tim Netzley									
		Mileage Reimbursement for driving POV for work calls	33.69								
	Nov 11/30/19	Nov Mileage Reimbursement	13.51			2394		420531	370		101000
	Oct 10/30/19	Oct Mileage Reimbursement	20.18			2394		420531	370		101000
15636		1694 Joshua Thomas									
		Mileage Reimbursement for driving POV for work calls	57.71								
	Nov 11/30/19	Nov Mileage Reimbursement	36.25			2394		420531	370		101000
	Oct 10/30/19	Oct Mileage Reimbursement	21.46			2394		420531	370		101000
15637		1665 PLATT									
		X455124 10/28/19 LFU FLQ001 (1A) 500v Midget	62.52								
		*** Claim from another period (10/19) ****				5310		430640	230		101000
15638		1031 MR ASPHALT, INC.									
	2671	11/07/19 COMM B ASPHAL MATERIAL 10/17/1	124.31								
			124.31			2820		430200	230		102000
15639		1176 Western States Equipment									
		IN00114002 11/06/19 Troubleshoot Generator Set	679.80								
		IN00114002 11/06/19	226.60			5210		430510	360		101000
		IN00114002 11/06/19	226.60			5310		430610	360		101000
		*** Claim from another period (10/19) ****				1000		430200	360		101000
15640		23 VALLEY DRUG AND VARIETY									
		321673 10/31/19 Water-Reduction Notices mailin	435.97								
		321673 10/31/19 Sewer-Reduction Notices mailin	214.60			5210		430510	311		101000
		319736 10/31/19 FD-makeup kits	214.60			5310		430610	311		101000
		10/31/19 Water-Batteries	8.97			1000		420460	220		101000
		Oct 10/31/19 Rebate	6.80			5210		430510	220		101000
			-9.00			1000		410550	220		101000

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15641		33 NORTHWESTERN ENERGY		25,292.80					
	Oct 19	11/14/19 Spec Lighting #3		616.38		2430	430263	340	101000
	Oct 19	11/14/19 206 Buck 90 th TH Facility		613.91		1000	411201	340	101000
	Oct 19	11/14/19 206 Buck 10 th Bldg Dept		68.20		2394	420531	340	101000
	Oct 19	11/14/19 Peterson Add'n lighting		423.08		2420	430263	340	101000
	Oct 19	11/14/19 Dayton Add'n lighting		581.75		2410	430263	340	101000
	Oct 19	11/14/19 Maplewood Cemetery		27.23		1000	430900	340	101000
	Oct 19	11/14/19 Main St seasonal lighting		13.46		1000	430263	340	101000
	Oct 19	11/14/19 Orig Town street lights		674.22		1000	430263	340	101000
	Oct 19	11/14/19 ESH - 5th St. lights		883.19		1000	430263	340	101000
	Oct 19	11/14/19 5th St - Lange Park lights		112.99		1000	430263	340	101000
	Oct 19	11/14/19 Add'l Town lighting		539.40		1000	430263	340	101000
	Oct 19	11/14/19 NW LDS parking lot		27.25		2430	430263	340	101000
	Oct 19	11/14/19 MBF H20 plant		217.16		5210	430540	340	101000
	Oct 19	11/14/19 102 Main St pump #1		127.54		5210	430530	340	101000
	Oct 19	11/14/19 Sewer lift station W. Central		24.87		5310	430640	340	101000
	Oct 19	11/14/19 Sewer trmnt plant		8,018.42		5310	430640	340	101000
	Oct 19	11/14/19 Truck garage South		99.55		1000	430100	340	101000
	Oct 19	11/14/19 L&C yard light		27.23		1000	460430	340	101000
	Oct 19	11/14/19 L&C parking lot events		12.20		1000	460430	340	101000
	Oct 19	11/14/19 L&C park r-room/field lights		81.71		1000	460430	340	101000
	Oct 19	11/14/19 Rrview Cemetery irrig		38.29		1000	430900	340	101000
	Oct 19	11/14/19 Maplewood Cemetery irrig		33.54		1000	430900	340	101000
	Oct 19	11/14/19 L&C Park irrigation		5.95		1000	460430	340	101000
	Oct 19	11/14/19 214 Buck St. - H20 25%		24.02		5210	430510	340	101000
	Oct 19	11/14/19 214 Buck St. - Sewer 25%		24.02		5310	430610	340	101000
	Oct 19	11/14/19 214 Buck St. - PD 50%		48.05		1000	420100	340	101000
	Oct 19	11/14/19 3rd & Park		36.14		1000	430263	340	101000
	Oct 19	11/14/19 421 Airport Rd - SRE 2/3		57.05		5610	430300	340	101000
	Oct 19	11/14/19 421 Airport Rd - FD 1/3		28.11		1000	420422	340	101000
	Oct 19	11/14/19 Pool		665.34		1000	460450	340	101000
	Oct 19	11/14/19 MBF Well Field		10,817.07		5210	430530	340	101000
	Oct 19	11/14/19 MBF booster station		221.37		5210	430550	340	101000
	Oct 19	11/14/19 Creamery Park (223 Main)		104.11		1000	460430	340	101000
15642		E 230 Verizon Wireless		329.85					
	Nov 19	11/18/19 Cell Phone - Mayor		37.39		1000	410200	340	101000
	Nov 19	11/18/19 Cell Phone - PD		98.02		1000	420100	340	101000
	Nov 19	11/18/19 Cell Phone - BD		110.23		2394	420531	340	101000
	Nov 19	11/18/19 Cell Phone - H2O		32.64		5210	430510	340	101000
	Nov 19	11/18/19 Cell Phone - Sewer		32.65		5310	430610	340	101000
	Nov 19	11/18/19 Cell Phone - Airport		18.92		5610	430300	340	101000

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15643			23 VALLEY DRUG AND VARIETY		50.00							
	Nov 11/13/19	Court - Paper			2.50			1000	410360	210		101000
	Nov 11/13/19	TH - Paper			5.00			1000	410550	210		101000
	Nov 11/13/19	PD - Paper			7.50			1000	420100	210		101000
	Nov 11/13/19	BD - Paper			2.50			2394	420531	210		101000
	Nov 11/13/19	Water - Paper			15.00			5210	430510	210		101000
	Nov 11/13/19	Sewer - Paper			15.00			5310	430610	210		101000
	Nov 11/13/19	Airport - Paper			2.50*			5610	430300	210		101000
15644			852 CENEX FLEETCARD		1,423.44							
	186580CL	11/30/19 Airport - Fuel			0.00			5610	430300	231		101000
	186580CL	11/30/19 FD - Fuel			187.97			1000	420460	231		101000
	186580CL	11/30/19 Ambulance - Fuel			0.00			2230	420730	231		101000
	186580CL	11/30/19 PD - Fuel			334.16			1000	420100	231		101000
	186580CL	11/30/19 PW Admin - Fuel			68.17			1000	430100	231		101000
	186580CL	11/30/19 Raod & Streets - Fuel			381.94			1000	430200	231		101000
	186580CL	11/30/19 Parks - Fuel			11.36			1000	460430	231		101000
	186580CL	12/01/19 Cemetery - Fuel			11.36			1000	430900	231		101000
	186580CL	11/30/19 Water - Fuel			214.24			5210	430510	231		101000
	186580CL	11/30/19 Sewer - Fuel			214.24*			5310	430640	231		101000
15645			557 MOUNTAIN WEST CO-OP		7.99							
	128910	11/27/19 PW Admin			7.99			1000	430100	231		101000
15646			1678 Colette Taylor		105.00							
	11/22/19	Vacuum Cleaner Reimbursement			105.00			1000	410550	210		101000
15647			67 MONTANA LEGISLATIVE SERVICES		350.00							
	36343	11/08/19 set '19 MT Code Annotated			350.00			1000	410360	212		101000
15648			470 American Water Works Association		318.00							
	2/1/19-1/31/20	membership			318.00*			5210	430510	330		101000
	7001736630	10/23/19 2/1/209-1/31/21 membership										
15649			1171 Rex Olson Trucking Inc.		181.17							
	1740	11/23/19 PW Dump Truck Service			181.17*			1000	430200	360		101000
15650			53 SUPER 1 FOODS		20.82							
	Oct 10/31/19	Water for testing			20.82			5210	430540	220		101000

*** Claim from another period (10/19) ****

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15651			53 SUPER 1 FOODS		35.93							
	Nov 11/30/19	Water for Testing			20.82			5210	430540	220		101000
	Nov 11/30/19	PD - Supplies			15.11			1000	420100	336		101000
15652			29 STEVENSVILLE NAPA AUTO PARTS		142.07							
	537808	11/10/19	FD-Battery		98.09*			1000	420460	212		101000
	537808	11/10/19	FD-Core		18.00*			1000	420460	212		101000
	536444	11/01/19	Sewer-Gear Box Oil		16.49			5310	430610	232		101000
	539076	11/19/19	Sewer-Blue RTV Sealant		8.49			5310	430610	232		101000
	113019	10/31/19	fee		1.00			5310	430610	232		101000
15653			74 STEVENSVILLE RURAL FIRE DISTRICT		372.99							
	80	10/21/19	25 Annual Compressor Service		340.00*			1000	420460	350		101000
	80	10/21/19	Cookies, Chips, Deli		32.99*			1000	420460	229		101000
15654			F 1166 VISA		5,206.95							
	Oct 19	10/21/19	M-Office Supplies		54.96			1000	410200	210		101000
	Oct 19	10/21/19	Council-Supplies		81.43			1000	410211	210		101000
	Oct 19	10/21/19	Court-Office Supplies		11.49			1000	410360	210		101000
	Oct 19	10/21/19	TH-Office Supplies		58.33			1000	410550	210		101000
	Oct 19	10/21/19	BD-Supplies		383.42			2394	420531	210		101000
	Oct 19	10/21/19	FD-Zoli Medical Battery		78.45			2230	420730	220		101000
	Oct 19	10/21/19	Water-Retirement		34.55			5210	430510	220		101000
	Oct 19	10/21/19	Sewer-Retirement		34.55			5310	430610	220		101000
	Oct 19	10/21/19	Court-Conference		520.39			1000	410360	370		101000
	Oct 19	10/21/19	Water-Phone & Internet		257.23			5210	430510	340		101000
	Oct 19	10/21/19	Sewer-Phone & Internet		257.22			5310	430610	340		101000
	Oct 19	10/21/19	PD-Phone & Internet		75.58			1000	420100	340		101000
	Oct 19	10/21/19	FD-Phone & Internet		33.99			1000	420410	340		101000
	Oct 19	10/21/19	Court-Phone & Internet		33.99			1000	410360	340		101000
	Oct 19	10/21/19	BP-Phone & Internet		33.99			1000	420531	340		101000
	Oct 19	10/21/19	Streets-Road Manager		50.00*			1000	430200	330		101000
	Oct 19	10/21/19	TC-Adobe subscription		14.99			1000	410550	330		101000
	Oct 19	10/21/19	PD- Adobe subscription		24.99			1000	420100	330		101000
	Oct 19	10/21/19	M-Adobe subscription		14.99			1000	410200	330		101000
	Oct 19	10/21/19	Admin-MLCT Conference		581.03*			1000	410550	370		101000
	Oct 19	10/21/19	M-MLCT Conference		369.25			1000	410200	370		101000
	Oct 19	10/21/19	BD-MLCT Conference		158.78			2394	420531	370		101000
	Oct 19	10/21/19	Water-Office Conference		550.95			5210	430510	370		101000
	Oct 19	10/21/19	Sewer-Office Conference		502.38			5310	430610	370		101000
	Oct 19	10/21/19	PD-Training		518.25*			2810	420100	370		101000
	Oct 19	10/21/19	M-MLCT Conf-Supplies		65.20			1000	410200	210		101000
	Oct 19	10/21/19	Council-MLCT Conference		323.79			1000	410211	370		101000
	Oct 19	10/21/19	M-Home Coming		25.91			1000	410200	330		101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/Document #/Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	Oct 19	10/21/19	PD-Fingerprint Retabs Supplies	24.67		1000 420100	220	101000
	Oct 19	10/21/19	PD-Supplies	9.92		1000 420100	210	101000
	Oct 19	10/21/19	FD-Office Supplies	1.45		1000 420410	210	101000
	Oct 19	10/21/19	Court-Office Supplies	1.45		1000 410360	210	101000
	Oct 19	10/21/19	Water-Office Supplies	8.70		5210 430510	210	101000
	Oct 19	10/21/19	Sewer-Office Supplies	8.70		5310 430610	210	101000
	Oct 19	10/21/19	Airport-Office Supplies	1.45*		5610 430300	210	101000
	Oct 19	10/21/19	PD-International Transcations	0.53		1000 420100	330	101000
	*** Claim from another period (10/19) ****							
15656		87 MSU LOCAL GOVERNMENT CENTER	1,261.42					
	Council & Dept Head Training							
	10/30/19	Council IGC Training	630.71			1000 410211	380	101000
	10/30/19	Department Head Training	210.24			1000 410550	380	101000
	10/30/19	Department Head Training	210.24			5210 430510	380	101000
	10/30/19	Department Head Training	210.23			5310 430610	380	101000
15658		E 1596 Charter Communications	475.62					
	Control Account X421							
	Dec 19	12/03/19	FD phone/internet	13.87		1000 420410	340	101000
	Dec 19	12/03/19	H2O dept phone/internet	46.29		5210 430510	340	101000
	Dec 19	12/03/19	Sewer dept phone/internet	46.29		5310 430610	340	101000
	Dec 19	12/03/19	Court phone/internet	13.87		1000 410360	340	101000
	Dec 19	12/03/19	BD phone/internet	13.87		2394 420531	340	101000
	Dec 19	12/03/19	PD phone/internet	34.49		1000 420100	340	101000
	Dec 19	12/03/19	Pool phone	39.99		1000 460450	340	101000
	Dec 19	11/20/31	Water office phone/internet	77.47		5210 430510	340	101000
	Dec 19	12/03/19	Sewer office phone/internet	77.48		5310 430610	340	101000
	Dec 19	12/03/19	Econ Development-Phone	112.00*		2940 410550	340	101000
15659		E 8 RAVALLI ELECTRIC CO-OP	92.22					
	Nov 19 11/30/19 Airport Utilities - Lights Ele							
			55.22			5610 430300	340	101000
	Nov 19 11/30/19 Airport Utilities - Water Pump							
			37.00			5610 430300	340	101000
		# of Claims	40	Total:	40,984.19			
		Total Electronic Claims	7,637.23	Total Non-Electronic Claims	33346.96			

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/	Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash	Account
15572		1146 Motorola Solutions, Inc.			375.00									
		Nova Software - Monthly Subscriptions			75.00									
		41432 11/01/19 Dec Nova Subscription			300.00									
		41432 11/01/19 Dec Nova Subscription			300.00									
		*** Claim from another period (11/19) ****												
15587		386 MONTANA RAIL LINK, INC.			66.00									
		Annual fee 12/01/19 to 11/30/19												
		45348 11/01/09 U/G H20 pipeline Xing			33.00									
		453047 11/01/19 U/G Sewer pipeline Xing			33.00									
15615		E 1208 Mail Finance Inc			134.10									
		FY20 Q3 - Quarterly Postage Machine Lease			6.69									
		FY20-Q3 12/24/19 Postage Mach Lease			20.12									
		FY20-Q3 12/24/19 Postage Mach Lease			13.41									
		FY20-Q3 12/24/19 Postage Mach Lease			6.71									
		FY20-Q3 12/24/19 Postage Mach Lease			40.23									
		FY20-Q3 12/24/19 Postage Mach Lease			40.23									
		FY20-Q3 12/24/19 Postage Mach Lease			6.71									
		*** Claim from another period (11/19) ****												
15617		1679 Laura Miller			8.50									
		Reimbursement for lunch meal in Kalispell during Water Finance Reporting Class												
		on 11/21/19												
		Nov 19 11/21/19 Lunch Meal Reimbursement 50%			4.25									
		Nov 19 11/21/19 Lunch Meal Reimbursement 50%			4.25									
		*** Claim from another period (10/19) ****												
15618		1194 TotalFunds			196.20									
		Postage for Town Hall Postage Machine			78.48									
		Nov 19 11/11/19 TH Postage			9.81									
		Nov 19 11/11/19 Court Postage			9.81									
		Nov 19 11/11/19 BD Postage			9.81									
		Nov 19 11/11/19 PD Postage			9.81									
		Nov 19 11/11/19 FD Postage			0.00									
		Nov 19 11/11/19 Water Postage			39.24									
		Nov 19 11/11/19 Sewer Postage			39.24									
		Nov 19 11/11/19 Airport Postage			9.81									
		*** Claim from another period (11/19) ****												
15619		1677 Robert Underwood			176.12									
		Reimbursement for a lunch meal and mileage to attend Water Finance Reporting												
		Class in Kalispell on 11/21/19												
		Nov 19 11/21/19 Lunch Meal Reimbursement 50%			4.25									
		Nov 19 11/21/19 Lunch Meal Reimbursement 50%			4.25									
		Nov 19 11/21/19 Mileage Reimbursement 50%			83.81									
		Nov 19 11/21/19 Mileage Reimbursement 50%			83.81									

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15621	3517	10/23/19 Airport Snowplow Service	1171 Rex Olson Trucking Inc. 345.31*			5610	430300	360		101000
		*** Claim from another period (10/19) ****								
15622	WQAD863	12/01/19 Rasio License	1690 Federal Licensing, Inc. 124.00			1000	420460	310		101000
		*** Claim from another period (11/19) ****								
15623	Dec 2019	11/27/19 Monthly Compensation	1436 Maureen M. O'Connor 1,500.00			1000	410360	350		101000
		*** Claim from another period (11/19) ****								
15624	1400	11/03/19 Decal Removal OOS Vehicle	1650 D.I.A.R Do It All Repair 285.60			1000	420100	232		101000
		*** Claim from another period (10/19) ****								
15625	Edward	Tenniente Sept 30 to Oct 4, 2019 Course Tuition Professional Program	1691 Montana Law Enforcement 300.00			2810	420100	380		101000
		894 10/16/19 Professional Program Tuition	300.00							
		*** Claim from another period (9/19) ****								
15626	Sep 19	11/08/19 750" H2O delivered	115 BURNT FORK COMMISSION 118.51			1000	430900	340		101000
		*** Claim from another period (10/19) ****								
15628	A442743	10/31/19 Water-407 Mission lines	34 STEVENSVILLE HARDWARE AND RENTAL 226.73			5210	430550	360		101000
	A442758	10/31/19 Water- 407 Mission lines	24.97			5210	430550	360		101000
	A442830	10/31/19 Sewer-Shop	16.48			5310	430640	220		101000
	B211034	10/31/19 Sewer-Reflective Letter	14.78			5310	430610	230		101000
	A443845	10/31/19 Sewer-Power Outlet cord	8.28*			5310	430610	230		101000
	C427022	10/31/19 Sewer- 15a Orange Crd Cord P1	12.99*			5310	430610	230		101000
	C427114	09/30/19 TH Flag Pole	3.79*			5310	430610	230		101000
	C427389	10/31/19 Water -4pk AA Alkaline Batter	7.58			5210	430510	220		101000
	A444765	10/31/19 Parks -Traps x 4	13.78			5210	430510	220		101000
	A444795	10/31/19 Sewer-Notch Spreader & putty	88.96			5310	460430	220		101000
	C427979	10/31/19 Water-Batterys	5.16*			5210	430510	220		101000
	C428765	10/31/19 Parks-RV Antl-Freeze	8.99			1000	460430	220		101000
	A445443	10/31/19 Water-Gloves LFG WTR Duck Sk	5.98			1000	460430	220		101000
		*** Claim from another period (11/19) ****	14.99			5210	430510	220		101000
15629	1st half	10/24/19 George May Property Tax pmt	178 Ravalli County Treasurer 7.82			5210	430510	350		101000
		*** Claim from another period (11/19) ****								
15630	2020	License Renewal - MT Department of Public Health and Human Services, Food and Clnsumer Safety Section	1692 DPHSS-FCSS 200.00			1000	460450	330		101000
		2020 11/06/19 2020 License Renewal	200.00*			1000	460450	330		101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/	Line \$	Disc \$	PO #	Fund	Org Acct	Object	Proj	Cash Account
15631	191900282	10/29/19 H2O 1st aid replenish	710 Fast Initial Response Systems &		196.15			5210	430510	220		101000
	191900282	10/29/19 Shop 1st aid replenish			65.38			1000	430200	220		101000
	191900282	10/29/19 Sewer 1st aid replenish			65.38			5310	430610	220		101000
			*** Claim from another period (10/19) ****									
15632	191900281	10/29/19 TH 1st aid replenish	710 Fast Initial Response Systems &		42.82			1000	410550	210		101000
			*** Claim from another period (11/19) ****									
15633	3954	11/30/19 Nov Cleaning Services-Co	1411 A Ward's Cleaning		100.00			1000	410360	350		101000
	3954	11/30/19 Nov Cleaning Services-PD			6.00			1000	420100	350		101000
	3954	11/30/19 Nov Cleaning Services-FD			18.00			1000	420410	350		101000
	3954	11/30/19 Nov Cleaning Services-B			40.00			1000	420531	350		101000
	3954	11/30/19 Nov Cleaning Services-H2			6.00			5210	430510	350		101000
	3954	11/30/19 Nov Cleaning Services-Se			15.00			5310	430610	350		101000
			*** Claim from another period (11/19) ****									
15634	2019	Elect 11/26/19 Municipal Election 2019	164 Ravalli County Election		1,429.00			1000	410600	350		101000
			*** Claim from another period (11/19) ****									
15635	1693	Tim Netzley	1693 Tim Netzley		33.69			2394	420531	370		101000
			*** Claim from another period (11/19) ****									
15636	1694	Joshua Thomas	1694 Joshua Thomas		57.71			2394	420531	370		101000
			*** Claim from another period (11/19) ****									
15637	X455124	10/28/19 IFU FLO001 (1A) 500v Midget	1665 PLANT		62.52			5310	430640	230		101000
			*** Claim from another period (11/19) ****									
15638	2671	11/07/19 COMM B ASPHAL MATERIAL 10/17/1	1031 MR ASPHALT, INC.		124.31			2820	430200	230		102000
			*** Claim from another period (11/19) ****									
15639	IN00114002	11/06/19 Troubleshoot Generator Set	1176 Western States Equipment		679.80			5210	430510	360		101000
	IN00114002	11/06/19			226.60			5310	430610	360		101000
	IN00114002	11/06/19			226.60*			1000	430200	360		101000

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15640		23 VALLEY DRUG AND VARIETY	*** Claim from another period (10/19) ****					
	321673	10/31/19 Water-Reduction Notices mailin	435.97			5210 430510	311	101000
	321673	10/31/19 Sewer-Reduction Notices maili	214.60			5310 430610	311	101000
	319736	10/31/19 FD-makeup kits	8.97			1000 420460	220	101000
		10/31/19 Water-Batteries	6.80			5210 430510	220	101000
		Oct 10/31/19 Rebate	-9.00			1000 410550	220	101000
15641		33 NORTHWESTERN ENERGY	*** Claim from another period (11/19) ****					
		25,292.80						
		616.38						
		613.91						
		68.20						
		423.08						
		581.75						
		27.23						
		13.46						
		674.22						
		883.19						
		112.99						
		539.40						
		27.25						
		217.16						
		127.54						
		24.87						
		8,018.42						
		99.55						
		27.23						
		12.20						
		81.71						
		38.29						
		33.54						
		5.95						
		24.02						
		24.02						
		48.05						
		36.14						
		57.05						
		28.11						
		665.34						
		10,817.07						
		221.37						
		104.11						

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/Document #/Line \$	Disc \$	PO #	Fund	Org Acct	Object Proj	Cash Account
15643		23 VALLEY DRUG AND VARIETY	*** Claim from another period (11/19) *** 50.00						
	Nov 11/13/19	Court - Paper	2.50			1000	410360	210	101000
	Nov 11/13/19	TH - Paper	5.00			1000	410550	210	101000
	Nov 11/13/19	PD - Paper	7.50			1000	420100	210	101000
	Nov 11/13/19	BD - Paper	2.50			1000	420531	210	101000
	Nov 11/13/19	Water - Paper	15.00			5210	430510	210	101000
	Nov 11/13/19	Sewer - Paper	15.00			5310	430610	210	101000
	Nov 11/13/19	Airport - Paper	2.50*			5610	430300	210	101000
15646		1678 Colette Taylor	*** Claim from another period (11/19) *** 105.00						
	11/22/19	Vacuum Cleaner Reimbursement	105.00			1000	410550	210	101000
15647		67 MONTANA LEGISLATIVE SERVICES	*** Claim from another period (11/19) *** 350.00						
	36343	11/08/19 Set '19 MT Code Annotated	350.00			1000	410360	212	101000
15648		470 American Water Works Association	*** Claim from another period (11/19) *** 318.00						
	2/1/19-1/31/20	membership	318.00*			5210	430510	330	101000
	7001736630	10/23/19 2/1/209-1/31/21 membership	181.17			1000	430200	360	101000
15649		1171 Rex Olson Trucking Inc.	*** Claim from another period (11/19) *** 181.17*						
	1740	11/23/19 PW Dump Truck Service	20.82			5210	430540	220	101000
15650		53 SUPER 1 FOODS	*** Claim from another period (10/19) *** 20.82						
	Oct 10/31/19	Water for testing	20.82			5210	430540	220	101000
15651		53 SUPER 1 FOODS	*** Claim from another period (11/19) *** 35.93						
	Nov 11/30/19	Water for testing	20.82			5210	430540	220	101000
	Nov 11/30/19	PD - Supplies	15.11			1000	420100	336	101000
15652		29 STEVENSVILLE NAPA AUTO PARTS	*** Claim from another period (11/19) *** 142.07						
	537808	11/10/19 FD-Battery	98.09*			1000	420460	212	101000
	537808	11/10/19 FD-Core	18.00*			1000	420460	212	101000
	536444	11/01/19 Sewer-Gear Box Oil	16.49			5310	430610	232	101000
	539076	11/19/19 Sewer-Blue RTV Sealant	8.49			5310	430610	232	101000
	113019	10/31/19 fee	1.00			5310	430610	232	101000
15653		74 STEVENSVILLE RURAL FIRE DISTRICT	*** Claim from another period (11/19) *** 372.99						
	80	10/21/19 25# Annual Compressor Service	340.00*			1000	420460	350	101000
	80	10/21/19 Cookies, Chips, Deli	32.99*			1000	420460	229	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/Document #/Line \$	Disc \$	PO #	Fund	Org Acct	Object	Proj	Cash Account
15656		87 MSU LOCAL GOVERNMENT CENTER	*** Claim from another period (10/19) **** 1,261.42							
		Council & Dept Head Training								
		10/30/19 Council IGC Training	630.71			1000	410211	380		101000
		10/30/19 Department Head Training	210.24			1000	410550	380		101000
		10/30/19 Department Head Training	210.24			5210	430510	380		101000
		10/30/19 Department Head Training	210.23			5310	430610	380		101000
15657		E 59 BITTER ROOT DISPOSAL	399.84							
		3304014 12/01/19 Court solid waste	5.00			1000	410360	340		101000
		3304014 12/01/09 H2O Dept TH facility	29.99			5210	430510	340		101000
		3304014 12/01/09 Sewer Dept TH facility	29.99			5310	430610	340		101000
		3304014 12/01/19 PD solid waste	14.99			1000	420100	340		101000
		3304014 12/01/19 TH solid waste	14.99			1000	411201	340		101000
		3304014 12/01/19 BD solid waste	5.00			2394	420531	340		101000
		3303843 12/01/19 Street solid waste	149.93			1000	430200	340		101000
		3303843 12/01/19 Sewer plant solid waste	49.98			5310	430640	340		101000
		3303843 12/01/19 Park solid waste	99.97			1000	460430	340		101000
		# of Claims	37							
		Total:	35,755.90							
		Total Electronic Claims	533.94							
		Total Non-Electronic Claims	35221.96							

Item Attachment Documents:

- b. Building Department Report

Item Attachment Documents:

- c. Finance Report

Town of Stevensville Finance Report

12 Dec 2019

- Cash Report
- Revenues vs Expenditures
- FY 19-20 Budget Timeline
- Water/Sewer Rates





Town of Stevensville

Cash Report

as of 30 Nov 2019

Fund	Account	Beginning Balance	Received	Transfers In	Disbursed	Ending Balance
1000	General	164,001.13	5,111.90	0.00	49,114.54	119,998.49
2230	Ambulance	-7,953.29	0.00	0.00	943.45	-8,896.74
2250	Planning	879.14	0.00	0.00	0.00	879.14
2310	TIFD	189,626.29	0.00	0.00	0.00	189,626.29
2311	TEDD	7,276.55	0.00	0.00	0.00	7,276.55
2390	Drug Fine-Fort	2,591.79	0.00	0.00	0.00	2,591.79
2394	Building Code	125,085.53	1,927.50	0.00	3,232.26	123,780.77
2410	Dayton Lighting	3,732.66	0.00	0.00	290.14	3,442.52
2420	Peterson Lighting	1,376.10	0.00	0.00	211.01	1,165.09
2430	Geo Smith Lighing	3,900.09	0.00	0.00	320.34	3,579.75
2440	Creekside Lighting	58.55	0.00	0.00	2.70	55.85
2450	Twin Creeks Lighting	2,871.29	0.00	0.00	474.20	2,397.09
2810	Police Training	6,748.84	0.00	0.00	518.25	6,230.59
2820	Gas Apporionment Tax -Operating	2,868.71	0.00	0.00	2,006.25	862.46
2820	Gas Apporionment Tax -Restricted	104,537.35	0.00	0.00	0.00	104,537.35
2821	Barsaa	13,411.94	0.00	0.00	0.00	13,411.94
2889	Heyer Foundation	235.16	0.00	0.00	0.00	235.16
2916	COPS Grant	1,348.92	0.00	0.00	0.00	1,348.92
2940	Economic Development	8,989.48	0.00	0.00	10,112.00	-1,122.52
2987	Jean Thomas Park Fund	75,000.00	0.00	0.00	0.00	75,000.00
4000	CIP	87,334.72	0.00	0.00	0.00	87,334.72
4001	CIP - Sidewalk	52,574.37	0.00	0.00	0.00	52,574.37
4002	CIP - Fire Engine	10,000.00	0.00	0.00	0.00	10,000.00
4002	CIP - Fire Engine Rest	17,541.53	0.00	0.00	0.00	17,541.53



Town of Stevensville

Cash Report

as of 30 Nov 2019

Fund	Account	Beginning Balance	Received	Transfers In	Disbursed	Ending Balance
5210	Water - Operating	518,715.22	23,018.79	18.00	32,231.28	509,520.73
5210	Water - Restricted	2,657.18	0.00	0.00	0.00	2,657.18
5210	Water - Rest. Construction	362,028.00	0.00	0.00	0.00	362,028.00
5210	Water - Rest. Future Payment	91,008.00	0.00	0.00	0.00	91,008.00
5210	Water - Rest. SLA Replacemnt	169,000.00	0.00	0.00	0.00	169,000.00
5250	Water Bond P&I	363,105.22	15,177.41	332.24	0.00	378,614.87
5310	Sewer - Operating	143,597.46	27,472.47	497.64	23,098.70	148,468.87
5310	Sewer - Restricted	302,283.44	0.00	0.00	0.00	302,283.44
5350	Sewr Bond P&I	228,209.81	18,091.52	576.86	0.00	246,878.19
5610	Airport - Operarting	27,870.80	1,540.00	0.00	469.04	28,941.76
5610	Airport - Investment Savings	92,286.70	0.00	0.00	0.00	*** 92286.70
5610	Airport - CD	17,067.40	0.00	0.00	0.00	17,067.40
5620	Airport - Project	10,822.74	0.00	0.00	5,496.62	5,326.12
7120	Firemen's Disability	3.15	0.00	0.00	0.00	3.15
		3,202,691.97	92,339.59	1,424.74	128,520.78	3,075,648.82

*** This amount isn't the amount the Airport has available to use for the next Airport project.

They have outstanding bills from the last project: \$30,075.83

CATEX Service bill: \$ 3,000.00

Total: \$33,075.83



Town of Stevensville

FY19-20 Budget Revenues vs Expenditures

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	%
1000 GENERAL	13,976.27	280,470.46	732,998.00	732,998.00	452,527.54	38%
2230 Ambulance	0.00	2,992.47	3,566.00	3,566.00	573.53	84%
2250 PLANNING	0.00	387.49	4,179.00	4,179.00	3,791.51	9%
2310 Tax Increment Finance District	0.00	691.18	22,900.00	22,900.00	22,208.82	3%
2311 Targeted Economic Development District	0.00	0.00	10,038.00	10,038.00	10,038.00	0%
2390 Drug Fines-Forfeitures Account	0.00	0.00	500.00	500.00	500.00	0%
2394 BUILDING CODE ENFORCEMENT	1,316.73	17,837.59	55,983.00	55,983.00	38,145.41	32%
2410 Dayton Lighting #1 District 55	0.00	1,451.39	3,583.00	3,583.00	2,131.61	41%
2420 Peterson Addn Lighting #2 District 80	0.00	1,055.53	2,606.00	2,606.00	1,550.47	41%
2430 Geo Smith Lighting #3 District 76	0.00	1,604.13	3,954.00	3,954.00	2,349.87	41%
2440 Creekside Lighting #4 District 77	0.00	1,037.04	3,195.00	3,195.00	2,157.96	32%
2450 Twin Creeks Lighting #5 District	0.00	1,892.35	5,844.00	5,844.00	3,951.65	32%
2810 POLICE TRAINING & PENSION	0.00	2,274.67	9,000.00	9,000.00	6,725.33	25%
2820 GAS APPORTIONMENT TAX	0.00	2,572.43	108,000.00	108,000.00	105,427.57	2%
2821 BaRSAA (HB 473)	0.00	0.00	55,385.00	55,385.00	55,385.00	0%
2889 Heyer Foundation Grant	0.00	295.00	530.00	530.00	235.00	56%
2940 Economic Development	0.00	15,885.52	23,277.00	23,277.00	7,391.48	68%
2987 Jean Thomas Park Beautification Fund	0.00	0.00	3,500.00	3,500.00	3,500.00	0%
4000 CAPITAL IMPROVEMENTS	0.00	0.00	56,200.00	56,200.00	56,200.00	0%
4001 Sidewalk Improvements	0.00	0.00	15,000.00	15,000.00	15,000.00	0%
4002 Fire Engine Capital Improvement	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
5210 WATER	5,038.94	285,979.42	724,240.00	724,240.00	438,260.58	39%
5250 WATER BOND Principal & Interest	0.00	30,336.00	91,008.00	91,008.00	60,672.00	33%
5310 SEWER	5,087.03	129,566.99	322,424.00	322,424.00	192,857.01	40%
5350 SEWER BOND PRINCIPAL & INTEREST	0.00	63,176.00	189,528.00	189,528.00	126,352.00	33%
5610 AIRPORT	6.71	9,898.17	27,269.00	27,269.00	17,370.83	36%
5620 Airport Project	0.00	5,496.62	215,000.00	215,000.00	209,503.38	3%
7120 FIREMEN'S DISABILITY	0.00	0.00	4,000.00	4,000.00	4,000.00	0%
Total	25,425.68	854,900.45	2,718,707.00	2,718,707.00	1,863,806.55	31%

Town of Stevensville Budget Timeline

- **16 April** **Departments received their budgets packets**
- **2 May** **Department turned in their budgets**
- **17 May** **Town Finance Officer resigned**
- **23 May** **Mayor forms ad hoc budget committee**
- **23 June** **Town draft budget complete**
- **25 June** **1st ad hoc Budget Committee meeting**
- **16 -22 July** **3 council member resign**
- **30 July** **2nd ad hoc Budget Committee meeting**
- **8 Aug** **Council meeting - new council members appointed**
- **13 Aug** **3rd ad hoc Budget Committee meeting**

- **15 Aug** **Council received budget packet**
- **22 Aug** **Council meeting - preprimary budget scheduled by the council**
- **28 Aug** **Council meeting - preprimary budget presented**
- **5 Sep** **Special Council meeting – discussion preprimary budget**
- **12 Sep** **Council meeting w/departments heads**
- **18 Sep** **Special Council meeting – discussion budget**
- **24 Sep** **Public Hearing on Budget followed by Council meeting adopt budget meeting– Adoption delayed**
- **10 Oct** **Council meeting – no budget action taken**
- **24 Oct** **Council meeting – adoption delayed**
- **14 Nov** **Council meeting – adoption delayed**



Town of Stevensville Water Income and Expenses

Base Rate Cost - Water	
TOTAL EDUs	972

	Year	Month	per EDU
Loan payment	\$ 91,008.00	\$ 7,584.00	\$ 7.80
Reserves		\$ -	\$ -
O&M	\$ 344,335.00	\$ 28,694.58	\$ 29.52
Asset reserves replace	\$ 60,000.00	\$ 5,000.00	\$ 5.14
TOTAL COST	\$ 495,343.00	\$ 41,278.58	\$ 42.47

	Current Rate	Defeciet
Cost per month	\$ 42.47	\$ (11.33)
Cost per year	\$ 509.61	\$ (135.93)

Per bond requirment we must be at 110%	Current Rate	Defeciet
Need to be at per month	\$ 46.71	\$ (15.57)

Current Base Rate
O&M and Bond
\$31.14

Average water rates in MT
\$54 to \$55 a month
MT Rural Water

Rate we Need to be
at O&M and Bond
\$46.71



Town of Stevensville Water Budget Expenses

**Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 12 / 19**

Account	Object	Appropriation
430510 Administration	110 Salaries and Wages	106,250.00
430510 Administration	120 Overtime Wages	4,867.00
430510 Administration	140 Employer Contributions	37,120.00
430510 Administration	210 Office Supplies & Materials	1,375.00
430510 Administration	212 Small Non-capitalized Equipment	500.00
430510 Administration	220 Operating Supplies	900.00
430510 Administration	230 Repair & Maintenance Supplies	200.00
430510 Administration	231 Gas, Oil, Diesel Fuel, Grease, etc.	2,400.00
430510 Administration	232 Motor Vehicle Repair & Maintenance	7,000.00
430510 Administration	311 Postage, Box Rent, etc.	2,006.00
430510 Administration	320 Printing, Duplicating, Typing & Binding	493.00
430510 Administration	330 Publicity, Subscriptions & Dues	2,081.00
430510 Administration	335 Membership & Registration Fees	340.00
430510 Administration	340 Utility Services	2,249.00
430510 Administration	350 Professional Services	9,654.00
430510 Administration	356 Information Technology Services	6,000.00
430510 Administration	360 Repair & Maintenance Services	3,000.00
430510 Administration	370 Travel	2,000.00
430510 Administration	380 Training Services	1,200.00
430510 Administration	500 Help 4 You Assistance	1,259.00
430510 Administration	510 Insurance	5,370.00



Town of Stevensville Water Budget Expenses

Statement of Expenditure - Budget vs. Actual Report

For the Accounting Period: 12 / 19

Account	Object	Appropriation
430510 Administration	520 Premiums on Surety Bond	33.00
430530 Source of Supply & Pumping (Wells	220 Operating Supplies	200.00
430530 Source of Supply & Pumping (Wells	230 Repair & Maintenance Supplies	2,200.00
430530 Source of Supply & Pumping (Wells	340 Utility Services	60,160.00
430530 Source of Supply & Pumping (Wells	350 Professional Services	20,000.00
430530 Source of Supply & Pumping (Wells	360 Repair & Maintenance Services	5,000.00
430530 Source of Supply & Pumping (Wells	510 Insurance	797.00
430540 Purification and Treatment (Plant	212 Small Non-capitalized Equipment	4,000.00
430540 Purification and Treatment (Plant	220 Operating Supplies	14,000.00
430540 Purification and Treatment (Plant	230 Repair & Maintenance Supplies	1,000.00
430540 Purification and Treatment (Plant	231 Gas, Oil, Diesel Fuel, Grease, etc.	200.00
430540 Purification and Treatment (Plant	340 Utility Services	3,202.00
430540 Purification and Treatment (Plant	350 Professional Services	870.00
430540 Purification and Treatment (Plant	510 Insurance	2,293.00
430550 Transmission & Distribution (Line	220 Operating Supplies	23,904.00
430550 Transmission & Distribution (Line	230 Repair & Maintenance Supplies	0.00
430550 Transmission & Distribution (Line	340 Utility Services	1,712.00
430550 Transmission & Distribution (Line	350 Professional Services	3,500.00
430550 Transmission & Distribution (Line	360 Repair & Maintenance Services	5,000.00
		<u>\$ 344,335.00</u>

Past Budget (by year)			
15-16	16-17	17-18	18-19
948,552	358,257	396,272	494,462

Water Utility Capital Improvement Plan

#	Projects	Amount
WAT-1	Phase IV Water System Improvements	\$ 1,384,540.00
WAT-2	Galvanized Pipe Replacement, Central to South	274,230.00
WAT-3	Water Service Replacement and Meter Pits on 3rd and Spring	485,630.00
WAT-4	Interconnection from Buck to Main behind Living Center	310,000.00
WAT-5	Twin Creeks Well Improvements	75,000.00
WAT-6	Hydrant Replacements (2/year)	44,597.00
WAT-7	Valve Additions (2/year)	19,112.00
WAT-8	Valve Box Grade Adjustments (5/year)	7,963.00
WAT-9	4-inch and 6-inch water main replacement	7,000,000.00
WAT-10	Leak Detection (\$5,000.00 a year)	5,000.00
Total		\$ 9,606,072.00



Town of Stevensville Sewer Income and Expenses

Base Rate Cost - Sewer	
TOTAL EDUs	938

	Year	Month	per EDU
REFIANCE RD LOAN	\$ 189,528.00	\$ 15,794.00	\$ 16.84
Reserves		\$ -	\$ -
O&M	\$ 313,019.00	\$ 26,084.92	\$ 27.81
Asset reserves replace	\$ 60,000.00	\$ 5,000.00	\$ 5.33
TOTAL COST	\$ 562,547.00	\$ 46,878.92	\$ 49.98

	Current Rate		
Cost per month	\$ 49.98	\$ 51.09	\$ 1.11
Cost per year	\$ 599.73	\$ 613.08	\$ 13.35

Per bond requirment we must be at 110%	Current Rate		Defeciet
Need to be at per month	\$ 54.98	\$ 51.09	\$ (3.89)

Current Base Rate
O&M and Bond
\$51.09

Rate we Need to be
at O&M and Bond
\$54.96

Item Attachment Documents:

- d. Fire Department Report



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – December 2019

Calls for the Month of November: 50

Calls for Stevensville Town: 28

Calls for Stevensville Rural: 18

Mutual Aid: 4

Medical Response: 38

Fire Calls: 10

Motor Vehicle Crash: 2

Total Calls: 50

Calls for the Year to Date: 602

Calls for Stevensville Town: 261

Calls for Stevensville Rural: 323

Mutual Aid: 18

Medical Response: 463

Fire Calls: 100

Motor Vehicle Crash: 39

Total Calls: 602

Item Attachment Documents:

- e. Police Department Report

Item Attachment Documents:

- f. Public Works Report

**TOWN OF STEVENSVILLE
PUBLIC WORKS ACTIVITY REPORT
December 12th, 2019**

UTILITIES REPORT

Water Production

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	15,222,000	15,832,000

- 💧 Water Leak Repair on Buck St.
- 💧 Water meter repairs, Monthly Water sampling
- 💧 Mapping Curb Valves

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	5,782,000	5,840,000

- 💧 Floats in scum pit failed; New ones are on order
- 💧 Monthly reports to EPA. Monthly and Weekly sampling done

STREETS & TRANSPORTATION

- 💧 Fall "Clean Up"
- 💧 Trimmed trees on Main St.

CEMETERY'S

PARK MAINTENANCE

Item Attachment Documents:

- a. Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/12/2019
Agenda Topic:	Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/12/2019
Notes:	



TOWN COUNCIL
Council Communication

Regular Meeting
December 12, 2019

Agenda Item: 9a, Unfinished Business

Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020

Other Council Meetings

- a. August 28, 2019
b. September 5, 2019
c. September 12, 2019
d. September 18, 2019
e. September 24, 2019
f. October 10, 2019
g. October 24, 2019
h. November 14, 2019

Exhibits

- a. Resolution 449
b. Salaries & Wages Schedule

This agenda item provides Council with the ability to adopt the Final Budget for Fiscal Year 2020.

Background:

In early spring of 2019, Department Heads and staff began work on the FY2020 budget, submitting their budget requests to the Finance Department. The budget was then compiled and reviewed throughout the administration. An AdHoc Budget Committee was appointed by the Mayor's Office to provide public input and insight into the Town's budget.

Many of the initiatives proposed by the staff and Mayor's Office were endorsed by the Budget Committee. The Committee also provided feedback on areas of the budget that could be improved in this and subsequent years. The Committee's recommendations are included in the Preliminary Budget document.

The Council has since held multiple meetings and discussions around the budget, providing their feedback and making modifications to the proposals made by the administration. The State of Montana requires that local government budgets be submitted by October 1st. Resolution 449 approves the Final Budget and establishes wages and salaries, as required by law.

Board/Commission Recommendation: [X]Applicable - []Not Applicable

The AdHoc Budget Committee endorsed the Preliminary Budget as of 8/13/2019

Alternative(s): Do not adopt a FY2020 Budget

MOTION

I move to: Approve Resolution 449, adopting a budget and adopting wages and salaries for Fiscal Year 2019-2020.

RESOLUTION NO. 449

**RESOLUTION FOR ADOPTING A BUDGET, FIXING MILLS,
AND ADOPTING WAGES AND SALARIES FOR
THE TOWN OF STEVENSVILLE, MONTANA
FISCAL YEAR 2019-2020**

WHEREAS, pursuant to Section 7-6-4024, MCA, the Town Council of the Town of Stevensville, Montana has held a public hearing on the proposed budget of Stevensville for the fiscal year 2019-2020 as required by law, and

WHEREAS, pursuant to Local Government Budget Act contained in Title 7, Chapter 6, Part 40 of the Montana Code Annotated, the Town Council of Stevensville has held hearings and passed resolutions as applicable under the above sections.

NOW THEREFORE BE IT RESOLVED, by this Town Council that the budget be approved and adopted, and that checks/warrants be issued in accordance with laws appertaining thereto.

IT IS HEREBY MOVED, SECONDED AND CARRIED by the Stevensville Town Council that “this resolution be adopted” for fiscal year 2019-2020 and;

WHEREAS, the above resolution adopting the budget was passed by the Town of Stevensville Council; and

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

NOW THEREFORE BE IT RESOLVED THAT, the wages and compensation for the elected and appointed Town officers and all Town employees, for Fiscal Year 2019-2020, are hereby established as set forth in the Final Budget attached hereto and by this reference made a part hereof.

BE IT FURTHER RESOLVED THAT, the wages and compensation shall be effective as of July 1, 2019 unless otherwise noted in the attachments hereto.

PASSED AND ADOPTED by the Town Council and approved by the Mayor this _____th day of December, 2019.

Approve:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

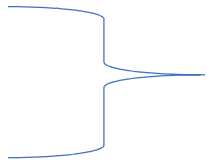
Revenues Compared with Expenditures

	Cash Available	Proposed Revenues	Proposed Expenditures	Capital Expenditures	Cash Remaining	Difference	
1000 General	364,265.34	660,832.00	(689,498.00)	(43,500.00)	292,099.34	(72,166.00)	39.85% ■
2230 Ambulance	(4,591.63)	2,190.00	(3,566.00)	-	(5,967.63)	(1,376.00)	-167.35% ■
2250 Planning	1,266.63	4,500.00	(4,179.00)	-	1,587.63	321.00	37.99% ■
2310 Tax Increment Finance District	190,317.47	30,614.00	-	(22,900.00)	198,031.47	7,714.00	864.77% ■
2311 Targeted Economic Development District	7,276.55	10,599.00	(10,038.00)	-	7,837.55	561.00	78.08% ■
2390 Drug Fines-Forfeitures Account	2,591.42	-	(500.00)	-	2,091.42	(500.00)	418.28% ■
2394 Building Code Enforcement	94,878.62	110,459.00	(55,983.00)	-	149,354.62	54,476.00	266.79% ■
2410 Dayton Lighting #1 District 55	4,891.55	-	(3,583.00)	-	1,308.55	(3,583.00)	36.52% ■
2420 Peterson Addn Lighting #2 District 80	2,218.89	1,050.00	(2,606.00)	-	662.89	(1,556.00)	25.44% ■
2430 Geo Smith Lighting #3 District 76	5,180.18	-	(3,954.00)	-	1,226.18	(3,954.00)	31.01% ■
2440 Creekside Lighting #4 District 77	1,351.37	2,650.00	(3,195.00)	-	806.37	(545.00)	25.24% ■
2450 Twin Creeks Lighting #5 District	4,762.07	2,550.00	(5,844.00)	-	1,468.07	(3,294.00)	25.12% ■
2810 Police Training & Pension	8,496.36	3,750.00	(9,000.00)	-	3,246.36	(5,250.00)	36.07% ■
2820 Gas Apportionment Tax	95,788.37	36,178.00	(18,300.00)	(89,700.00)	23,966.37	(71,822.00)	22.19% ■
2821 BaRSAA (HB 473)	13,411.94	58,154.00	-	(55,385.00)	16,180.94	2,769.00	29.22% ■
2889 Heyer Foundation Grant	530.16	-	(530.00)	-	0.16	(530.00)	0.03% ■
2916 COPS Grant	1,348.92	-	-	-	1,348.92	-	100.00%
2940 Economic Development	30,474.75	10,000.00	(23,277.00)	-	17,197.75	(13,277.00)	73.88% ■
2987 Jean Thomas Park Beautification Fund	75,000.00	-	(3,500.00)	-	71,500.00	(3,500.00)	2042.86% ■
4000 Capital Improvements	87,301.21	71,001.00	-	(56,200.00)	102,102.21	14,801.00	181.68% ■
4001 Sidewalk Improvements	52,572.21	-	-	(15,000.00)	37,572.21	(15,000.00)	250.48% ■
4002 Fire Engine Capital Improvement	27,519.73	-	-	(25,000.00)	2,519.73	(25,000.00)	10.08% ■
5210 Water	1,256,789.75	338,781.00	(344,335.00)	(379,905.00)	871,330.75	(385,459.00)	120.31% ■
5250 Water Bond Principal & Interest	327,739.29	188,968.00	(91,008.00)	-	425,699.29	97,960.00	467.76% ■
5310 Sewer	429,112.68	339,504.00	(313,019.00)	(9,405.00)	446,192.68	17,080.00	138.39% ■
5350 Sewer Bond Principal & Interest	212,739.29	224,844.00	(189,528.00)	-	248,055.29	35,316.00	130.88% ■
5610 Airport	124,132.94	51,573.00	(20,769.00)	(6,500.00)	148,436.94	24,304.00	544.34% ■
5620 Airport Project	(17,889.39)	215,000.00	-	(215,000.00)	(17,889.39)	-	-8.32%
7120 Firemen's Disability	3.15	4,000.00	(4,000.00)	-	3.15	0.00	0.08% ■
	<u>3,399,479.82</u>	<u>2,367,197.00</u>	<u>(1,800,212.00)</u>	<u>(918,495.00)</u>	<u>3,047,969.82</u>	<u>(351,510.00)</u>	<u>112.11%</u> ■
Budget without capital projects	3,399,479.82	2,367,197.00	(1,800,212.00)	-	3,966,464.82	566,985.00	■

Notes

Transfer \$40,000 to Fund 4000, \$3,500 for BaRSS Grant

Storm water repair, Cost share-water/waste water capital projects



(12,932.00)

Infrastructure Projects - Phase I Spring/ E 3rd st Resurfacing Project
City-wide Road Maintenance - 3rd Resurfacing

40K for Police car, 11.5K Fire (Bay lights)

Side walks

SCBA grant match and Addl SCBA

9,406 Bobcat replacement; 250K Land; 25k WW Storage; 95.5K Well Field Pumps

9,405 Bobcat replacement;

Machinery and Equipment

FFA Grant project

FY2020 Salaries & Wages Schedule

Position	FY19 Hourly	FY19 Annual	FY20 Hourly	FY20 Annual Budgeted
Hourly Employees				
Aerobics Instructor (39 hours)	\$12.00	\$468	\$12.24	\$478
Administrative Assistant	\$14.03	\$29,182	\$14.31	\$14,591
Court Clerk	\$13.00	\$13,520	\$13.26	\$13,520
Building Inspector	\$17.00 - \$22.00	\$3,536 - \$17,160	\$17.34 - \$22.44	\$3,536 - \$17,160
Deputy Clerk	\$16.50 - \$18.55	\$34,320 - \$38,584	\$16.83 - \$18.92	\$34,320 - \$38,584
Finance Officer	\$21.00	\$43,680	\$21.42	\$44,533
Lifeguard	\$8.50 - \$8.80	\$2,763 - \$5,720	\$8.67 - \$8.98	\$2,763 - \$5,720
Parks Maintenance	\$12.00	\$8,488	\$12.24	\$2,880 - \$8,400
Police Chief	\$28.82	\$59,946	Attached	
Police Clerk	\$15.00	\$31,200	Attached	
Police Officer	\$18.00	\$25,020	Attached	
Pool Manager	\$10.00	\$5,200	\$10.20	\$5,304
Public Works Assistant	\$15.00 - \$18.80	\$23,400 - \$39,104	\$15.30 - \$19.18	\$23,400 - \$39,894
Public Works Supervisor	\$26.28	\$54,662	\$26.81	\$55,765
Town Clerk	\$18.00	\$37,440	\$18.36	\$38,188
Honorariums & Salaries				
Airport Manager		\$1,200		\$1,200
Assistant Fire Chief		\$2,400		\$2,400
Council Member		\$2,400		\$2,400 - \$2,700
Fire Chief		\$2,400		\$2,400
Mayor	\$19.23*	\$10,000		\$12,000
Contracted Positions				
City Attorney	\$85.00		\$80.00*	
City Judge		\$18,000		\$18,000

LENGTH OF SERVICE/YR 1% LONGEVITY PER YEAR	ENTRY LEVEL, NON-CERTIFIED, NON-ACADEMY TRAINED OFFICER \$18.00/HR	ACADEMY TRAINED OFFICER \$18.25/HR	OFFICER WITH MT BASIC CERTIFICATE \$18.50/HR	OFFICER WITH MT INTERMEDIATE CERTIFICATE \$18.75/HR	OFFICER WITH MT ADVANCED CERTIFICATE \$19.00/HR	SRO WITH BASIC NASRO TRAINING \$18.75/HR	SRO WITH ADVANCED NASRO TRAINING \$19.00/HR	SRO WITH ADVANCED NASRO TRAINING AND INSTRUCTOR CERTIFICATE \$19.25/HR	CORPORAL FTO/OIC MT INTERMEDIATE CERTIFICATE \$19.50/HR
1	18.36	18.62	18.87	19.13	19.38	19.13	19.38	19.64	19.89
2	18.55	18.80	19.06	19.32	19.58	19.32	19.58	19.83	20.09
3	18.73	18.99	19.25	19.51	19.77	19.51	19.77	20.03	20.29
4	18.92	19.18	19.44	19.71	19.97	19.71	19.97	20.23	20.49
5	19.11	19.37	19.64	19.90	20.17	19.90	20.17	20.43	20.70
6	19.30	19.57	19.83	20.10	20.37	20.10	20.37	20.64	20.91
7	19.49	19.76	20.03	20.30	20.57	20.30	20.57	20.84	21.12
8	19.69	19.96	20.23	20.51	20.78	20.51	20.78	21.05	21.33
9	19.88	20.16	20.44	20.71	20.99	20.71	20.99	21.26	21.54
10	20.08	20.36	20.64	20.92	21.20	20.92	21.20	21.48	21.76
11	20.28	20.56	20.85	21.13	21.41	21.13	21.41	21.69	21.97
12	20.49	20.77	21.05	21.34	21.62	21.34	21.62	21.91	22.19
13	20.69	20.98	21.27	21.55	21.84	21.55	21.84	22.13	22.41
14	20.90	21.19	21.48	21.77	22.06	21.77	22.06	22.35	22.64
15	21.11	21.40	21.69	21.99	22.28	21.99	22.28	22.57	22.87
16	21.32	21.61	21.91	22.21	22.50	22.21	22.50	22.80	23.09
17	21.53	21.83	22.13	22.43	22.73	22.43	22.73	23.03	23.32
18	21.75	22.05	22.35	22.65	22.95	22.65	22.95	23.26	23.56
19	21.96	22.27	22.57	22.88	23.18	22.88	23.18	23.49	23.79
20	22.18	22.49	22.80	23.11	23.42	23.11	23.42	23.72	24.03
21	22.40	22.72	23.03	23.34	23.65	23.34	23.65	23.96	24.27
22	22.63	22.94	23.26	23.57	23.89	23.57	23.89	24.20	24.51
23	22.86	23.17	23.49	23.81	24.12	23.81	24.12	24.44	24.76
24	23.08	23.40	23.72	24.05	24.37	24.05	24.37	24.69	25.01
25	23.31	23.64	23.96	24.29	24.61	24.29	24.61	24.93	25.26
26	23.55	23.87	24.20	24.53	24.86	24.53	24.86	25.18	25.51
27	23.78	24.11	24.44	24.77	25.10	24.77	25.10	25.43	25.77
28	24.02	24.35	24.69	25.02	25.36	25.02	25.36	25.69	26.02
29	24.26	24.60	24.94	25.27	25.61	25.27	25.61	25.95	26.28
30	24.50	24.84	25.18	25.52	25.87	25.52	25.87	26.21	26.55

CORPORAL FTO/OIC MT INTERMEDIATE CERTIFICATE AND INSTRUCTOR CERTIFICATE \$19.75/HR	DETECTIVE MT ADVANCED CERTIFICATE \$20.00/HR	DETECTIVE MT ADVANCED CERTIFICATE AND INSTRUCTOR CERTIFICATE \$20.25/HR	DETECTIVE MT ADVANCED CERTIFICATE AND CORPORAL \$20.75/HR	DETECTIVE MT ADVANCED CERTIFICATE AND CORPORAL AND INSTRUCTOR CERTIFICATE \$21.00/HR	CHIEF OF POLICE \$21.50/HR	CHIEF OF POLICE WITH ASSOCIATES DEGREE \$22.50/HR	CHIEF OF POLICE WITH BACHERLORS DEGREE \$23.50/HR	CHIEF OF POLICE WITH MASTER'S DEGREE \$24.50/HR	POLICE CLERK \$16.50/HR
20.15	20.40	20.66	21.17	21.42	21.93	22.95	23.97	24.99	16.83
20.35	20.61	20.86	21.38	21.64	22.15	23.18	24.21	25.24	17.00
20.55	20.81	21.07	21.59	21.85	22.37	23.41	24.45	25.49	17.17
20.76	21.02	21.28	21.81	22.07	22.60	23.65	24.70	25.75	17.34
20.97	21.23	21.50	22.03	22.29	22.82	23.88	24.95	26.01	17.52
21.17	21.44	21.71	22.25	22.51	23.05	24.12	25.20	26.27	17.69
21.39	21.66	21.93	22.47	22.74	23.28	24.36	25.45	26.53	17.87
21.60	21.87	22.15	22.69	22.97	23.51	24.61	25.70	26.80	18.05
21.82	22.09	22.37	22.92	23.20	23.75	24.85	25.96	27.06	18.23
22.03	22.31	22.59	23.15	23.43	23.99	25.10	26.22	27.33	18.41
22.25	22.54	22.82	23.38	23.66	24.23	25.35	26.48	27.61	18.59
22.48	22.76	23.05	23.62	23.90	24.47	25.61	26.75	27.88	18.78
22.70	22.99	23.28	23.85	24.14	24.71	25.86	27.01	28.16	18.97
22.93	23.22	23.51	24.09	24.38	24.96	26.12	27.28	28.44	19.16
23.16	23.45	23.74	24.33	24.62	25.21	26.38	27.56	28.73	19.35
23.39	23.69	23.98	24.57	24.87	25.46	26.65	27.83	29.02	19.54
23.62	23.92	24.22	24.82	25.12	25.72	26.91	28.11	29.31	19.74
23.86	24.16	24.46	25.07	25.37	25.97	27.18	28.39	29.60	19.93
24.10	24.40	24.71	25.32	25.62	26.23	27.45	28.67	29.89	20.13
24.34	24.65	24.96	25.57	25.88	26.50	27.73	28.96	30.19	20.33
24.58	24.89	25.21	25.83	26.14	26.76	28.01	29.25	30.50	20.54
24.83	25.14	25.46	26.09	26.40	27.03	28.29	29.54	30.80	20.74
25.08	25.39	25.71	26.35	26.66	27.30	28.57	29.84	31.11	20.95
25.33	25.65	25.97	26.61	26.93	27.57	28.85	30.14	31.42	21.16
25.58	25.91	26.23	26.88	27.20	27.85	29.14	30.44	31.73	21.37
25.84	26.16	26.49	27.15	27.47	28.13	29.43	30.74	32.05	21.59
26.10	26.43	26.76	27.42	27.75	28.41	29.73	31.05	32.37	21.80
26.36	26.69	27.02	27.69	28.02	28.69	30.03	31.36	32.70	22.02
26.62	26.96	27.29	27.97	28.30	28.98	30.33	31.67	33.02	22.24
26.89	27.23	27.57	28.25	28.59	29.27	30.63	31.99	33.35	22.46

Item Attachment Documents:

- b. Discussion/Decision: Resolution No. 451, A Resolution Decreasing Rates for Users of the Municipal Water System



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Council Member
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/12/2019
Agenda Topic:	Discussion/Decision: Resolution No. 451, A Resolution Decreasing Rates for Users of the Municipal Water System
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/12/2019
Notes:	

RESOLUTION NO. 451

**TOWN OF STEVENSVILLE, MONTANA
TO DECREASE THE RATES FOR THE USERS OF
THE MUNICIPAL WATER SYSTEM**

WHEREAS, the Town pursuant to authority conferred by Montana Code Annotated (M.C.A.), Title 7, Chapter 13, Parts 43 and 44, as amended (the "Act"), and other laws of the State of Montana, has established and presently owns and operates a municipal water system (the "System"); and

WHEREAS, pursuant to Section 7-13-4307, M.C.A., the rates and charges established for the services and facilities afforded by the System shall be sufficient in each year to provide income and revenues adequate for the payment of reasonable expense and operation and maintenance and for the accumulation of such reserves and the making of such expenditures for depreciation and replacement of the System; and

WHEREAS, it is necessary to collect sufficient revenues and pay costs associated with the operation and maintenance of the System; and

WHEREAS, the Town Council has determined that the current rates and charges for the services and facilities afforded by the System are adequate to meet the requirements of Section 7-13-4307, M.C.A.; and

WHEREAS, pursuant to Sections 7-13-4308 and 69-7-101, M.C.A., the Town has the power and authority to regulate, establish, and change, as it considers proper, rates, charges, and classifications imposed for utility services to its inhabitants and other persons served by the municipal systems. Rates, charges, and classifications must be reasonable and just; and

WHEREAS, a notice of public hearing was mailed to all users of the Town's System notifying them of the proposal to increase the rates and charges for water service and notice of public hearing was published as required by Section 69-7-111, M.C.A. A public hearing was held on November 14, 2019 at 6:30 p.m. at the Chambers of the Town Council, Town Hall, 206 Buck Street, Stevensville, Montana, for the purpose of hearing comments from the public on the water rate decrease; and

WHEREAS, all persons appearing were given an opportunity to speak at the public hearing.

NOW, THEREFORE, BE IT RESOLVED, THAT, by the Town Council (the "Council") of the Town of Stevensville, Montana, the new rates for O&M for water shall be effective November 1, 2019.

Section 1. Determination of Annual Budget for System. Each year the Council of the Town shall determine the amount of money needed to pay the costs of the System including but not limited to: (a) the payment of the reasonable expense of operation and maintenance of the System; (b) administration of the System; (c) the payment of principal and interest on any bonded or other indebtedness of the System; and (d) the establishment or maintenance of any required reserves, including reserves needed for expenditures for depreciation and replacement of facilities, as may be determined necessary from time to time by the Council or as covenanted in the ordinance or resolution authorizing any outstanding bonds of the System. Based on the annual needs of the System, the Council will establish monthly charges for the use of the System.

Section 2. Equivalent Dwelling Unit and Water Usage. The Town utilizes an equivalent dwelling unit methodology for billing rates and charges, which is based on the size of the water line or meter servicing each connection. A ¾ inch service, which is the standard service for single family residential users, is 1 Equivalent Dwelling Unit (EDU). The following table shows the number of EDUs for each size of service, based on current metered connections:

Water Line/Meter Size	Connections	Multiplier	EDUs
¾ inch	793	1.00	739.00
1 inch	41	1.79	73.39
1.5 inch	21	4.00	80.00
2 inch	3	7.14	21.42
3 inch	0	16.00	0
4 inch	0	28.57	0
Total			913.81

There are currently 971.81 metered EDUs in the Town.

Section 3. Current Rate. The Town currently bills O&M rates and charges to users of the System on a monthly billing cycle.

Water Line/Meter Size	Cost per EDU	Multiplier	Base Rate
¾"	\$14.75	1.00	\$14.75
1"	\$14.75	1.79	26.40
1.5"	\$14.75	4.00	59.00
2"	\$14.75	7.14	105.31
3"	\$14.75	16.00	236.00
4"	\$14.75	28.57	421.41

Section 4. Rates for November 1, 2019

<u>Water Line/Meter Size</u>	<u>Cost per EDU</u>	<u>Multiplier</u>	<u>Base Rate</u>
3/4"	\$13.90	1.00	\$13.90
1"	\$13.90	1.79	24.88
1.5"	\$13.90	4.00	55.60
2"	\$13.90	7.14	99.25
3"	\$13.90	16.00	222.40
4"	\$13.90	28.57	397.12

The Town will continue the monthly usage charge (the "Usage Charge") of \$1.85 per 1,000 gallons of water used in excess of each user's Base Usage Allowance. For this purpose, "Base Usage Allowance" equals (i) 3,000 gallons, multiplied by (ii) the multiplier for such user, based on the water line/meter size for such user. All water used each month up to the Base Usage Allowance is included in the Base Rate. For example, a user with a 3/4" line has a Base Usage Allowance of 3,000 gallons and will incur the Usage Charge for the amount of water used in excess of 3,000 gallons in a month. The Base Usage Allowance for each line size is shown below.

<u>Water Line/Meter Size</u>	<u>Multiplier</u>	<u>Base Usage Allowance</u>
3/4"	1.00	3,000 gallons
1"	1.79	5,370 gallons
1.5"	4.00	12,000 gallons
2.0"	7.14	21,420 gallons
3.0"	16.00	48,000 gallons
4.0"	28.57	85,710 gallons

1. Upon the implementation of the Base Rate and the Usage Charge, the monthly charge for the use and availability of the System for each user will be the sum of the user's Base Rate and Usage Charge.

Section 5. Further Rate Increases. Subsequent adjustments to the Base Rate and Usage Charge or other charges will be made by resolution of the Town Council duly adopted after a public hearing with notice thereof given as provided by law.

Section 6. Effective Date of Resolution. This resolution shall be immediately filed with the Town Clerk and shall become effective upon passage.

Passed and approved this _____ day of _____, 2019.

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the Town of Stevensville, Ravalli County, Montana (the "Town"), hereby certify that the attached resolution is a true copy of a Resolution entitled: "RESOLUTION OF THE TOWN OF STEVENSVILLE, MONTANA TO INCREASE THE RATES FOR THE USERS OF THE MUNICIPAL WATER SYSTEM" (the "Resolution"), on file in the original records of the Town in my legal custody; that the Resolution was duly adopted by the Town Council of the Town at a regular meeting on the ____ day of _____, 2019, and that the meeting was duly held by the Town Council and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Council Members voted in favor thereof:

_____, voted against the
same: _____ abstained
from voting thereon: _____; or were absent
_____.

WITNESS my hand officially this ____ day of November, 2019.

Monica Hoffman, Town Clerk

Item Attachment Documents:

- c. Discussion/Decision: Resolution No. 452, A Resolution Decreasing Rates for Users of the Municipal Sewer System



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:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Council Member
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/12/2019
Agenda Topic:	Discussion/Decision: Resolution No. 452, A Resolution Decreasing Rates for Users of the Municipal Sewer System
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/12/2019
Notes:	

RESOLUTION NO. 452
TOWN OF STEVENSVILLE, MONTANA
TO DECREASE THE RATES FOR THE USERS OF THE
MUNICIPAL SEWER SYSTEM

WHEREAS, the Town of Stevensville, Montana (the "Town") pursuant to authority conferred by Montana Code Annotated (M.C.A.), Title 7, Chapter 13, Part 43, as amended (the "Act"), and other laws of the State of Montana, has established and presently owns and operates a municipal sewer system (the "System"); and

WHEREAS, pursuant to Section 7-13-4307, M.C.A., the rates and charges established for the services and facilities afforded by the System must be sufficient in each year to provide income and revenues adequate for the payment of reasonable expense and operation and maintenance and for payment of the sums required to be paid into the sinking fund and for the accumulation of reserves and the making of such expenditures for depreciation and replacement of the System; and

WHEREAS, it is necessary to collect sufficient revenues to repay such sewer system revenue bonds and pay costs associated with the operation and maintenance of the System; and

WHEREAS, the Town has determined that the current rates and charges for the services and facilities afforded by the System are adequate to meet the requirements of Section 7-13-4307, M.C.A.; and

WHEREAS, pursuant to Sections 7-13-4308 and 69-7-101, M.C.A., the Town has the power and authority to regulate, establish, and change, as it considers proper, rates, charges, and classifications imposed for utility services to its inhabitants and other persons served by the municipal systems. Rates, charges, and classifications must be reasonable and just; and

WHEREAS, a notice of public hearing was mailed to all users of the Town's System notifying them that it was the intention of the Town to decrease the rates and charges for the System and notice of public hearing was published as required by Section 69-7-11 J, M.C.A. A public hearing was held on November 14, 2019 at 6:30 p.m. at the Chambers of the Town Council, Town Hall, 206 Buck Street, Stevensville, Montana, for the purpose of hearing comments from the public on the sewer rate decrease; and

WHEREAS, all persons appearing were given an opportunity to speak at the public hearing.

NOW, THEREFORE, BE IT RESOLVED, THAT, by the Town Council (the "Council") of the Town of Stevensville the new rates for O&M for sewer shall be effective November 1, 2019.

Section 1. Determination of Annual Budget for System. Each year the Council of the Town shall determine the amount of money needed to pay the costs of the System including but not limited to: (a) the payment of the reasonable expense of operation and maintenance of the System; (b) administration of the System; (c) the payment of principal and interest on any bonded or other indebtedness of the System; and (d) the establishment or maintenance of any required reserves, including reserves needed for expenditures for depreciation and replacement of facilities, as may be determined necessary from time to time by the Council or as covenanted in the ordinance or resolution authorizing any outstanding bonds of the System. Based on the annual needs of the System, the Council will establish monthly charges for the use and availability of the System.

Section 2. Equivalent Dwelling Unit and Water Usage. The Town utilizes an equivalent dwelling unit methodology for imposing rates and charges, which is based on the size of the water line or meter servicing each connection. A 3/4 inch service, which is the standard service for single family residential users, is **1** Equivalent Dwelling Unit (EDU). The following table shows the number of EDUs for each size of service:

<u>Water Line/Meter Size</u>	<u>Connections</u>	<u>Multiplier</u>	<u>EDU</u>
3/4"	793	1.0	703
1"	41	1.79	71.60
1.5"	21	4.00	80.00
2.0"	3	7.14	21.42

There are currently 971.81 metered EDUs in the Town.

Section 3. Monthly O&M Sewer Charge. The Town currently charges users of the System a base rate charge for O&M per EDU per month (the "Base Rate Charge") as follows:

Section 4. Current Rate. The Town currently bills O&M rates and charges to users of the System on a monthly billing cycle.

<u>Water Line/Meter Size</u>	<u>Cost per EDU</u>	<u>Multiplier</u>	<u>Base Rate</u>
3/4"	\$31.60	1.00	\$31.60
1"	\$31.60	1.79	\$56.56
1.5"	\$31.60	4.00	\$126.40
2"	\$31.60	7.14	\$225.62

Section 5. Rates for November 1, 2019

<u>Water Line/Meter Size</u>	<u>Cost per EDU</u>	<u>Multiplier</u>	<u>Base Rate</u>
3/4"	\$29.79	1.00	\$29.79
1"	\$29.79	1.79	\$53.32
1.5"	\$29.79	4.00	\$119.16
2"	\$29.79	7.14	\$212.70

Section 6. Further Rate Adjustments. Subsequent adjustments to the Base Rate and Usage Charge or other charges will be made by resolution of the Town Council duly adopted after a public hearing with notice thereof given as provided by law.

Section 7. Effective Date of Resolution. This resolution shall be immediately filed with the Town Clerk and shall become effective upon passage.

Passed and approved this _____ day of _____, 2019.

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the Town of Stevensville, Ravalli County, Montana (the "Town"), hereby certify that the attached resolution is a true copy of a Resolution entitled: "RESOLUTION OF THE TOWN OF STEVENSVILLE, MONTANA TO INCREASE THE RATES FOR THE USERS OF THE MUNICIPAL SEWER SYSTEM" (the "Resolution"), on file in the original records of the Town in my legal custody; that the Resolution was duly adopted by the Town Council of the Town at a regular meeting on November 14, 2019, and that the meeting was duly held by the Town Council and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Council Members voted in favor thereof:

_____, voted against the same:
_____ abstained from voting
thereon: _____; or were absent
_____.

WITNESS my hand officially this _____ day of November, 2019.

Monica Hoffman, Town Clerk

Item Attachment Documents:

- d. Discussion/Decision: Climate Action Advisory Board



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Dempsey Vick
Second Person Submitting the Agenda Item:	
Submitter Title:	Council Member
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/12/2019
Agenda Topic:	Discussion/Decision: Climate Action Advisory Board
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/12/2019
Notes:	

Climate Action Plan Advisory Board

A board to be made up of 6 members: A Town/City council person, local business owner, member of the school board (dependent on school board approval), a medical provider holding doctorate degree (i.e. MD, DO, DC, etc.), and two members of the public, one that lives within town, and one that lives in the greater Stevensville (Rural Stevensville) area; with one member being elected by the board as Presiding Member, and only votes in the occurrence of a tie.

Scope: The primary scope of the board is to first, create a climate plan for the town; since Stevensville is still a small community, it is pertinent for this board to create a plan for the town (and upon approval of the council) to follow that:

Recognizes the impacts that Stevensville may encounter due to average global temperatures increasing and sea levels rising, which may cause a population increase for the town and immediate surrounding area. Complications that can occur due to this is:

1. Increased crowding in public areas
2. Reduction of resources (water, land, etc.)
3. Increased probability of increased number of illnesses
4. Crowding of schools
5. Overstretching of public services (public works/parks, law enforcement, fire department)
6. etc.

The secondary scope is to address economic development and growth policy, and to ensure that economic development and the growth policy are flexible for a growth rate that could increase within the next decade.

The tertiary scope of the board is to research grants that are designed to help municipalities reduce the amount of energy used, provide improvements to existing infrastructure, climate education for the public, as well as grants that can be used to help with economic development (pertaining to climate change).

This board will report findings and recommendations to the Town/City Council but does not have any spending authority without consent of the council, and no monies are to be designated to the board unless:

1. Council Approves budget amendment for projects, or
2. Monies are donated to the municipality with the request that the monies are for the board by the donor.

The board will also designate a member as secretary, who will be responsible for recording minutes, and responsible for presenting correspondence to the rest of the board.

Item Attachment Documents:

- e. Discussion/Decision: Performing a special audit from May 2019 through July 2019



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/12/2019
Agenda Topic:	Discussion/Decision: Performing a special audit from May 2019 through July 2019
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/12/2019
Notes:	

Agenda Item: 9e, Unfinished Business

Discussion/Decision: Performing a special audit from May 2019 through July 2019

Other Council Meetings

September 12, 2019
September 24, 2019
October 10, 2019
November 14, 2019

Exhibits

a. Cote & Associates, CPA, PLLC Proposal

This agenda item provides Council with the ability to further discuss and take action on a special audit during staff turnover.

Background:

Council approved proceeding with an RFP process in order to conduct a special audit during the absence of a Finance Officer. The current Finance Officer has reached out to several auditors to further research the Council's request.

Many auditors believed it would be cost prohibitive for a firm that is unfamiliar with the Town of Stevensville's processes and systems to audit the time period requested. Instead, it has been suggested that we request our current contracted auditors, Strom & Associates, to review the time frame as a high-risk area, and audit it accordingly.

At their September 26th meeting, Council felt that the best way to proceed was to advertise an RFP and review any proposals that were received. The RFP sought an audit firm that would conduct the following:

- 1) Review of all payroll
- 2) Review of audit trails in Black Mountain Software
- 3) Review of permission levels in Black Mountain Software & provide recommendations for best practices in assignment of permissions
- 4) Audit of bank statements and ledgers

The RFP was published on the Town's website, noticed in the Bitterroot Star, and emailed to auditors on the State Approved Auditor list. Proposals were due on November 1, 2019. No proposals were received.

On November 14th, Finance Officer Robert Underwood suggested that the Council approve the hire the services of a CPA who can assist in closeout of FY2019 and review the transactions during the period in question. Council agreed at the November 14th meeting that Mr. Underwood's solution would satisfy the Council's objective.

A proposal has been received from Jennifer Cote of Cote & Associates of Missoula. The proposal outlines two options for the Town to proceed. The proposal for review and consulting services is attached to this agenda item.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s):

MOTION

I move to: Approve the proposal from Cote & Associates, engaging the services rendered in “option B” of the proposal.

COTE & ASSOCIATES, CPA, PLLC

Phone: 406-543-8088
Fax: 406-543-8088

1225 Cleveland, Suite 1
P.O. Box 430
Missoula, MT 59806

December 5, 2019

Mayor and Town Council
Town of Stevensville
206 Buck Street
Stevensville, MT 59870

This letter is a proposal to provide review and consulting services to the Town of Stevensville. After a visit with Finance Officer, Robert Underwood, he identified two needs (1) perform a review of the Black Mountain Software accounting for the period from the departure of the former financial person, April, to the date that Robert assumed the data entry work, and (2) assist Robert to close the books for June 30, 2019 then prepare the end of year annual financial report (AFR) and possibly the formal financial statements and notes in preparation for the auditor.

There are two methods that can be used to accomplish the above tasks: the first would be to obtain information and documentation from Robert then perform all tasks myself, presenting a finished product OR I can perform the review with some data checking assistance from Robert then work with Robert to guide him through the end of year closing process, preparation of the AFR and financials. Robert and I believe the second method would meet the Town's needs more economically plus give Robert training for closing the year that will end June 30, 2020.

Therefore I propose the following:

- A. Using Robert's assistance I will examine documentation for receipts and payments for the Town of Stevensville for the period of approximately April through July 2019 against the Black Mountain entries and submit a report to the Town Council of the results. Also, if any corrections are found to be needed these will be incorporated in the closing process for June 30, 2019. My fee for this work will be my standard \$65 per hour discounted by 20%. I estimate 40 to 60 hours for this work.
- B. I will guide Robert through the closing process for June 30, 2019 which includes verifying balances and preparing adjusting entries where needed, all work will be documented and available to the auditor.


I will guide Robert through preparation of the Annual Financial Report (AFR). This is due December 31, 2019. We may be a little late but, assuming we are able to begin in December, we should complete the AFR no later than mid-January 2020. As part of the preparation of the AFR we will complete the Management Discussion and Analysis and the notes to the financial statements; these need to be included in the AFR and the financial statements.

I will guide Robert through entry of information from the AFR in the formal financial statements in preparation for the auditor. This will aid the auditor because preparation of the financial statements by the auditor is a threat to independence that needs to be overcome.

I will charge \$45 per hour for this work. I anticipate 60 to 80 hours to complete this process

- C. I will continue to be available to Robert for brief calls or emails at no charge. If requests from Robert or the Council would involve enough time I need to bill for the services I would submit a proposal before beginning work.

If the Town Council wishes to accept all or part of this proposal please indicate by signing below and returning to me by mail or email. I will follow acceptance with an engagement letter required by AICPA standards.


Jennifer Cote CPA
Jennifer@cote-mtcpas.com

The Town Council chooses to accept the following:

_____ A. Review work of the period between finance officers from approximately May to July 2019 using the assistance of Robert Underwood.

_____ B. Assistance to guide Robert Underwood through closing the Town records for June 30, 2019, preparation of the Annual Financial Report (AFR) and formal financial statements to present to the auditor.

For the Town of Stevensville<

Signature

Title

Date

Item Attachment Documents:

- a. Discussion/Decision: Resolution No. 453, A Resolution Declaring Certain Property as Surplus and Authorizing its Disposition



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:	12/12/2019
Agenda Topic:	Discussion/Decision: Resolution No. 453, A Resolution Declaring Certain Property as Surplus and Authorizing its Disposition
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/12/2019
Notes:	

Agenda Item: 10a, New Business

Discussion/Decision: Resolution No. 453, A Resolution Declaring Certain Property as Surplus and Authorizing its Disposition

Other Council Meetings

Exhibits

- a. Resolution 453
- b. Property Disposition Lists

This agenda item provides Council with the ability to declare a list of property as surplus and authorize its disposal.

Background:

Periodically the Town has property and equipment that it no longer needs or has become worn out or obsolete. Section 7-8-4201 MCA allows the Town to dispose of the property by sale, donation, destruction or lease.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not adopt Resolution No. 453

MOTION

I move to: Approve Resolution 453, Declaring Certain Property as Surplus and Authorizing its Disposition.

RESOLUTION NO. 453

A RESOLUTION THE STEVENSVILLE TOWN COUNCIL DECLARNG CERTAIN TOWN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION

WHEREAS, the items herein of Town owned property have served their useful life for the Town of Stevensville purposes and needs are no longer being used or operated by the Town; and,

WHEREAS, the Town does not anticipate using or operating said property at any time in the future; and,

WHEREAS, Montana Code Annotated 7-8-4201 authorizes the Town Council to sell, dispose of, donate or lease any property belonging to the Town; and,

NOW THEREFORE BE IT RESOLVED, by this Town Council that if any property is sold to other than a county or political subdivision, bids will be taken pursuant to 7-5-4307 MCA;

BE IT FURTHER RESOLVED THAT, if any property is sold or transferred to a county or political subdivision, the sale or transfer shall be subject to provisions of Section 7-8-101 MCA.

THE FOLLOWING ITEMS ARE HEREBY DECLARED SURPLUS:

1. 12 Self Contained Breathing Apparatus
2. 40 Breathing Air Bottles
3. 2 John Deere F35 Lawn Tractors w/ Mowers and Blades
4. 2011 Dodge Charger Police Cruiser
5. 2004 Ford Crown Victoria Police Cruiser
6. Miscellaneous Police Vehicle Equipment (Lighting, Sirens, Etc.)

PASSED AND ADOPTED by the Town Council of the Town of Stevensville, Montana, this ____th day of _____, 2019

Approve:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- b. Discussion/Decision: Resolution No. 454, A Resolution Amending the FY2019 Budget



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:	12/12/2019
Agenda Topic:	Discussion/Decision: Resolution No. 454, A Resolution Amending the FY2019 Budget
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/12/2019
Notes:	

Agenda Item: 10b, New Business

Discussion/Decision: Resolution No. 454, A Resolution Amending the FY2019 Budget

Other Council Meetings

Exhibits

A. Resolution No. 454

This agenda item provides Council with the ability to approve a resolution amending fiscal year 2018-19 budget.

Background:

Through the process of closing out a fiscal year, the Finance Department compares the revenue and expenditures that were actually incurred with the budget adopted by Council. Due to a number of unforeseen circumstances, the FY 2018-19 Budget requires an amendment to correct the spending authority in some funds, as well as authorize transfers between funds as authorized by law.

This budget amendment accomplishes the following:

1. Approve additional spending authority in the Drug Forfeiture Fund, 4 lighting district funds and the Firemen's Disability Fund due to underestimation of expenditures.
2. Approve additional spending authority in the Building Code Enforcement Fund due to the unplanned retirement payout of the former Building Official, and accommodating additional staff time during transition.
3. Account for the Market Analysis Grant from the Department of Commerce in the Economic Development Fund.
4. Account for revenue and expenditures associated with the Airport Runway Project.
5. Authorize the transfer of funds into the Capital Improvement Fund from TIF and Building Code Enforcement.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not approve Resolution 454

MOTION

I move to: to approve Resolution 454, a Resolution providing for the amendment of the budget for the Fiscal Year 2018-19

RESOLUTION NO. 454

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE, MONTANA, PROVIDING FOR THE AMENDMENT OF THE BUDGET FOR THE FISCAL YEAR 2018-19

WHEREAS, the Stevensville Town Council adopted the budget for Fiscal Year 2017-18 by Resolution No. 430, amending said budget by Resolution No. 445; and

WHEREAS, the Town Council, in its budget, allocated \$0.00 in the Drug Fines and Forfeitures Fund; and

WHEREAS, the Chief of Police determined the need for equipment for drug enforcement purposes; and

WHEREAS, additional spending authority is needed to cover the costs of said expenditures.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana that the fiscal year 2018/19 budget be amended as follows:

Expenditure	2390-410200-212	\$399.99
-------------	-----------------	----------

AND WHEREAS, the Town Council, in its budget, allocated \$37,628 in the Building Code Enforcement Fund for operating costs; and

WHEREAS, unforeseen expenditures were required to accommodate staff retirement and establishing new personnel.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana that the fiscal year 2018/19 budget be amended as follows:

Expenditure	2394-420531	\$53,188.00
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AND WHEREAS, the Town Council, in its budget, allocated \$3,275 in the Dayton Lighting District Fund, \$3,620 in the George Smith Lighting District Fund, \$2,923 in the Creekside Lighting District Fund, \$5,300 in the Twin Creeks Lighting District Fund for utilities; and

WHEREAS, the costs of lighting and utilities in the respective lighting district funds exceeded the anticipated expenses; and

WHEREAS, additional spending authority is needed to cover the costs of said expenditures.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana that the fiscal year 2018/19 budget be amended as follows:

Expenditure	2410-430263	\$3,583.00
	2430-430263	\$3,954.00
	2440-430263	\$3,195.00
	2450-430263	\$5,844.00

WHEREAS, the Town Council, in its budget, appropriated \$172,238 in the Economic Development Fund for operating costs; and

WHEREAS, unanticipated revenue was received from the Department of Commerce by a grant to conduct a Market Analysis, and

WHEREAS, the revenue and expenditures associated with the grant must be accounted for in the budget.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana that the fiscal year 2018/19 budget be amended as follows:

Revenue	2940-334000	\$10,000.00
Expenditure	2940-410210	\$10,000.00

WHEREAS, the Town Council, in its budget, appropriated \$185,815 in the Sewer Bond Principal & Interest Fund for principal and interest payments on bond related to the sewer systems; and

WHEREAS, the actual interest payment on the revenue bond exceeded the estimate provided by the Finance Department for FY2019,

WHEREAS, additional spending authority is needed to cover the costs of said expenditures.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana that the fiscal year 2018/19 budget be amended as follows:

Expenditure	5350-490200	\$189,528.00
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AND WHEREAS, according to generally accepted accounting principles “When one fund has overdrawn its share of an internal investment pool, that fund should report an interfund liability to the fund that the government's management deems to have lent the amount to the overdrawn fund. The fund deemed to have lent the amount should report an interfund receivable from the borrowing fund. This treatment is unaffected by

whether the lending and borrowing funds are of the same or different fund types or categories. However, in the [economic resources measurement focus] financial statements, those interfund accounts should be eliminated as required for internal balances by GASB Statement No. 34, [Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments,] paragraph 58. [AICPA SLG 2002, ¶5.26]"; and

WHEREAS, it is the intention of the Town Council of the Town of Stevensville to keep its financial records in compliance with all requirements; and

WHEREAS, a fund was established in FY2019 for the Town's ambulance and EMS operations; and

WHEREAS, the expenses in the Ambulance Fund exceeded the revenues for FY2019 and the fund currently has a negative cash balance.

WHEREAS, the Town Council desires to transfer resources from the General Fund to the Ambulance fund to correct the cash balance.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana that the fiscal year 2018/19 budget be amended as follows:

Increase	2230-101000	\$8,158.00
Decrease	1000-101000	\$8,158.00

AND WHEREAS, the Town Council, in its budget, did not anticipate additional expenditures associated with the Airport Runway project; and

WHEREAS, final claims totaling \$_____ were presented for payment; and

WHEREAS, FAA grant reimbursement in the amount of \$_____ was received.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana that the fiscal year 2017/18 budget be amended as follows:

Revenue	5610-331129	\$ _____
Expenditure	5610-430300	\$ _____
Revenue	5620-331129	\$ _____
Expenditure	5620-430300	\$ _____

WHEREAS, the Town Council, in its budget, appropriated \$3,708 in the Firemen’s Disability Fund for transfer to the Firefighters Relief Association; and

WHEREAS, the actual payment due exceeded the estimate provided by the Finance Department for FY2019; and

WHEREAS, the Town received the revenue to cover the payment from the State of Montana; and

WHEREAS, additional spending authority is needed to cover the costs of the annual payment.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana that the fiscal year 2018/19 budget be amended as follows:

Expenditure 7120-510300 \$4,012.00

WHEREAS, the Town Council has established a Capital Improvement Plan for the purposes of making capital improvements across various departments; and,

WHEREAS, reserves in the Tax Increment Finance District Fund and the Building Code Enforcement Fund are financially sound; and,

WHEREAS, State Law restricts the amount that can be held in reserve depending on the fund type and the reserves in the Tax Increment Finance District Fund and Building Code Enforcement Fund have or will reach the maximum allowed by law.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana that the transfer of funds from the Tax Increment Finance District Fund and the Building Code Enforcement Fund into the Town’s 4000 Capital Improvement Fund be authorized so that those funds are in compliance with state law.

WHEREAS, pursuant to Sections 7-6-4006, MCA, the Town Council of the Town of Stevensville, Montana has held a public hearing on this proposed amendment,

Passed and adopted by the Town Council and Mayor of the Town of Stevensville the _____ day of _____, 2019.

Attest:

Approved:

Monica Hoffman, Town Clerk

Brandon E. Dewey, Mayor

Item Attachment Documents:

- c. Discussion/Decision: Resolution No. 455, A Resolution Vacating the 40-foot Alley running through Block 17, Lots 3 through 18, of the Original Townsite of Stevensville, and Establishing an Easement



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/12/2019
Agenda Topic:	Discussion/Decision: Resolution No. 455, A Resolution Vacating the 40-foot Alley running through Block 17, Lots 3 through 18, of the Original Townsite of Stevensville, and Establishing an Easement
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/12/2019
Notes:	



TOWN COUNCIL
Council Communication

Regular Meeting
December 12, 2019

Agenda Item: 10c, New Business

Discussion/Decision: Resolution No. 455, A Resolution Vacating the 40-foot Alley running through Block 17, Lots 3 through 18, of the Original Townsite of Stevensville, and Establishing an Easement

Other Council Meetings

Exhibits A. Resolution No. 455

This agenda item provides Council with the ability to vacate the 40-foot alley running through block 17 of Stevensville's Original Townsite and retaining an easement.

Background:

Multiple property owners have submitted legally sufficient petitions requesting that the Town vacate a 40-foot wide alley that runs through lots 3-18 of block 17 of the original townsite. The required public notices have been published to give the Council the ability to take action on the petitions.

The petitions have been verified by the Town Attorney. State law authorizes the Council to vacate the alley, however it requires that the action can only be done without detriment to the public interest.

Currently, while no roadway exists, a sewer line occupies the alley running north and south. In order to protect the public infrastructure in the alley an easement is necessary. The attached resolution authorizes the administration to proceed with writing and filing an easement on the alley, and vacating forthwith.

Board/Commission Recommendation: [] Applicable - [X] Not Applicable

Alternative(s): Do not approve Resolution 455

MOTION

I move to: to approve Resolution 455, vacating the 40-foot Alley running through Block 17, Lots 3 through 18, of the Original Townsite of Stevensville, and Establishing an Easement.

RESOLUTION NO. 455

**A RESOLUTION OF THE TOWN OF STEVENSVILLE, MONTANA,
TO VACATE THE 40-FOOT ALLEY RUNNING THROUGH BLOCK 17, LOTS 3 THROUGH 18, OF THE
ORIGINAL TOWNSITE OF STEVENSVILLE AND AUTHORIZING AN EASEMENT**

WHEREAS, the Town Council of the Town of Stevensville, Ravalli County, Montana did on 10th day of October, 2019 receive a petition, signed by property owners of Block 17, Lots 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 17, and 18 of the Original Townsite of Stevensville, a platted subdivision of Ravalli County, Montana, to vacate the 40-foot alley; and

WHEREAS, on November 14, 2019, the Town Council of the Town of Stevensville, held a public hearing as required by law on the intent to vacate the 40-foot Alley running through Block 17, Lots 3 through 18, of the original Townsite of Stevensville; and

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville hereby vacates the 40-foot alley in Block 17, Lots 3 through 18 of the Original Townsite of Stevensville, returning 20 feet to each of the property owners of the lots involved.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Town Council authorizes an easement to be written and placed on the 40-foot alley to be vacated and that the vacate shall take effect upon filing of said easement.

PASSED AND ADOPTED by the Town Council of the Town of Stevensville, Montana, this _
_____ day of _____, 2019.

APPROVED:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- d. Discussion/Decision: Resolution No. 456, A Resolution Amending the Personnel Policy Manual for the Town of Stevensville



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:	12/12/2019
Agenda Topic:	Discussion/Decision: Resolution No. 456, A Resolution Amending the Personnel Policy Manual for the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/12/2019
Notes:	



TOWN COUNCIL
Council Communication

Regular Meeting
December 12, 2019

Agenda Item: 10d, New Business

Discussion/Decision: Resolution No. 456, A Resolution Amending the Personnel Policy Manual for the Town of Stevensville

Other Council Meetings

Exhibits

- A. Resolution No. 456
B. Personnel Policy Manual

This agenda item provides Council with the ability to adopt a revised and updated personnel policy manual.

Background:

The Town regularly reviews its personnel policy manual and makes changes as necessary and recommended by the Town's Insurer, and the Town Attorney.

The attached personnel policy manual includes formatting updates and corrections. It also addresses issues in the bullying and harassment section of the policy, where advisors to the Town recommended changes in light of liability factors. The current policy only defines bullying, but does nothing to outright prohibit the behavior or actions. The administration took the advice of legal counsel to address this deficiency.

Additionally, the grievance procedure was of concern. The existing policy had potential to put the Mayor and Town Attorney in situations of a grievance where it was unclear how to navigate and proceed. It had been the recommendation of former Town Attorney Brian West, to revise the grievance policy to not include the Town's Attorney as an avenue of appeal. The updated policy better defines the steps in a grievance and what can, and cannot, be grieved.

The updated policy revises the meal per-diem rates that the Town pays for travel. The rates for the State of Montana changed effective 7/1/2019. The rates in the updated policy would go into effect upon adoption.

The updated policy also includes new references to the recently adopted e-communication policy and the Town's adopted Code of Conduct.

Board/Commission Recommendation: [] Applicable - [X] Not Applicable

Alternative(s): Do not approve Resolution 456

MOTION

I move to: to approve Resolution 456, amending the Personnel Policy Manual for the Town of Stevensville

RESOLUTION NO. 456

**A RESOLUTION ADOPTING THE PERSONNEL POLICY MANUAL
FOR THE TOWN OF STEVENSVILLE**

WHEREAS, the Town Council of the Town of Stevensville adopted the existing Personnel Policy Manual on March 12, 2015, amended the same policy on September 10, 2015, November 12, 2015, February 11, 2016 and May 22, 2017 with the assistance of the Montana Municipal Insurance Authority (MMIA) and the Town Attorney; and,

WHEREAS, the administration recommends changes to Section 35-A, Travel and Expense Reimbursement; and,

WHEREAS, revisions have been recommended by an independent 3rd-party consultant, and the Town's Attorney to address workplace bullying and harassment prevention; and,

WHEREAS, the Town Council intends to update the Personnel Policy Manual from time to time as circumstances change; and

WHEREAS, the Town Attorney and Montana Municipal Insurance Authority have approved of the changes to the Personnel Policy Manual; and

WHEREAS, all previous versions of the Town of Stevensville Personnel Policy Manual are hereby rescinded; and

NOW THEREFORE BE IT RESOLVED, by the Town Council of the Town of Stevensville, that the Personnel Policy Manual is approved and adopted.

PASSED AND ADOPTED by the Town Council of the Town of Stevensville, Montana this ____ day of _____, 2019.

APPROVED:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk



Personnel Policy Manual

Revised by Resolution #456

December 12, 2019

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Town of Stevensville Personnel Policy Manual

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Town of Stevensville Personnel Policy Manual

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Introduction



BRANDON E. DEWEY
MAYOR

Welcome!

It is my pleasure to welcome you as an employee of the Town of Stevensville. Your selection as a successful job candidate is the result of a careful recruitment and evaluation process, and is a confirmation that you possess the education, experience, enthusiasm, pride and professionalism necessary for your success in our challenging and rewarding work environment.

Because we are committed to providing the best possible service and value to the citizens of our historic and dynamic town, we expect you to maintain the highest standards of performance and ethical conduct. In return, we offer competitive salaries, an extensive benefit program, and the satisfaction of working for a forward-thinking community that many call calls “Montana’s first best place!”.

We also value the input and ideas of all our staff. Because we are always working to improve our performance, we welcome employee suggestions for new and better ways to manage our programs, services and workers. I maintain an “open door” policy for all employees: If you need to talk to me directly about your ideas for improving the way we do business, or if you are having work-related problems that aren’t being addressed by your departmental superiors, then you shouldn’t hesitate to call the Town Clerk for an appointment.

Again, welcome to the team that strives every day to make Stevensville a great place to live, work, play and raise a family. Our work here matters. It matters to every child, senior, resident, business owner and visitor to our town, which means your efforts here will matter too. Together, we can make Stevensville even better. I look forward to working with you and to seeing your career thrive here.

Sincerely,

Brandon E. Dewey
Mayor

Receipt Page

It is expressly understood that the policy manual for the Town of Stevensville does not constitute a guarantee of employment or promise of any kind. The Town of Stevensville, in its sole discretion, may direct, hire, promote, transfer, assign and retain employees; supervise, discipline, and relieve employees from their duties; determine and change hours of work, shifts, and methods of operation; establish, change or abolish its policies, practices, rules and regulations.

It is understood that the policy manual is issued to inform employees regarding the operating policies of the Town of Stevensville and is to be used as a guide to Town of Stevensville employees in the performance of their duties. The policy manual may be changed from time to time at the sole discretion of the Town of Stevensville. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies. Violations of the policies set forth in this manual may result in disciplinary action up to and including termination.

The Town of Stevensville Personnel Policy Manual is implemented by a resolution of the Town Council. As such, it is a directive of the Town Council and shall be followed and implemented by the Mayor's Office, all officers and supervisors of the Town and it is expected that all employees adhere to this manual whenever possible.

By signing this statement, you, the employee acknowledges the Town of Stevensville policy manual has been received and that it is your responsibility to read and comply with the policies contained in this handbook.

Signed _____

Date _____

Print Name _____

Position _____

Effective Date of Employment _____

Town of Stevensville Personnel Policy Manual Revision Date December 12, 2019

Attest:

Supervisor _____

Date _____

Overview

The personnel policies of the Town of Stevensville have been established in order to provide a guide to the personnel practices of the Town of Stevensville and to ensure consistency of personnel decisions. It is the intention of the Town of Stevensville to administer the personnel programs in a manner which complies with the letter and spirit of all applicable federal, state and local regulations. The personnel policies of the Town of Stevensville are based on the following principles:

- A. Nothing contained in this Personnel Policy Manual or in any other materials or information distributed by the Town creates a contract of employment between an employee and the Town of Stevensville. During the probationary period, employment is on an at-will basis. This means that employees are free to resign their employment at any time for any reason, and the Town of Stevensville retains the same right.
- B. The Town of Stevensville is an Equal Opportunity Employer and will not discriminate against applicants or employees on the basis of race, religion, gender, national origin, age, citizenship, veteran status, disability, genetics, or other unlawful basis.
- C. Town employees shall abide by the policies and regulations established by the Town of Stevensville, i.e. this Personnel Policy Manual, Safety Manual, Purchasing Policy, Police Department General Manual, Fire Department Standard Operating Procedures, and other functionally related town/departmental standard operating procedures, manuals, etc. Copies of the above documents are kept in each applicable department and are available for review by the employee.
- D. Rates of compensation are established by the Town's classification and compensation plan adopted annually.
- E. The training and education of Town employees is encouraged.
- F. Employees providing efficient and exemplary service deserve recognition by supervisors and department heads.
- G. The Town of Stevensville will make every effort to provide employees with safe working conditions.
- H. The Town of Stevensville will strive to provide prompt attention in the handling of all personnel matters, including complaints, grievances and disciplinary action. Complaints and grievances are ultimately resolved by the Mayor. The Town Council will not handle complaints or grievances filed by an employee.
- I. In the event that any provision of the Town's personnel policies shall conflict with state or federal law, then the state or federal law shall take precedence.
- J. Any term indicating gender is used strictly for grammatical convenience and refers equally to both genders.

1. Definitions

Absence –the failure to report to work and to remain at work as scheduled. It includes late arrivals and early departures as well as absence for the entire day.

Annual Leave – A paid recess or leave of absence; a respite or time of respite from active duty or employment; an intermission or rest period during which activity or work is suspended; a period of freedom from duty or work but not the end of employment.

Conflict of Interest – Conflicts of interest for municipal employees arise when a government employee’s personal or financial interest conflicts or appears to conflict with their official responsibility.

Discipline – Correction or penalty. Discipline is used to bring order to situations where there have been violations of federal, state or local laws and/or violations of Town of Stevensville rules and regulations, employee conduct/behavior/performance standards, or Town of Stevensville policies.

Exempt Employee - Exempt employees are those who, according to the Fair Labor Standards Act (FLSA), are not covered under the provisions pertaining to minimum wage or overtime pay. The FLSA provides for certain exemptions for employees employed in a bona fide executive, administrative or professional capacity. In order to be an exempt employee, certain tests relating to duties, responsibilities and salary must be met (see the Clerk/Personnel Director for details).

Exhibit(s) – All Sample Exhibits in this manual, such as Overtime/Comp Time Requests, Time Off Requests, or Travel Requests are subject to change to meet the needs of the Town of Stevensville.

Grievance – An avenue for any eligible employee to obtain management review of work-related issues that are felt to adversely affect the employee, for which no other means of response, review, appeal or resolution for is provided in this manual. Grounds for submission of a grievance include: Unfair application, interpretation, or violation of Town or Department regulations; or acts of retaliation as a result of utilization of the grievance process.

Immediate Family--The employee’s spouse, any member of the employee’s house hold, or any parent, child, sibling, grandparent, or grandchild, and corresponding step or in-law relationships.

Independent Contractor - Independent Contractors are not considered employees of the Town of Stevensville. Rather, Independent Contractors are those who work on a contract for services basis and must complete work assignments or responsibilities and receive payment (compensation) as identified in the contract. No employee benefits are provided to the Independent Contractor.

Insubordination –Anyone that threatens or assaults an elected official, town officer or supervisor, disobeys, challenges the order of a legally empowered town officer or supervisor, treats with contempt or is disrespectful in language or deportment toward an elected official, town officer or supervisor when the elected official, town officer or supervisor is in the execution of their office commits insubordination.

Insubordination is the act of willfully disobeying one's superior. Refusing to perform an action that is unethical or illegal is not *insubordination*; neither is refusing to perform an action that is not within the scope of authority of the person issuing the order.

Insubordination can manifest itself as a verbal refusal, a nonverbal refusal or an unreasonable delay in completing work. Insubordination includes disrespectful behavior toward an elected official, town officer or supervisor and includes cursing at an elected official, town officer or supervisor, verbally or physically intimidating or bullying a town officer or supervisor or speaking loudly or argumentatively to or about an elected official, town officer or supervisor.

Insubordination includes knowingly disobeying Council Resolutions/Policies, the Town of Stevensville Municipal Code, the Montana Code Annotated and Federal Law.

Leave Without pay - Any approved time off that is not charged to annual leave or sick leave.

Nonexempt Employee - A nonexempt employee is an employee who, according to the FLSA is entitled to receive at least minimum wage and receive overtime pay or overtime compensatory time after the employee has worked 40 hours in a work week period.

Overtime pay is equivalent to one and one-half times the employee's regular hourly pay for each hour over 40 hours worked. Compensatory time is equivalent to one and one-half times the employee's number of hours worked for each hour over 40 hours worked. The FLSA provides for certain exemptions for employees employed in a bona fide executive, administrative or professional capacity.

Regular Full-Time Employee - An employee who normally works 40 hours a week. Regular full-time employees are eligible for all employee benefits.

Regular Part-Time Employee - An employee who normally works less than 40 hours a week. Regular part-time employees are eligible for limited benefits on a prorated basis.

Remote Employee - An employee who performs the majority of their work in a location different from where Town of Stevensville general operations occur. They may or may not be covered under the provisions of the FLSA, depending on the status of their employment, and have specific conditions of employment outlined in their respective employment agreements.

Seasonal Employee - An employee designated as seasonal at time of hire, who performs duties interrupted by the seasons, and who may be recalled without the loss of rights or benefits accrued during the preceding season. The employee is not eligible to become a regular employee without completing a competitive selection process. A seasonal employee may be eligible for limited or prorated benefits.

Short-term Worker - A short-term worker is hired to work for an hourly wage established by the Town of Stevensville for a period not to exceed 90 days within a 12 month period. Short-term workers are not eligible for permanent status and may not be hired without a competitive selection process. The short-term worker is not eligible for any employee benefits including leave, holiday benefits or any insurance benefits.

Sick Leave – Period allowed by an employer to an employee for the employee’s sickness, tending to the needs of an ill immediate family member or attending medical/dental appointments with no loss of seniority or other benefits.

Temporary Employee - An employee who is hired on a temporary basis for a definite period of time not to exceed 12 months and will be terminated at the end of the employment period. This employee may perform temporary duties or regular duties on a temporary basis; however, the employee is not eligible to become a regular employee without completing a competitive selection process. Temporary employees may be eligible for limited or prorated benefits.

Volunteer - A volunteer is a person who gives their services to the Town without any express or implied promise of remuneration. All Town of Stevensville volunteers have no guarantee of employment and no property right to a position, volunteer or otherwise with the Town. In their role as Town of Stevensville volunteers, a volunteer is a representative of the Town and therefore is guided by and subject to the Town’s personnel policy. The volunteer relationship can be terminated at any time by the Town of Stevensville.

Workplace Violence –Any act or threat of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site.

2. Expectations

Welcome to the Town of Stevensville team. The Town of Stevensville wants every employee to know what they can expect from the Town of Stevensville and what the Town of Stevensville expects of each of us. This Policy manual is designed to inform employees what the Town of Stevensville expects of them, Town of Stevensville policies and procedures and the Grievance procedure should employees have a problem.

- Employees are expected to treat members of the public, co-workers, elected officials, vendors, colleagues, and other business contacts with respect and dignity.
- Employees are expected to carry out their duties and responsibilities with attention to detail and perform work in accordance with the policies and procedures of the Town of Stevensville in an efficient and production manner.
- Employee attention to responsibilities and work products should be constant, consistent, efficient and productive. Personal interference or distractions should be kept to a minimum.

- The affairs of the Town of Stevensville are important and are to be considered a confidential trust as well as a responsibility. Employee attitude, ability and productivity and a sense of responsibility are critical aspects of all job descriptions.

3. Authority for Personnel Action

The Town of Stevensville reserves the right to direct, hire, promote, transfer, assign and retain employees. The Town of Stevensville also reserves the right to supervise, discipline, and relieve employees from their duties for any reason determined sufficient by the Town of Stevensville; as well as determine and change hours of work, shifts, and operational methods. The policies, practices, rules, and regulations may be established or changed/abolished with the sole discretion of the Town of Stevensville. The Mayor and/or their designee will execute personnel actions at their discretion, with consultation and/or consent from the Human Resource Representative/Clerk/Town Attorney when necessary and consistent with all applicable laws, regulations and this policy.

4. Diversity, Harassment and Bullying Prevention

A. Equal Employment Opportunity Statement

It is the policy of the Town of Stevensville to ensure equal employment opportunity (as defined by the Equal Employment Opportunity Commission (EEOC)) and the Montana Human Rights Act for all employees. The Town of Stevensville promotes and affords equal treatment and services to all citizens, employees and representatives. The Town of Stevensville assures equal employment opportunity regardless of race, color, religion, national origin, creed, sex, marital status, veteran/military status, genetic history, political belief, age or disability, (as defined by the Americans with Disabilities Act and ADA Amendments Act).

If an employee perceives he/she has been discriminated against, he/she should notify their immediate supervisor or the Mayor or their designee.

B. Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Town of Stevensville is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments Act and equivalent state disability laws. It is the Town of Stevensville's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without a reasonable accommodation.

Consistent with this policy of nondiscrimination, the Town of Stevensville will provide reasonable accommodations to a qualified individual with a disability, provided that such accommodation does not constitute an undue hardship on the Town of Stevensville and/or a direct threat to the health and/or safety of the individual or others.

Employees or applicants who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Mayor or other designee and request such an accommodation. The Town of Stevensville will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The Town of Stevensville will then identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If the accommodation is reasonable and will not impose an undue hardship on the Town of Stevensville and/or a direct threat to the health and/or safety of the individual or others, the Town of Stevensville will make the accommodation. The Town of Stevensville may also propose an alternative accommodation(s). Town of Stevensville is not required to provide the accommodation preferred by the individual, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.)

The Town of Stevensville will also make reasonable accommodations for conditions related to pregnancy, childbirth or related medical conditions, if requested with the advice of the employee's health care provider, as required by law.

C. Definitions of Harassment

Sexual Harassment: According to the EEOC and Montana Human Rights Bureau, sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical advances of a sexual nature. For example:

- Occasions when such conduct, either explicitly or implicitly, is a term or condition of employment
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Examples may include unwanted sexual advances or requests for sexual favors; sexual jokes or innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; gestures; suggestive objects or pictures or other physical, verbal or visual conduct of a sexual nature.

Other Harassment: Harassing behavior based on any other protected characteristic. For example: verbal, written or physical conduct that denigrates or shows hostility or aversion toward another because of his/her race, color, religion, national origin, creed, sex, marital status, genetic history, sexual orientation, political belief, age or disability

D. Harassment Prevention and Reporting

It is the policy of the Town of Stevensville that harassment, based on a protected class will not be tolerated. Each individual has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, employees are expected to act in a professional, cooperative and respectful manner to all contacts.

It is the policy of the Town of Stevensville to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, national origin, creed, sex, marital status, veteran/military status, genetic history, political belief, age or disability both in or outside the workplace, on or off shift, in person or via electronic communication such as email, social media, etc.

Any employee who perceives a conversation or event as harassment, whether the employee is involved or merely observing, should explain to the offender in a calm, but firm manner that the action is perceived as inappropriate and the employee wishes the behavior to stop. Should the behavior continue, the employee should report the activity to their supervisor, or the Mayor or designee.

The Town of Stevensville encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Town of Stevensville to promptly and thoroughly investigate such reports with due regard to confidentiality. The results of the investigation will be communicated to the complainant and the offender. Discipline will follow guidance found in the Discipline Policy.

A follow up review will be completed if harassment allegations have been made to ensure the harassment has discontinued and all parties involved are not subjected to retaliatory behaviors.

E. Definitions of Workplace Bullying

Workplace bullying is repeated, health-harming mistreatment of one or more persons (the targets) by one or more perpetrators that takes one or more of the following forms:

- Verbal abuse
- Conduct which is threatening, humiliating, or intimidating
- Work interference, sabotage, which prevents work from getting done
- Exploitation of a known psychological or physical vulnerability

Workplace bullying can generally be considered as negative acts directed toward employees. However, acts of bullying may also include negative acts towards supervision. These include but are not limited to:

- Intimidating or undermining employees or supervisors by demeaning their work standards, not giving them credit, setting them up for failure and constantly reminding them of old mistakes
- Threatening employees' or a supervisor's personal self-esteem and work status.
- Isolating employees/co-workers from opportunities, information and interaction with others.
- Giving impossible deadlines, creating undue pressure and stress, and overworking employees.

F. Workplace Bullying Prevention and Reporting

All employees are to receive regular training regarding bullying, harassment, and sexual harassment in the workplace.

The Town of Stevensville does not tolerate workplace bullying. Individuals who demonstrate behaviors or commit acts consistent with bullying may be removed from the workplace and may be subject to disciplinary action, including termination.

Employees or elected/appointed officials who observe or experience bullying or intimidation in the workplace shall immediately report it to a supervisor or department head. Supervisors or department heads who receive such reports should contact Human Resources regarding investigating the reports and initiating appropriate corrective action.

G. Retaliation

No hardship, no loss of benefit, and no penalty may be imposed on an employee as punishment for:

- Filing or responding to a bona fide complaint of discrimination, harassment or bullying;
- Appearing as a witness in the investigation of a complaint; or
- Serving as an investigator.

Please report any retaliation to your supervisor, or the Mayor or designee, immediately. Any report of retaliatory conduct will be objectively, timely and thoroughly investigated in accordance with the Town of Stevensville's investigation procedure. Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to disciplinary actions, up to and including termination.

5. Confidential Information/Personal Gain

Employees of the Town of Stevensville may deal with confidential information. It is imperative that employees maintain Town of Stevensville integrity and not discuss Town of

Stevensville business with people who should not be privy to the information. In some circumstances, Town of Stevensville business should be revealed to other Town of Stevensville employees on a need-to-know basis. If an employee has questions regarding confidential information and to whom the information should be revealed, they should consult with the Mayor and/or their designee, or with Town of Stevensville's legal counsel.

Likewise, employees may not use knowledge gained through their employment at the Town of Stevensville to achieve personal gain for themselves or anyone else. Employees cannot participate as a Town of Stevensville employee where they may have private pecuniary interest, direct or indirect, or perform in some function requiring discretion on behalf of the Town of Stevensville. Employees cannot disclose or use confidential information concerning property or Town of Stevensville affairs to advance personal or private interest with respect to any contract or transaction that is or may be subject of official action of the Town of Stevensville.

6. Lawsuits Against the Town of Stevensville

When an employee is approached by a legal process server, they should refer the server to the Mayor and/or their designee or to legal counsel. Should an authority not be available, and the employee is required to accept served papers, it is the employee's priority to locate and forward the information to either of the authorities listed without opening or reading the documents.

No employee shall discuss aspects of any legal situation that a Town of Stevensville is subject to or is currently involved in including but not limited to lawsuits or hearings without first consulting with the Mayor and/or their designee or legal counsel. Likewise, if an employee is approached for a press release or news quote, refer all contacts to the Mayor and/or their designee.

7. Safety and Health

A. Safety Policy

The Town of Stevensville is committed to the safety and health of our employees, members, and work sites. We are responsible for providing the resources necessary for employees to follow the Montana Safety Culture Act and other safety regulations related to our work. We will strive to set expectations for continual improvement as a safe Montana business.

Employee recommendations to improve safety and health conditions will be given thorough consideration. It is the policy of the Town of Stevensville that employees report unsafe conditions and do not perform work tasks if the work is considered by them to be unsafe.

- Employees must immediately report all accidents, injuries/illnesses, near misses, and unsafe conditions to their supervisor.

No such report will result in retaliation, penalty or other disincentive; however, employees will be held accountable for not reporting such incidences. Management will promote and influence safe behavior by both positive reinforcement of correct and safe work practices, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

For this program to be successful, the injured employee must report all injuries to their immediate supervisor on the same day of the incident.

If an employee notices a potential hazard, they should notify the responsible supervisor so that the appropriate corrective action can be identified and implemented.

Employees must use safe driving habits and wear seat belts while traveling in Town of Stevensville vehicles. Employees should not operate or use equipment if they are not authorized or do not have the appropriate licensure.

B. Workers Compensation

Workers' compensation insurance is fully paid by Town of Stevensville and covers all employees. If an employee receives a workplace injury/illness he/she must report it to their immediate supervisor on the same day of the injury/illness. Failure to do so may result in a loss of benefits.

C. Return to Work

Town of Stevensville believes employees are its most important asset. Town of Stevensville is committed to assisting our injured employees to return to work as soon as medically appropriate.

There are many ways to implement a Return to Work program that meets the needs of both Town of Stevensville and an injured employee. When practical, focus will be to modify the employee's existing position and/or work schedule temporarily, or to create a position to accommodate the temporary physical restrictions identified by the treating medical provider. If the injury results in permanent restrictions, Town of Stevensville will follow the provisions of the American's with Disabilities Act.

Please advise your treating medical provider of our Return to Work Program so they are able to design a temporary, transitional duty assignment to allow return to work as soon as possible.

D. Workplace Violence

Town of Stevensville is committed to preventing workplace violence and to maintaining a safe work environment. Town of Stevensville has adopted the following guidelines to deal with

intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities.

All employees, citizens, vendors and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a citizen, vendor or business associate will not be tolerated. Town of Stevensville resources may not be used to threaten, stalk or harass anyone at or outside the workplace, in person or via electronic communication such as email, social media, etc. Town of Stevensville treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, or the Mayor or designee. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

The Town of Stevensville will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The Town of Stevensville will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, the Town of Stevensville may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.

The Town of Stevensville encourages employees to bring their disputes to the attention of their supervisor or the Mayor or designee before the situation escalates. The Town of Stevensville will not discipline employees for raising such concerns in good faith.

This policy prohibits employees from bringing personal firearms or other weapons (including pepper spray, stun guns, batons, etc.) onto Town of Stevensville premises. Employees are also prohibited from carrying firearms or other weapons in Town of Stevensville vehicles or in personal vehicles if conducting Town of Stevensville business.

Police Officers are exempt from the Work Place Violence policy when acting within the course and scope of their duties and privileges as law enforcement officers.

An exception to this Policy must be requested in writing from the Mayor for approval.

If a Town of Stevensville employee has violated this policy, such action may warrant disciplinary action, up to and including termination. If necessary or appropriate, the Town of Stevensville will notify the necessary law enforcement personnel and prosecute violators of

Town of Stevensville Code.

E. Intimate Partner / Family Violence

Employees should promptly inform the Mayor or designee of any protective or restraining order that they have obtained that lists the workplace as a protected area, as well as any safety concerns with regard to intimate partner/family violence. The Town of Stevensville will not retaliate against employees making good-faith reports. The Town of Stevensville is committed to supporting victims of intimate partner/family violence by providing referrals to the company's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

8. Alcohol and Drug Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, (41 USC §§ 701-707), the Town of Stevensville is committed to providing an alcohol-free and drug-free workplace. The Town of Stevensville prohibits the unlawful manufacture, distribution, sale, possession or use of a controlled substance or alcohol in the workplace or while conducting business. All employees must comply with this policy and notify the Mayor and/or their designee in writing of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The Mayor or designee is responsible for notifying the appropriate federal granting agency of the conviction when the employee involved is working on a federal grant or contract, within ten (10) days of learning of the conviction. Employees who violate this policy may be subject to disciplinary action up to and including termination.

The Town of Stevensville currently has an Employee Assistance Program available to employees. The program offers confidential assistance to employees or their family members who are experiencing personal problems including drug and alcohol problems.

Town employees holding a State of Montana Commercial Driver's License (CDL) as required by their job descriptions are subject to mandatory and random drug tests. Refer to the Town of Stevensville Drug and Alcohol Testing Policy.

9. Smoking and Tobacco Use

The Town of Stevensville offices and workspaces are smoke and tobacco free.

This includes, but is not limited to, use of regular cigarettes, cigars, pipes, vapor/electronic cigarettes and any other smoking device, chewing tobacco, snuff, etc.

Employees may smoke during scheduled break and meal periods. Smoking and tobacco use are only permitted in areas outside of buildings, in an area that would not cause offense to any other person. If in doubt, ask your co-workers or people within the area.

Smoking is prohibited inside all Town vehicles.

For those employees who do smoke common courtesy is encouraged by exercising the following:

- Smoking within a presumptively reasonable distance from entrances, exits, windows that open and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that tobacco smoke does not enter the area through entrances, exits, open windows or other means.

10. Hiring and Selection of Employees

The Town of Stevensville's objective is to recruit, select and appoint the best people available for positions.

The hiring supervisor or their designee will create selection criteria prior to accepting applications for the vacant position in accordance with the minimum requirements set forth in the position description. Selection will be on the basis of merit and the principles of equal opportunity will apply.

A. Initial Hiring Preferences:

It is the policy of the Town of Stevensville that hiring preference may be given to regular fulltime or part time Town employees possessing the necessary qualifications for the vacant position, with first considerations given to those employees working for the Town of Stevensville.

The Position shall be open and posted in the workplace for five business days for internal recruitment. Should the most qualified candidate come from that internal posting, the Town is not obligated to open the position to public announcement.

Per MCA 39-29-102 (Veterans' Public Employment Preference Law) and MCA 39-30-103 (Persons with Disabilities Employment Preference Act), the Town of Stevensville shall provide for employment preference in initial hiring (a personnel action for which applications are solicited from outside the ranks of the current regular employees of the Town of Stevensville) for certain applicants. Veterans and Disabled Veterans receive a percentage increase when using a scored process.

If the selection process is other than a scored procedure, the Town of Stevensville shall give

preference to a disabled veteran, a person with a disability, a veteran, an eligible relative and an eligible spouse in that order over any non-preferred applicant holding substantially equal qualifications.

Applicants must claim preference prior to the closing of the announcement, ideally at the time of application.

It is also the policy of the Town of Stevensville that all position vacancy notifications will be sent to all Town employees and the Town Council by electronic media.

B. Preference Related to Injury of a Prior Employee:

Per MCA 39-71-317, when an injured worker is capable of returning to work within 2 years from the date of injury and has received a medical release to return to work, the worker must be given a preference over other applicants for a comparable position that becomes vacant if the position is consistent with the worker's physical condition and vocational abilities. This applies only to employment with the employer for whom the employee was working at the time the injury occurred.

C. New Employees

New employees will complete an informal orientation session with the Mayor and/or their designee. The employee will have the opportunity to complete necessary employment forms required by Federal and State Statutes, as well as payroll and withholding information. The Mayor and/or their designee will explain in general terms the rules and expectations and provide an overview of the pay and benefit packages offered by the Town of Stevensville. The employee will be responsible for reading and following the policies established within the policy manual, to include understanding their employment classification. In addition, new employees will be provided orientation and education specific to the equipment and tasks required of their new position.

All employees will serve a six (6) month probationary period. (Probationary Periods for the Fire Department may differ. Police Officers are statutorily required to submit to a one (1) year probationary period). The probationary period allows time for the employee to learn the position as well as time for the supervisor to evaluate an employee's potential and performance. During the established probationary period, the Town of Stevensville reserves the right to terminate an employee with or without cause. An evaluation should be completed prior to completion of the probationary period to notify the employee of their status (regular, terminated or extended probation when applicable).

D. Employment of Relatives (Nepotism)

No employees will be appointed in a manner inconsistent with the Nepotism laws and definitions as outlined in Title 2, Part 2, Chapter 3, MCA.

11. Outside Employment

The Town of Stevensville should be the primary job for regular full time and part time

employees. Should another position interfere in any way with the employees' ability to satisfactorily complete Town of Stevensville job duties, the employee may receive disciplinary action up to and including termination.

12. Remote Employment

In some situations, the Town of Stevensville may see fit to hire employees who reside in different locations. Remote employment brings with it unique responsibilities and advantages that should not be abused or misused. If a remote employee requires a unique work environment that is deemed unreasonable by the employer or creates a situation which the Town of Stevensville determines is not workable, the Town of Stevensville may require that the employee work out of the appropriate Town of Stevensville facility. If the employee is unable to transition to the designated worksite, the Town of Stevensville reserves the right to take other actions as required in accordance with Town of Stevensville policies. Specific conditions of remote employment shall be included in the employee's individual employment agreement.

13. Personnel Files

The Town of Stevensville maintains records on every employee related to their employment with the Town of Stevensville. The employee's personnel file will contain information such as employment application/resume or cover letter, performance evaluations, training records, commendations and awards, disciplinary records, and resignation/termination records.

Any information obtained for EEO purposes, medical information, Drug and Alcohol Testing records and Background Check Results will be kept in separate, confidential files and accessed only on a need-to-know basis as authorized by the Mayor, Human Resource Representative and/or their designee so long as it does not violate any laws, regulations or policies set forth in this manual.

- Personnel files are confidential and only accessible to the Mayor, Human Resource Representative or Supervisors on a need-to-know basis for personnel actions.
- Upon request to the Mayor, Human Resource Representative and/or their designee and with the Mayor, Human Resource Representative or designee present, employees may inspect and make copies of their personnel records. When appropriate, certain records may be subject to redaction or withholding when employee privacy concerns are implicated.
- Employees should contact the Mayor, Human Resource Representative and/or their designee to establish a convenient review time.

14. Resignation/Termination

A. Voluntary Resignation/Retirement

Employees who are voluntarily resigning from the Town of Stevensville are requested to give a written notice with a minimum of two weeks. Employees will be provided their final paycheck within 15 calendar days or the next scheduled pay period, whichever is less. Any outstanding amounts owed to the Town of Stevensville will be deducted from the employee's final paycheck.

B. Re-Employment

Depending on the circumstances surrounding the resignation, employees who resign from the Town of Stevensville may be eligible for re-employment.

- Former employees will be required to complete an application and proceed through the regular hiring procedure the same as other applicants.
- A former employee who is re-hired by the Town of Stevensville will be considered a new employee and required to complete the 6-month probationary period.
- Date of service, for seniority purposes, will be the date of instatement of the subsequent hiring.
- Subsequent employment and participation in the retirement system will be made in accordance with the rules and regulations of the retirement plan, as well as all applicable federal and state laws.

C. Reduction in Force (RIF)

The Mayor and/or their designee have the authority to determine if the Town of Stevensville workload, funding or other business decisions are such that terminations (via layoff or reductions-in-force [RIF]) are required. Whenever possible, employees will be provided at least two (2) weeks advance notification before the layoff or RIF. Regular employees will not be terminated if temporary or short-term workers are employed in the same position.

The Town of Stevensville benefit providers, the Montana Municipal Interlocal Authority (MMIA) will work in conjunction with the Human Resource Representative, Clerk and/or their designee to ensure relevant benefits information is forwarded directly to the employee at the last known address.

- Employees must keep the Town of Stevensville informed of the address and telephone number where they can be contacted in the event of a recall.
- If the Town is unable to contact an employee within 30 days of the recall, the employee will be eliminated from the recall list and the Town of Stevensville will have no further obligation to recall that employee.
- The Town of Stevensville will have no obligation to recall the employee if they have been on a continual layoff for a period of one (1) year.

D. Involuntary Termination

Regular, non-probationary employees terminated by the Town of Stevensville will be

provided with a letter summarizing the reasons for their termination and the effective date of the termination.

- The Mayor will generate the letter summarizing the reasons for the termination and the effective date of termination, said letter will be reviewed by the Town Attorney prior to issuance to the employee.
- The terminated employee's final paycheck will be issued within 15 calendar days or the next scheduled pay period, whichever is less.
- Any outstanding amounts owed to Town of Stevensville will be deducted from the employee's final paycheck.

Probationary employees may be discharged for any reason that the Town of Stevensville deems appropriate within the probationary period. Termination of a probationary employee may not be appealed through the formal grievance procedure. Any outstanding amounts owed to the Town of Stevensville will be deducted from the employee's final paycheck. The terminated employee's final paycheck will be issued within 15 calendar days or the next scheduled pay period, whichever is less.

Temporary, Short Term, or seasonal employees may be discharged for any reason that the Town of Stevensville deems appropriate. Termination of temporary, short term or seasonal employee may not be appealed through the formal grievance procedure. Any outstanding amounts owed to the Town of Stevensville will be deducted from the employee's final paycheck. The terminated employee's final paycheck will be issued within 15 calendar days or the next scheduled pay period, whichever is less.

The Town of Stevensville will follow the procedure outlined in the Employee Discipline section to terminate a regular, non-probationary employee. An employee terminated for cause does not retain his/her job or benefits pending any grievance appeal, but if he/she wins the grievance, such salary and benefits may be restored retroactively.

15. Personal Appearance and Demeanor

A. Personal Appearance

Employees are expected to dress appropriately for their position, their daily activities, and their expected public contact. Employees attending business meetings or other related contact should dress accordingly. The Town of Stevensville work environment, though a casual atmosphere, may receive visitors, etc. and all personnel are to be dressed appropriately. Hair and cloths should be neat. Any part of an employee's dress, appearance or hygiene that is deemed unprofessional or that may endanger the employee and/or staff may be prohibited by the Mayor and/or their designee. The Mayor and/or their designee may order an employee to take unpaid time to go home and change if their attire is not considered appropriate.

B. Demeanor

All employees are expected to conduct themselves in a manner that will reflect positively regarding the Town and its personnel. Use of language or gestures that may be considered offensive or harassing towards a Citizen, Elected Official, Supervisor, or employee who may take offense is inappropriate and may result in disciplinary action.

16. Work Schedule and Breaks

A. Work Week/Work Schedule/Over Time

The Town of Stevensville's core business hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Most employees are expected to adhere to this schedule, however as described herein, alternative schedules may be considered by the Supervisor and the Mayor. (The Police Department is exempt from this paragraph).

The workweek will begin on Saturday at 12:00 a.m. and end on Friday at 11:59 p.m.

Should it be necessary for any employee to work a schedule outside the normal work schedule in support of required work needed by the Town of Stevensville, the employee will be authorized in writing by the responsible supervisor and approved by the Mayor prior to commencing the alternative work schedule. (The Police Department is exempt from this paragraph).

Non-exempt employees working over 40 hours per week will be paid overtime at one and one-half times their hourly wage rate.

If the Mayor, Supervisor and/or their designee and the employee agree, the non-exempt employee can elect to accumulate compensatory time (comp. time) for use as time-off at a future date at a rate of one and one-half times the number of hours worked over the 40-hour work week.

Non-exempt employees must receive authorization to work planned overtime or comp time hours in writing from their supervisor, prior to working the additional hours.

The Mayor may authorize employees to work Overtime/Comp Time via a Blanket Overtime/Comp Authorization. Those employees are required to report their Overtime/Comp Time worked weekly to the Mayor either by special report or via a Time Sheet.

Maximum accruals of compensatory time shall be limited to 60 hours for regular employees. After maximum accrual, overtime compensation shall be paid. Any unused, accrued comp time hours will be paid to non-exempt employees upon termination of the employment relationship.

Unscheduled overtime must at a minimum be authorized verbally by the responsible supervisor, followed by written confirmation of the authorization. The Mayor is to be informed of all unscheduled overtime authorized by the responsible supervisor via an Overtime Authorization Form.

Overtime is based on actual hours worked. Time off for sick leave, annual leave or any leave of absence will not be considered hours worked for the purpose of overtime.

B. Meals and Breaks

Employees may take one 15-minute break when they are scheduled to work four consecutive hours. Break periods are paid but may not exceed 15 minutes per four consecutive hour period.

All employees are authorized to take an un-paid lunch period of at least thirty (30) minutes per day. The length of time for a given lunch period will be agreed upon between the employee and their immediate supervisor and should not interfere with the employee's performance or needs of the organization. The normal lunch period is one hour unless otherwise specified. Exception - The Police Department is authorized to take a 30-minute paid lunch break. Refer to the Police Policy Manual.

An employee may not use a break or meal period to arrive late or depart work early except under occasional, special circumstances, approved by their immediate supervisor.

C. Flexible Working Schedule

Employees may be allowed to work a flexible work schedule, as approved by their supervisor, outside of the core business hours of 8:00 am to 5:00 pm. Flexible work schedules should be developed departmentally to maintain standard business hours for each unit. All flexible arrangements must be cost neutral and contribute to customer service, productivity and employee morale. The decision to allow a flexible schedule is at the sole discretion of the Town of Stevensville and may not be appealed through the Grievance procedure.

Flexible schedules may include variations in daily beginning and ending work time periods, or a compressed work week providing those schedules comply with state and federal wage and hour laws. Employees desiring flexibility (outside the traditional 8:00 am to 5:00 pm work day), should work directly with their immediate supervisor to detail their adjusted work schedule.

The ultimate goal is that the adjusted flexible schedule will still allow for the employee to meet job requirements and the goals of the Town of Stevensville. Supervisors will be a part of the development, approval and enforcement of flexible work arrangements. If the supervisor deems that the flexible work arrangement is not in alignment with the overall organizational goals, they may not approve a flexible schedule, or may revoke the privilege at any time by advising the employee.

- Supervisors shall examine the effect of a flexible schedule for one employee as to the effects on the remaining employees within a department.

Employees must follow the meals and breaks policy regardless of their set schedule. Considerations and accommodations need to be made in flex schedules for conferences,

meetings, travel, leave, holidays, maintenance issues, special projects, etc. Refer to the **Holiday Policy** for flexible schedules of less than 5, 8-hour shifts/week.

D. Call Back

Employees who are called back to work will be paid at their regular rate until they have worked 40 hours in a workweek at which time, they will be paid at their overtime rate

17. Time Sheets and Payday

A. Attendance

Absence is the failure to report to work and to remain at work as scheduled. It includes late arrivals and early departures as well as absence for the entire day. Regular and punctual attendance is an essential function of every position at the Town of Stevensville and required for efficient operations.

If an employee does not know in advance that they will be absent or unavoidably late, they should telephone their immediate supervisor or in the event the supervisor is out of the office, their designee, prior to the start of the employee's shift. The immediate supervisor may grant permission for alternative notifications or have additional requirements in regard to notification. The responsible supervisor will take appropriate steps to ensure notification to employees of the names and telephone numbers of the designated individuals.

Failure to report an absence as described above or if the tardiness/absence is deemed unreasonable, may result in disciplinary action, up to and including termination.

If the employee fails to give such notification, the absence may be charged to leave without pay.

Absence in excess of three (3) consecutive days without receipt of proper notification by the Town of Stevensville from the employee may be considered to have voluntarily terminated employment with the Town of Stevensville, unless the failure to give such notification was due to circumstances beyond the control of the employee.

When an employee fails to report to work, the immediate supervisor, or their designee may attempt to contact the employee via phone. If they fail to answer, the supervisor, or their designee may attempt to contact their emergency contact and/or request a welfare check.

Unreasonable and/or excessive absenteeism may result in disciplinary action, up to and including termination.

B. Timesheets

Time sheets for the pay period are to be completed by all employees and submitted to their

supervisors when they are requested or when payroll needs to be processed.

- Time Sheets should be completed on a daily basis.
- In the event an employee is unavailable to complete and submit his or her timesheet, he or she may complete the time sheet in advance or call the supervisor and relay the information.
- Time sheets must include the employee's name and hours worked on a daily basis, holiday time, sick leave used, annual leave used, leave without pay, etc.
- The employee must sign the time sheets attesting that all time worked, and leave used is reported for the period.
- The employee's supervisor and/or the Mayor and/or their designee will review and sign the time sheets. Electronic signature may occur when appropriate.

C. Payday

Town of Stevensville employees are paid every two weeks. The employee's supervisor or their designee will distribute the paychecks to employees, unless electronic transmission of payroll is utilized. If the employee desires to release their pay to another authorized person, they shall notify the payroll specialist/clerk or their designee in writing.

Salaries and Honorariums for Elected/Appointed Officials are paid on the last working day of the month.

D. Garnishments

It is the policy of the Town of Stevensville to enforce all wage garnishments as may be required by state and federal law.

18. Annual Leave/Vacation

A. Accrual of Leave

Each regular full-time, regular part-time employee, temporary and seasonal employee shall earn annual leave from the first day of employment but will not be eligible to take the accrued leave until the employee successfully completes a six-month qualifying period.

Regular full-time employees accrue Annual Leave as follows:

Time Worked	Work Day Credit Per Year	Hours per month based on an 8-hour day
1 day through 10 years	15	10
10 years through 15 years	18	12
15 years through 20 years	21	14
21 and over	24	16

Regular part-time employees accrue annual leave on a prorated basis, based upon the hours worked during the pay period.

Temporary and seasonal employees earn annual leave; however, they must be employed for six qualifying months before they may use the annual leave. In order to qualify, seasonal employees shall immediately report back for work when operations resume in order to avoid a break in service.

Short Term Workers do not accrue annual leave.

The maximum annual leave amount accumulated is twice the number of days earned annually at the end of any calendar year. Annual Leave exceeding the maximum amount must be used within 90 calendar days of the next calendar year in which the excess was accrued, or it will be forfeited.

B. Prior Service Accrual

Employees of the Town of Stevensville who worked for another agency within the State of Montana can, with proper certification, have their years of service applied to their Town of Stevensville accrued leave time. Agency is defined as a State, County, City or Town. Special Rules apply to Montana Educators; see the Human Resource Representative for clarification.

C. Requesting Annual Leave

All requests for leave are required to be submitted via hard copy request or if available, electronic leave requests.

Requests for annual leave of five days or more must be submitted two weeks in advance and pre-approved by the employee’s Supervisor or the Mayor and /or their designee. If you are a department Supervisor requesting annual leave of five days or more, your request must be submitted two weeks in advance and pre-approved by the Mayor and/or their designee. If approved by the department Supervisor, they will notify the Mayor and / or their designee of the dates of the employee’s leave.

Leave requests of four days or less are made with the department supervisor a minimum of two days in advance of the requested time off. If the employee is a department Supervisor, your leave request is made directly to the Mayor and/or their designee. If approved, the department Supervisor will notify the Mayor and/or their designee of the dates of the employee's leave.

The annual leave will be approved after considering the best interest of the Town of Stevensville, the employee's unit, and the employee's request. Employees who need to use annual leave due to extenuating circumstances before they finish the qualifying period may ask their Supervisor, the Mayor and /or their designee to grant paid annual leave with the understanding that their leave balance will be affected if their employment is terminated before completing the qualifying period. Should two employees request the same period of vacation, their Supervisor or the Mayor /or their designee has discretion regarding the approval of the leave requests.

An employee, who has passed the six-month qualifying period and has separated from the service of the Town of Stevensville for any reason, shall be entitled upon termination to cash compensation pay-out for accrued and unused vacation leave. The payout will be based upon the employee's salary at time of termination.

Employees who are called back to work while they are on vacation will be paid at their regular rate until they have worked 40 hours in a workweek at which time they will be paid at their overtime rate.

19. Sick Leave

A. Accrual of Sick Leave:

All regular full-time employees earn sick leave from the first day of employment; however, they are not entitled to use paid sick leave until they have been employed continuously for the qualifying period of 90 days. Employees who are sick before they finish the qualifying period may take leave without pay. Sick leave is earned at a rate of eight (8) hours per month, without restriction as to the number of hours that may be accumulated. For calculating sick leave, 2,080 hours (52 weeks X 40 hours) equals one year. Sick leave must be credited at the end of each pay period. Employees may not accrue sick leave while in a leave-without-pay status.

Regular part-time employees earn a prorated amount of sick leave if they have worked the qualifying period. Temporary and seasonal employees are entitled to sick leave benefits provided they work the qualifying period. Short-Time Workers do not accrue leave.

An employee who has passed the 90-day qualifying period and who separates employment from the Town of Stevensville shall be entitled upon termination to cash compensation payout for the unused leave equal to one-fourth the accumulated sick leave. The payout will be based upon the employee's salary at the time of termination.

- Sick Leave may not be used to supplement Annual Leave.

B. Requesting Sick Leave

All requests to use sick leave for purposes of medical appointments should be made to the immediate supervisor, with as much advance notice as possible.

Notification of absence because of illness will be given to the immediate supervisor, via a phone call prior to the start of the employee's shift. The supervisor will notify appropriate staff of the absence. If an employee's immediate supervisor is unavailable for the day, the employee is to notify the supervisor's designee or the Mayor or their designee. The immediate supervisor may grant permission for alternative notifications or have additional requirements in regard to notification. The employer will take appropriate steps to ensure notification to employees of the names and telephone numbers of the designated individuals.

If the employee fails to give such notification, the absence may be charged to leave without pay. Absence in excess of three (3) days without receipt of proper notification by the employer from the employee may constitute just cause for immediate discharge, unless the failure to give such notification was due to circumstances beyond the control of the employee.

C. Use of Leave:

Employees may use sick leave for personal illness or physical incapacity, sickness of immediate family member. Refer to the Bereavement Leave Policy in the event of a death in the immediate family of an employee. Sick leave benefits shall apply to bona fide cases of sickness, accidents, doctor or dental appointments, maternity/paternity leave, and requests for the employees' presence due to immediate family members' illness or emergency.

Sick leave utilized must not exceed the amount accrued by the employee. If the sick leave balance is exhausted, an employee may choose to use his/her accrued annual leave or Leave Without Pay (with approval from the supervisor-see LWOP policy). The Town of Stevensville may not require an employee to use Annual Leave for purposes of illness unless the employee agrees per MCA 2-18-615.

Employees using sick leave that exceeds five consecutive workdays may be asked to furnish a certification of illness from a qualified doctor upon request of their supervisor or the Mayor and/or their designee.

At the Town of Stevensville's request and expense, an employee may be subject to an examination by a physician following a sick leave or other absence occasioned by illness or injury to ensure the employee can complete the necessary functions of the position. Abuse of sick leave may result in disciplinary action up to and including termination.

D. Transfer of Sick Leave/Sick Leave Donation:

Employees will be permitted to transfer sick leave from one employee to another. The receiving employee must have exhausted all accrued sick leave and annual leave. The contributing employee must make the transfer request in writing and must maintain at least 40 hours of sick leave. The transferred sick leave will not change the receiving employee's employment status.

Hours transferred are on an hour-per-hour basis, not calculated based on donating employees' wages. The transferred sick leave is considered forfeited by the contributing employee. Employees shall not be coerced, intimidated or adversely persuaded to transfer their accrued sick leave to the receiving employee. Doing so may result in disciplinary action up to and including termination.

20. Leave Without Pay

A. General Use

Leave without pay (LWOP) may be approved by the immediate supervisor or their designee on a case-by-case basis. LWOP is usually requested when an employee has exhausted all applicable leave balances and has a need to be away from their employment. The immediate supervisor or their designee may require an employee to use all appropriate accrued leave or compensatory time before approving LWOP.

However, an employee cannot be required to exhaust annual leave balances for reasons of illness unless the employee agrees per § 2-18-615 MCA.

Depending upon the circumstances, employees still in their probationary period may be allowed to take LWOP. However, if leave is granted, their probationary period may be extended by the amount of time taken during the leave.

B. Leave accrual during LWOP.

Vacation and sick leave accrue on a prorated basis during leave-without-pay. Employees will not be allowed to use sick or annual leave and will not receive holiday pay while on leave-without-pay status.

1. Health insurance will not be paid by the Town of Stevensville during a period of leave without pay that is 5 working days or more.
2. The employee may choose to continue insurance coverage during the leave by paying the Town of Stevensville the premiums on a monthly basis.
3. If the employee fails to continue the insurance coverage, the insurance may be canceled. Should it be canceled, the employee may be subject to policy restrictions, upon returning to work.

Providing false or misleading information or reasons to justify leave-without-pay may result in disciplinary action up to and including termination.

LWOP is at the sole discretion of the Town of Stevensville and is not subject to the Grievance procedure.

LWOP in excess of two (2) consecutive weeks may be granted for any cause as determined by the immediate supervisor, the Mayor and/or their designee in their sole discretion so long as it doesn't violate any laws, regulations or policies set forth in this manual. Employees may be granted LWOP for a specified time generally not to exceed one hundred eighty (180) calendar days during their employment period.

Whenever possible, the employee should provide their supervisor or their designee with at least 30 days' notice so workloads/tasks can be covered. To request LWOP, employees must provide their supervisor, or their designee the beginning and ending dates of the leave and the reason for the requested leave.

21. Holidays

A. Schedule

The Town of Stevensville will observe the same holidays as recognized by the State of Montana.

- January 1 - New Year's Day
- 3rd Monday in January - Martin Luther King Day
- 3rd Monday in February – President's Day
- Last Monday in May - Memorial Day
- July 4 - Independence Day
- 1st Monday in September - Labor Day
- 2nd Monday in October - Columbus Day

- 1st Tuesday in November during Congressional/Gubernatorial Election Years - State General Election Day
- November 11 – Veterans’ Day
- 4th Thursday in November - Thanksgiving Day
- Friday Following Thanksgiving-employee option to take as a vacation day with approval. Town Hall may only be closed as authorized by the Town Council
- December 25 - Christmas Day

If a holiday falls on a Saturday, the Friday preceding is observed as a holiday. If a holiday falls on a Sunday, the following Monday is observed as the holiday.

B. Eligibility

To be eligible for holiday benefits an employee must be in a paid status on the workday prior to and after the holiday.

C. Accrual

Regular and Temporary Full-Time employees earn eight hours per Holiday. Regular part-time and seasonal employees will earn pro-rata holiday based on the employee’s regular schedule at the time the holiday occurs. Short Term Workers do not earn Holiday pay.

D. Use of Leave

If a holiday falls on an employee’s regularly scheduled day off, the employee will be granted another day off within the same pay period, as agreed upon by the employee and their supervisor, or their designee.

E. Work on a Holiday

An employee who is designated as non-exempt and who is required by management to work on a holiday shall receive one and one-half times the regular rate for the hours actually worked on the holiday and receive holiday benefit hours paid at the regular rate.

Exempt employees required by management to work on a day a holiday is observed shall be granted another day off, within the same pay period.

22. Jury Duty Leave

Any regular full-time or regular part-time employee who is required to serve on a jury shall be allowed authorized leave with pay. This may also include when an employee is subpoenaed as a witness or required to appear before a court or legislative committee/quasi-judicial body in response to a subpoena or other directive.

A probationary employee may have his/her probationary period extended by the same amount of time as required for serving on jury duty.

An employee who received notice of jury duty or witness service must notify his/her supervisor immediately in order that arrangements may be made to cover the position. The Town of Stevensville reserves the right to request that an employee who is called for jury be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

The employee is responsible to present the issued check for all jury or witness fees to the Clerk/Human Resource Representative. Reimbursement for mileage and actual expense fees are not required to be forfeited to Town of Stevensville. The employee may keep any witness fees or court payment if the services are performed on the days of his/her regularly scheduled days off.

Benefits continue to accrue while an employee is on jury duty leave. If excused as a juror on any given day, the employee is expected to contact his or her supervisor and to report to work as instructed.

23. Public Office Leave

Employees elected or appointed to a public office shall be granted an unpaid leave of absence, not to exceed 180 days per year while performing the public service. Employees will be restored to their positions, with the same seniority, status, compensation, hours, locality, and benefits as existed prior to their leaves of absence for public service. Reference § 39-2-104 MCA. Employees must return to work within 10 days following the completion of the service unless they are unable to return due to an illness that has been certified by a medical doctor. The Town of Stevensville will comply with all relevant restrictions and guidelines provided within the Hatch Act, (5 U.S.C. 7321 through 7326, as amended).

24. Military Leave

The Town of Stevensville shall comply with all provisions outlined in the Uniformed Services Employment and Reemployment Rights Act, (USERRA, 38 USC Sec. 4031 et seq) as well as all relevant state laws (to include MCA 10-1-1009) covering members of the Montana Army and Air National Guard.

An employee who is a member of the Montana National Guard or any United States military force or Reserve Corps and who has been an employee for a period of six months shall be given leave of absence with pay for a period of time not to exceed 120 hours in a calendar year.

Unused leave may roll to the next calendar year, not to exceed 240 hours total for the calendar year. Any excess leave, beyond 240 hours, will be forfeited. Military Leave can be for attending regular encampments, training cruises, and similar training programs of the military forces of the United States.

Employees employed less than six months are entitled to unpaid leave for the purposes listed above. Employees using Military Leave must report it as such on their timesheets and have prior approval for leave. This leave will not be charged against the employee's annual leave.

25. Bereavement Leave

In case of a death in the immediate family, an employee will be granted three days of Bereavement Leave that will not be charged to the employee's accumulated sick leave or annual leave. If additional time is required, an employee may be allowed additional days for bereavement purposes via the use of sick leave or annual leave, with prior supervisor's approval. (See definitions for immediate family)

In case of a death of a family member, outside the immediate family, or another person with prior supervisor's approval, an employee will be granted one day of Bereavement Leave that will not be charged to an employee's sick leave or annual leave. If additional time is required, an employee may be allowed additional days for bereavement purposes via the use of annual leave.

26. Maternity Leave

The Town of Stevensville will conform to the Pregnancy Discrimination Act (Civil Rights Act of 1964 as amended, Title VII, Section 701 et seq.) as well as all relevant pregnancy leave provisions in federal, state and local statutes. A female employee will not be terminated because of her pregnancy. Employees who are disabled as a result of pregnancy will not be denied any compensation that they are entitled to as a result of the accumulation of leave benefits accrued; however, the Town of Stevensville reserves the right to require medical verification that the employee is not able to perform employment duties.

The Town of Stevensville will grant the employee a reasonable leave of absence for pregnancy but will not require an employee take a mandatory maternity leave for an unreasonable length of time.

Employees should notify their supervisor or the Mayor and/or their designee of a desire to take Maternity Leave upon confirmation of pregnancy. As soon as reasonable, the employee should report the expected due date, the estimated leave of absence, and anticipated complications that may affect current leave requests.

Upon signifying intent to return to work at the end of the leave of absence, the employee will be reinstated to the original job and/or equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other benefits.

27. Parental Leave

The Town of Stevensville will provide Paid Parental Leave (PPL) to eligible employees for parents to bond and care for a newborn child or a child placed for adoption. Eligible employees are regular or probationary status employees employed at least 180 consecutive calendar days. In the event both parents, including established domestic partners, are employed by the same department, both may take PPL at the same time.

Eligible employees are entitled to a maximum of 6 continuous work weeks of PPL in a calendar year. No employee may be absent on PPL for more than 6 calendar weeks in a calendar year, regardless of work schedule. For employees working part time with regular, irregular, or intermittent schedules, paid hours of PPL during the six-week period will be based on the average hours worked in the six weeks immediately prior to the date PPL is to commence. There is no limit on how many times an eligible employee may use PPL during the course of their employment.

Requests to use PPL should be submitted in writing to the employee's supervisor and Human Resources Department with as much notice as possible. HR and the supervisor will work together to coordinate the use of PPL with other approved leave requests. PPL must be taken continuously commencing with the birth or placement of a child for adoption. PPL will count concurrently against Family and Medical Leave for employees eligible. PPL must be exhausted before use of other paid leave or leave without pay. When a holiday falls during an employee's PPL the employee will be paid for the legal holiday instead of PPL.

28. Family Medical Leave

It is the policy of the Town of Stevensville to offer limited Family Medical Leave benefits to its employees as described below.

An eligible employee can take up to 12 weeks of leave per year if he/she has worked for at least 1,250 hours within the previous 12 months and have been employed for 12 months.

Family Medical Leave can be taken for the following reasons:

- The birth or placement of a child for adoption or foster care,
- The serious health condition of a spouse, child or parent, or
- An employee's own serious health condition

Employees are required provide at least a 30-day notification of intent to use Family Medical Leave whenever possible.

Employees will be required to use their paid vacation, comp time and/or sick leave for any part of the 12-week period. The remaining portion of the leave will be unpaid leave. (An

employee cannot be required to exhaust annual leave balances for reasons of illness unless the employee agrees per § 2-18-615 MCA.)

Employees will only be provided a total of 12 weeks in a rolling 12-month period looking back from the first day of the leave request. (For example: If an employee took 12 weeks leave beginning July 1, 2012 and requested to take 12 weeks leave beginning May 1, 2013, the request would be denied because the employee used 12 weeks looking back from May 1, 2012 through April 30, 2013.)

Upon request of your Supervisor and/or the Mayor/Human Resource Representative, employees must provide certification explaining the serious health condition or the family member's condition. It should detail:

- The date on which the condition began
- The probable duration of the condition
- Appropriate medical facts regarding the condition
- A statement that the employee is needed to care for a spouse, parent or child
- A statement that the employee's own health condition makes it impossible for him or her to work

These reports are confidential and will remain in the employee's medical personnel file.

If the Town of Stevensville is not satisfied with the certification, it may require a second opinion at our expense. In the event of conflicting opinions, a third provider will be retained, also at our expense, to render a binding decision.

Under certain conditions, employees who are designated as "key" may be denied job restoration rights. These employees must be in the highest paid 10% of the work force and their absence must mean a substantial economic loss to the organization. If a person designated as "key" still takes family leave, the Town of Stevensville will pay the health care premiums, but no guarantees are made about returning them to the positions they left.

An employee who fails to return to work on his or her regularly scheduled work day after the pre-approved leave without pay period will be considered to have voluntarily resigned unless the leave period is extended, in advance, by the Mayor. Providing false or misleading information or reasons to justify a Family Medical Leave absence may result in discipline, up to and including termination. Family Medical Leave provisions indicate that at the Town of Stevensville discretion, health care premiums may be recovered from employees who do not return to work.

29. Breast Feeding in the Workplace

Women returning from maternity leave who wish to continue breastfeeding or expression of milk for their child(ren) will be provided a private space (other than a toilet stall) with suitable lighting and electricity if necessary, for pumping apparatus.

- The selection of the space will be made on a case-by-case basis in consultation with the employee.
- Standard break times will be primarily utilized with additional unpaid break time(s) provided as mutually agreed upon.
- Additionally, the Town of Stevensville will make every effort to provide suitable facilities for milk storage during the employee's daily work period.
- All requirements listed in MCA 39-2-215, 39-2-216, 39-2-217 will be complied with.

30. Performance Management and Evaluations

Regular employee performance evaluations are provided to non-probationary employees. The evaluations report progress and allow correction of any deficiencies, recognize employee strengths and special abilities as well as provide an opportunity to discuss areas that need improvement. Annual appraisals and evaluations should provide an ongoing performance record. This may be used as a supportive documentation for personnel actions such as promotions or demotions. They also provide employees an opportunity to discuss personal goals, Town of Stevensville goals and means for improvement. Annual evaluations provide an opportune time to formulate or update the employees' job descriptions.

Probationary employees will receive informal feedback throughout their probationary period. The supervisor or the Mayor and/or their designee may at their discretion formally evaluate the probationary employee at the end of the probationary period at which time the employee will be advised of his or her status (regular or terminated.)

The employee's immediate supervisor or the Mayor and/or their designee will complete the evaluation using their job description, and the Town of Stevensville personnel policy manual as the appraisal basis. The employee is encouraged to complete a preliminary self-appraisal to prepare for the evaluation meeting. The employee and the evaluator shall schedule a conference to discuss the employee's job performance and the job description. The conference will provide the opportunity for the employee to work with their supervisor or the Mayor and/or their designee to develop the employee's understanding of the position, annual goals, training needs, budget restraints/needs and improvement plan. If the employee, their supervisor or the Mayor and/or their designee do not agree on an evaluation result, the employee may respond in writing within 10 working days and attach the statement to the performance evaluation form.

The employee, their supervisor or the Mayor and/or their designee will sign and date the evaluation form. If the employee refuses to sign the evaluation form, documentation of their

refusal will be added to their evaluation. The employee's signature will indicate that the employee has reviewed the evaluation with their supervisor or the Mayor and/or their designee and understands the comments contained within the evaluation.

Annual performance evaluations form the basis for an employee's merit increase.

31. Discipline

The Town of Stevensville, at its discretion, may investigate and take disciplinary action upon learning of a suspected violation of federal, state or local laws, the Town of Stevensville rules and/or regulations, employee conduct/behavior/performance standards, the Town of Stevensville policies, or other conduct not in the best interests of the Town of Stevensville. The supervisor and/or the Mayor or their designee will notify the employee of the suspected violation and will then perform an investigation. Employees may be placed on administrative leave (with or without pay) pending investigation. All employees shall be briefed on Garrity Rights when necessary.

- The employee will be notified in writing of the suspected violation or misconduct, will be included in the investigative process and allowed to share their account of the suspected violation or misconduct in question before discipline is issued.
- At the sole discretion of the Town of Stevensville the supervisor, the Human Resource Representative, the Mayor and/or their designee will conduct the investigation including employee interviews.
- The employee being interviewed may request an attendee of their choosing be present at the interview; however, such attendee will be permitted to observe only and will not be permitted to participate in the interview.
- Upon conclusion of the investigation, the Town of Stevensville will decide whether discipline is appropriate and if so, at what level. All affected parties will be advised, at an appropriate level, of the investigation results.
- Discipline, as determined by the Town of Stevensville, may be imposed in one of the following forms. This is not a progressive discipline policy.

A. Oral Reprimand

The supervisor and/or Mayor /HR Representative will meet with the employee to explain the issue(s), the expectations moving forward, and the consequences should the employee not conform or comply with the stated expectations.

- This conversation will be summarized in writing.
- The employee and the supervisor will sign the summary which attests that the

meeting took place, that the employee understood the problem and the corrective action required.

- The summary will be placed in the employee's personnel file.

B. Written Reprimand

The supervisor and/or Mayor/ HR Representative will meet with the employee to explain the issue(s), the expectations moving forward, and the consequences should the employee not conform or comply with the stated expectations.

- The summary of the issue(s) and the corrective action required will be presented in a letter to the employee.
- The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.
- The summary will be placed in the employee's personnel file.

C. Suspension (with or without pay)

The supervisor and/or Mayor/HR Representative will meet with the employee to explain the issue(s), the expectations moving forward, and the consequences should the employee not conform or comply with the stated expectations.

- The summary of the issue(s), the corrective action required, and the dates and conditions of the suspension will be presented in a letter to the employee.
- The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.
- The summary will be placed in the employee's personnel file.

D. Demotion - Loss of Duty

The supervisor and/or Mayor/HR Representative will meet with the employee to explain the issue(s), the expectations moving forward, and the consequences should the employee not conform or comply with the stated expectations.

- The summary of the issue(s), the corrective action required, and the specific conditions of the demotion will be presented in a letter to the employee.
- The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.
- The summary will be placed in the employee's personnel file.

E. Termination

If the Town of Stevensville determines that the appropriate disciplinary action is termination, Regular, Non-Probationary employees will receive a letter that documents the problem and summarizes the results of the investigation. The letter will detail the cause and date of discharge. The letter shall also include a copy of the Grievance Procedure Policies. The supervisor and/or Mayor/HR Representative will meet with the employee and provide him/her with the letter. All terminations must be approved by the Mayor.

Police Officers have a statutory right to appeal any action taken against them by taking the matter before the Police Commission.

32. Grievance

The Town of Stevensville is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, or question receives a timely response. The Town strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect and are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practice, they may express their concern through a grievance process. No employee shall be penalized, formally or informally, for voicing a complaint in a reasonable, professional manner using the grievance process. While a formal grievance process is in place, employees are encouraged to first informally discuss any issue with their immediate supervisor.

A. Scope

The grievance procedure provides an avenue for any eligible employee to obtain management review of work-related issues that are felt to adversely affect the employee, for which no other means of response, review, appeal or resolution for is provided in this manual. Grounds for submission of a grievance include:

1. Unfair application, interpretation, or violation of Town or Department regulations; or
2. Acts of retaliation as a result of utilization of the grievance process.

B. Statement of Grievance

At each step in the process, the written grievance must include the following:

1. A statement of the grievance and the facts upon which it is based;
2. A description of the specific wrongful act and harm done to the grieving employee; and
3. A statement of the remedy or adjustment sought.

C. Informal Grievance Procedure

Within ten (10) working days of the date on which the grievance is alleged to have occurred, the employee shall discuss the grievance with the employee's immediate supervisor. Once this discussion takes place, the employee and supervisor shall have five (5) working days from the date of that discussion to attempt to resolve the grievance. If the grievance is not resolved within that five-day time period the employee may submit the grievance, in writing, to the formal grievance procedure as set forth below.

D. Formal Grievance Procedure

1. Step One – Department Head

If the grievance is not resolved informally, the employee may resolve the grievance, in writing, to the employee's department head within ten (10) days of the date on which the employee discussed the grievance with the immediate supervisor. The department head shall have ten (10) working days from the date of receipt to respond to the grievance in writing.

If the grievance is against the department head, it should be filed with the Town's Human Resource Representative (Step 2).

2. Step Two – Human Resources

If the department head's response does not resolve the grievance, the employee may appeal in writing to the Town's Human Resource Representative, within ten (10) working days of receiving the department head's written response. The Town's Human Resource Representative shall have ten (10) working days from the date of receipt to respond to the grievance in writing.

3. Step Three – Mayor

If the Human Resource Representative's response does not resolve the grievance, the employee may appeal in writing to the Mayor, within ten (10) working days of receiving the Human Resource Representative's written response. The Mayor shall have twenty (20) working days from the date of receipt to respond to the grievance in writing. The Mayor's response constitutes the final step in the grievance procedure, and the grievance shall be considered as settled based on the Mayor's response.

If an employee wishes to file a grievance against the Mayor, it should be filed with the Town's Human Resource Representative (Step 2).

E. Alternative Dispute Resolution

Nothing in this policy precludes the employee and employer from mutually agreeing to engage in alternative dispute resolution, including, but not limited to, mediation, fact-finding or binding arbitration. Any costs involved in alternative dispute resolution shall be split equally between the employer and the employee.

33. Telephone Use

A. General Use

While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with company phones. Excessive personal calls/texts during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal calls during work time and use phones only during scheduled breaks or lunch periods. Employees should be courteous of co-workers and others in the work area when holding personal phone calls at work.

B. Town of Stevensville Issued Cell Phone Use

The Town of Stevensville may determine to issue individual cellular phones to employees.

It is the Town of Stevensville policy that employees who are issued or use a company cell phone understand the phones are issued for business use. Employees are expected to make every effort to not exceed the current contracted allowed minutes and/or data usage.

Cell phone bills are reviewed regularly. Any excess data use may be subject to additional review and could lead to disciplinary action up to and including termination if determined to be non-work related.

34. Computer Use

Use of the Town of Stevensville's electronic communications equipment, systems and/or tools is a privilege. Electronic communications equipment should be used for activities that fall within the course and scope of the employee's job duties. Personal computer use that is deemed excessive or inappropriate by the Town of Stevensville or computer use that is illegal is prohibited and may result disciplinary action up to and including termination.

New employees will be given a period of instruction on the Town of Stevensville's computer equipment by the Department Supervisor or designee as part of their new employee orientation. Upon completion of the period of instruction, a statement signed by the employee and their supervisor will be entered in the employee's personnel file. If the employee refuses

to sign the statement, a written statement documenting their refusal will be added to their personnel file.

A. Email

Employees are responsible for the content and dissemination of their messages. This responsibility includes ensuring that their messages are accurate, courteous and that they do not violate another's right to privacy or confidentiality. If an employee has a question pertaining to the content of an email, they should consult with their supervisor.

No employee may access another employee's email, supervisor's email, Town Officer's email or Elected Official's email without proper authorization.

Refer to the Electronic Communication Policy (Res. 439) for guidance to employees, elected and appointed officials and business associates who are provided with access to the Town's E-Communication systems.

B. Security

The Town of Stevensville owns the contents of all files stored on its systems, all messages transmitted over its systems, and reserves the right to access them when necessary. All records retrieval shall be in accordance with applicable policies.

The Town of Stevensville expressly reserves the right to monitor use of the Internet by employees.

35. Travel for Work

Town of Stevensville employees may be required to travel. When working away from the worksite, employees are required to periodically check in with the Town of Stevensville to provide status reports and to check for messages.

Occasionally it may be necessary to get in touch with traveling employees. It is important for the employee to leave an itinerary with appropriate Town of Stevensville staff, in the event the employee needs to be contacted. The employee should inform their supervisor of their route and travel plans so other Town of Stevensville staff can assist in their safe arrival.

Travel Requests

- All Travel Requests will be submitted using the Travel Request form available from the Finance Officer.

A. Travel and Expense Reimbursement

All employees shall have their travel pre-approved by their supervisor, Mayor and/or their designee. All employees traveling on Town of Stevensville business are required to provide verification of driver's license with appropriate endorsements for the types of equipment operated.

Employees completing Town of Stevensville business may be compensated for travel expenses, meals (via per diem), mileage and/or incidental expenses at a rate established by the Town of Stevensville. Receipts must be included for lodging, travel, and appropriate ancillaries.

Town of Stevensville per diem rate will not exceed \$32.00 per day. If meals are included in tuition or registration fees, reimbursement will be reduced by (1) \$8.00 for the morning meal, (2) \$9.00 for the midday meal and/or (3) \$15.00 for the evening meal. Likewise, if free continental breakfast is provided by the hotel where you are staying, your per diem allowance will be reduced by \$8.00. Out of state travel will be reimbursed based on the General Services Administration rates for the specific travel area.

Employees may request an expense advance as approved by the supervisor to offset undue financial hardship on employees traveling for Town of Stevensville business.

The advance must be justified with reasonable requests for:

- Meals
- Lodging
- Fuel costs
- Public transportation

Pre-approved registration fees and lodging expenses can be paid directly to the training agency or hotel in advance or reimbursed to the employee upon return.

The employee must provide an itemized expense report with attached receipts documenting the expenditures of the trip.

- If the travel advance exceeds the receipts documenting expenditures, the employee must reimburse the Town of Stevensville the difference.
- Any legitimate balance owed to the employee for receipts exceeding the travel advance will be promptly reimbursed by the Town of Stevensville.
- Willful misrepresentation of expenses or receipts is unlawful and may result in disciplinary action up to and including termination.

B. Personal Vehicle Use

If a Town of Stevensville vehicle is not available, employees may use their own vehicle and receive a mileage reimbursement. When employees use their own vehicles for Town of Stevensville business, they are required to provide proof of liability insurance coverage.

Proof of Driver's License and Liability insurance coverage shall be placed on file with the Human Resource Representative and shall be updated annually.

C. General Use of Town of Stevensville Vehicles

All employees using a Town of Stevensville vehicle for work or travel are required to provide verification of driver's license with appropriate endorsements for the type of equipment operated.

Proof of Driver's License shall be placed on file with the Human Resource Representative and shall be updated annually.

Employees may be able to use a Town of Stevensville vehicle when traveling. An unsafe vehicle in need of repair must be reported to a Supervisor and/or the Mayor and/or their designee immediately. (See the Use of Town of Stevensville Vehicle/Vehicle Accident section below).

If a Town of Stevensville vehicle is not available, employees may use their own vehicle and receive a mileage reimbursement.

- Employees must request to use their own vehicles in order to be reimbursed for mileage. Email authorization is satisfactory, but permission must be granted in advance.
- When employees use their own vehicles for Town of Stevensville business, they are required to provide proof of liability insurance coverage.
- Proof of liability insurance must be on file with the HR Representative.

D. Vehicle Accidents

When an employee is involved in a motor vehicle accident with a Town of Stevensville vehicle, the employee must notify the Supervisor, Mayor and /or their designee immediately. The employee should detail, in writing, the accident and situations leading up to the accident. Law enforcement should be contacted to complete an investigation of the accident. Employees must cooperate with, and are permitted to, discuss the incident with the Mayor and /or their designee, insurance adjusters and law enforcement.

Upon returning to the Town of Stevensville office, an account of the accident should be provided in writing to the Supervisor or Mayor /or their designee. The employee may also be asked to assist with completing the necessary forms for insurance claims. The Supervisor or Mayor and /or their designee shall conduct an investigation of the facts and situations of the accident to determine if disciplinary measures are warranted. Accidents where the Town of

Stevensville employee was driving or operating machinery under the influence of alcohol or illegal drugs (which is absolutely prohibited) may result in discipline.

E. Compensating non-exempt employees for travel time

Time spent traveling throughout the State of Montana is always a time-consuming endeavor. It is important for all Town of Stevensville non-exempt employees to understand how they are compensated for travel time. Different situations may determine if the travel time is work time or not. The following variations are described in the administrative rules of Montana (24.16.1010, ARM) promulgated by the Montana Department of Labor:

1. Home to work

Ordinary Situation - Normal travel from home to work is not work time. This is true whether an employee works at a fixed location or at different job sites.

2. Home to work

Emergency Situation - Travel to the job and back home by an employee who receives an emergency call outside of their regular hours to report back to their regular place of business to do a job is classified as work time.

3. Home to Work in Another City

Special One-day Assignment - All time spent traveling to another city/town would be considered work time except for the travel from home to public transportation, such as a bus depot. This would be the normal home to work travel. The usual mealtime would be non- compensated also.

F. Travel all in the day's work

Time spent by an employee in travel as part of their principle activity, such as travel from job site to job site to job site during the workday, must be counted as hours worked. If the employee goes home instead of returning to the employer's premises from the last job site, this travel is home-to-work travel and is not time worked. If an employee is required to report at a meeting place to receive instructions or to perform other work there, or to pick up and carry tools, the travel time from the designated place to the workplace must be counted as hours worked.

G. Travel Away from Home Community

Travel that keeps an employee away from home overnight is travel away from home and is clearly work time when it cuts across the employee's workday (employee is simply substituting travel for other duties). This time is not only hours worked on regular working days during normal working hours, but also during the corresponding hours on nonworking days. For example, if an employee normally works 8AM to 5PM Monday through Friday, the travel time during these hours on Saturday and Sunday is also counted as work time. If

the employee requests to drive their car in place of public transportation that has been offered, this travel time is counted as hours worked only to the extent of time it would have taken to travel if the employee had been using public transportation.

H. Work Performed While Traveling

Any work which an employee is required to perform while traveling must be counted as work time. Sleep in adequately furnished facilities would not be counted as hours worked.

36. Assignment and Use of Town Vehicles

The Town of Stevensville shall designate the positions that require the use of Town of Stevensville vehicles on a take-home basis. All Town of Stevensville vehicles are to be primarily used for Town of Stevensville business-related purposes and, if possible, are to be available and shared among all employees when needed for business-related travel.

Employees using a Town of Stevensville vehicle will be required to keep a mileage and maintenance log.

Employees using a Town of Stevensville vehicle must observe and obey traffic regulations and exhibit extreme care of the vehicle. Employees and other authorized passengers are required to wear seat belts at all times. Vehicles shall be parked in an authorized, or unrestricted, space. When the vehicle is left unattended, the employee must secure the vehicle by rolling up all windows and locking all of the doors. The Police Department is exempt from this section due to the nature of the job

- Employees are prohibited from smoking in the Town of Stevensville vehicles.
- Employees are required to ensure vehicles are returned fully fueled and clean when returned.
- Employees should report unsafe vehicle conditions or conditions in need of repair to the supervisor or Mayor and/or their designee immediately.

A. Vehicle Accidents

When an employee is involved in a motor vehicle accident with an Town of Stevensville vehicle, the employee must notify the supervisor or Mayor and/or their designee immediately. All employees shall be briefed on Garrity Rights when necessary

- The employee should detail, in writing, the accident and situations leading up to the accident. Law enforcement should be contacted to complete an investigation of the accident.
- Employees must cooperate with, and are permitted to, discuss the incident with Emergency Services Personnel, the Mayor and/or their designee, insurance adjusters

and law enforcement.

- Upon returning to the Town of Stevensville office, an account of the accident should be provided in writing to the supervisor or Mayor and/or their designee.
- The employee may also be asked to assist with completing the necessary forms for insurance claims.
- The supervisor or Mayor and/or their designee shall conduct an investigation of the facts and situations of the accident to determine if disciplinary measures up to and including termination are warranted.
- Accidents where the Town of Stevensville employee was driving or operating machinery under the influence of alcohol or illegal drugs (which is absolutely prohibited) may result in discipline.
- Employees choosing to use their personal vehicle while on Town business understands that, should they be involved in an accident, their personal auto insurance would be the primary insurer making the Town's insurer the secondary insurer.

37. Education and Training

The Town of Stevensville encourages training for employees where the training improves employee productivity, knowledge and skills when Town of Stevensville services and programs will be more efficient and effective. The Town of Stevensville may provide full or partial funding for training that is a work-related program, seminar, conference, convention, etc., and is pre-approved by the employee's supervisor, the Mayor and/or their designee.

Employees should consider training needs during annual evaluations, particularly if the training requires extensive time away from work, is of significant cost, and/or requires out-of-state travel. The Mayor and/or their designee may evaluate such training courses to ensure maximum value of the course. Additionally, the training may be delayed until future fiscal years to include the expense within the budget.

38. Participation in Community Organizations

The Town of Stevensville views personal development through service involvement as beneficial to the employee as well as positive exposure for the Town of Stevensville.

Employees should consult with their supervisor, the Mayor and/or their designee before volunteering for such organization if work time may be required to attend activities, fundraisers, meetings, etc. Employees that have received pre-authorization from their

supervisor, the Mayor and/or their designee may attend such functions as excused, paid absence without using Annual Leave. The employee's supervisor, the Mayor and/or their designee will monitor the work time required to attend such functions to ensure the time is reasonable and the activity is projecting a positive image for the Town of Stevensville.

39. Participation in Professional Organizations

The Town of Stevensville views personal development through professional organizations as essential to keep abreast of changing laws, rules, and legal opinions as well as maintaining a network of professional colleagues which are beneficial for research, feedback and productive information. Professional contacts are also beneficial for the growth and image of the Town of Stevensville.

Employees are encouraged to pursue professional organization affiliations that represent a positive effect in the community, organization or community. Employees should consult with the Mayor and/or their designee before joining such organization if work time may be required to attend activities, training, meetings, etc. Employees that have received pre- authorization from their supervisor, the Mayor and/or their designee may attend such functions as excused, paid absence without using Annual Leave. The employee's supervisor, the Mayor and/or their designee will monitor the work time required to attend such functions to ensure the time is reasonable and the activity is projecting a positive image for the Town of Stevensville.

40. Licensing Fees

The Town of Stevensville recognizes employees that associate with various organizations or maintain certifications or licenses are beneficial to the Town of Stevensville. If the Town of Stevensville has requested that an employee obtain a license, the Town of Stevensville will pay for the licensing fees and/or annual renewal fees.

All employees are encouraged to visit with their supervisor and/or Mayor and/or their designee, particularly during the annual evaluations, so that the cost of maintaining a current license or the costs for a licensure that the employee would like to obtain can be included within the budget process.

41. Employee Benefits

Regular employees may participate in the Town of Stevensville's benefit plan. The Town of Stevensville will pay a specified dollar amount into the benefit plan that the employee can use to pay for options elected. For regular part-time employees, the Town of Stevensville will pay a pro-rated amount of the contribution into the benefit plan.

Specific benefits of the benefit plan are described in the Plan Document and Summary Plan Description (Available from the Clerk/Human Resource Representative).

For employees utilizing specific insurance products, the insurance plan documents will be forwarded to them directly from the Insurance Provider MMIA. The Insurance Provider will also supply insurance cards for the covered employee/dependents directly to the employee.

42. Retirement

The Town of Stevensville participates in the Montana Public Employees Retirement System (PERS). Employees working more than 960 hours per year are required to participate in PERS.

Employees working less than 960 hours per year have the option of participating in PERS.

New employees have 12 months to choose which retirement option is right for you:

- The Defined Benefit Retirement Plan (DBRP)
- The Defined Contribution Retirement Plan (DCRP).
- Information on both options is available online at www.mpera.mt.gov.

The Town of Stevensville will comply with employer and employee contribution rates as set by the Montana State Legislature.

Please read your PERS Handbook for details regarding your Retirement Procedures and Benefits.

43. Sales Calls and Fundraising Efforts

Sales calls from professional salespeople are allowed to take place only at the discretion of the Mayor and/or their designee, so long as it is done in a consistent and fair manner.

Employees requesting charitable contributions or selling products may visit with fellow employees before or after work, during lunch hour or breaks. Employees may also choose to circulate a catalog among co-workers to preview at their convenience. Employees should not be made to feel obligated to participate.

44. Professionalism Policy

This Professionalism Policy is applicable to all Employees of the Town of Stevensville.

A. Code of Ethics

- 1) The Town requires ethical conduct in any and all activities that impact the wellbeing of our Town, which the Employees represent.

2) Employees hold important roles in local government. They are positioned to ensure that the Town's interests are balanced, protected and preserved. This Code provides principals that Employees must adhere to and advocate. This Code is designed to deter wrongdoing and to promote:

- Honest and ethical conduct including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- Full, fair, accurate, timely and understandable disclosures in reports and documents;
- Compliance with applicable governmental laws, rules and regulations;
- The prompt internal reporting of complaints to their Supervisor; and
- Accountability for adherence to this Code.

3) Employees will:

- At all times interact with all elected officials, town officers, department heads and/or supervisors without being insubordinate.
- Act at all times with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships.
- Discuss with their Supervisors, in advance, any transaction that reasonably could be expected to give rise to a conflict of interest.
- Comply with the Town's Personnel Policy Manual.
- Act in good faith with due care and diligence and without knowingly misrepresenting material facts.
- Protect and respect the confidentiality of information acquired in the course of their work except when authorized or legally obligated to disclose. Confidential information acquired in the course of their work will not be used for personal advantage.
- Be recognized as a responsible colleague among fellow employees.
- Responsibly use time and resources employed or entrusted to their supervision.
- Promote and be an example of ethical behavior as a responsible Employee or Supervisor in the work environment and the community.
- Promptly report to their Supervisor any conduct that the individual believes to be a violation of the law, the Town of Stevensville **Professionalism Policy**, or the Town of Stevensville **Personnel Policy Manual**, including the circumstance or relationship that reasonably could be expected to give rise to such conflict;

4) It is against the Town's policy to retaliate against any employee for good faith reporting of violations of this Code.

B. Conflict of Interest

- 1) The underlying principle of “conflict of interest” is that Employees should avoid any activity, investment or interest that might reflect unfavorably on the reputation of the Town of Stevensville.
- 2) As representatives of the Town of Stevensville, Employees are obligated to place the interest of the Town, in any transaction involving the Town, ahead of any personal interest or personal gain, and to disclose all facts in any situation where a potential conflict of interest may arise.
- 3) Employees may not engage in a transaction, use public or confidential information, improperly influence a decision or transaction, or take any other action in regard to their position as an Employee of the Town of Stevensville that would create a personal economic or other benefit to the Employee.
- 4) Employees are expected to seek clarification of and discuss any questions about potential conflict of interest with their Supervisor and the Mayor.

C. Confidentiality

- 1) Employees are expected to protect and maintain confidentiality regarding the Town’s property including cash, equipment, records, and employee and/or customer information.
- 2) Employees shall not disclose or use confidential information acquired in the course of official duties.

D. Violations

Violations of the Professionalism Policy, including failure to report potential violations by others will be viewed as a severe disciplinary matter that may result in personnel action including termination of employment.

E. Employee Participation at Council Meetings

Employees who are required to attend and participate during a Council Meeting, Special Council Meeting, Public Hearing or who sit on a Town Board are expected to comply with Council Rules or Board Rules.

During Council Meetings, Special Council Meetings, Public Hearings, Board meetings, all employees are expected to either turn their cell phones off or silence their ringers. If it is necessary to be available on standby, notify the Mayor or Board Chairperson.

F. Code of Conduct

All Employees and Elected/Appointed Officials are expected to adhere to the behavior and conduct guidelines found in the adopted Code of Conduct for Elected and Appointed Officials and Citizen Interaction (Res. 444).

Item Attachment Documents:

- e. Discussion/Decision: Resolution No. 457, A Resolution Establishing Billing Policies and Procedures for Municipal Water and Sewer Services



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/12/2019
Agenda Topic:	Discussion/Decision: Resolution No. 457, A Resolution Establishing Billing Policies and Procedures for Municipal Water and Sewer Services
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/12/2019
Notes:	

Agenda Item: 10e, New Business

Discussion/Decision: Resolution No. 457, A Resolution Establishing Billing Policies and Procedures for Municipal Water and Sewer Services

Other Council Meetings

Exhibits

- A. Resolution No. 457
- B. Billing Policies

This agenda item provides Council with the ability to adopt billing policies and procedures for the water and sewer services offered by the Town.

Background:

The Town currently has no established written policies or procedures for billing of water and sewer services. While Municipal Code and Montana Code offer guidance and legal recourse, they do little to assist in the day-to-day administration of the billing system and utility accounts.

The proposed billing policies were developed by the Utility Billing Clerk in collaboration with the Finance Officer and Mayor. The group evaluated several policies from other communities and found many that were similar to the operations of Stevensville.

The administration intends to review the policies each year upon adoption and suggest changes as the needs of the organization fluctuate and experience is gained in implementing the policies.

The administration hopes that the policies and procedures will assist in reducing past due accounts, and provide better consistency and fairness to customers.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not approve Resolution 457

MOTION

I move to: to approve Resolution 457, establishing Billing Policies and Procedures for Municipal Water and Sewer Services

RESOLUTION NO. 457

**A RESOLUTION OF THE TOWN OF STEVENSVILLE, TOWN COUNCIL
ESTABLISHING WATER & SEWER BILLING POLICIES**

WHEREAS, the Town is authorized by MCA 7-13-4301 to establish and maintain water and sanitary sewer service; and

WHEREAS, the Finance Department has no current written billing policy, and relies on precedent and historical practice to guide day-to-day operations and decision making; and

WHEREAS, the Town of Stevensville is desirous of establishing, by resolution, Water and Sewer Billing Policies,

NOW THEREFORE BE IT RESOLVED, by this Town Council of the Town of Stevensville that the attached "Water & Sewer Billing Policies" be and is hereby adopted.

PASSED AND ADOPTED by the Town Council and approved by the Mayor this _____ day of _____ 2019.

Approve:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

STEVENSVILLE MT MUNICIPAL WATER/SEWER
BILLING POLICIES AND PROCEDURES

1. **Water/Sewer Billing Policy:** The following policy shall govern the provision of municipal water/sewer billing of the Town of Stevensville, MT. The purpose of this policy is to provide consistent customer rules and guidelines. Individuals who have questions regarding the services provided by the Town of Stevensville are encouraged to contact Town Hall at 406.777.5271.

2. **Water/Sewer Billing Information:** Services being provided and billed for in Stevensville, MT consist of water, sanitary sewer. All municipal water/sewer services being billed for are included on one (1) billing for each account. Municipal water/sewer services and this policy both include residential and commercial users. The Town of Stevensville shall maintain account records for each customer that includes the customer's legal name, billing address, account number, service address, current charges, and account history including consumption, past due charges, penalties, and fees.

3. **Water/Sewer Billing Office Hours:** Monday through Friday 8:00 a.m. – 4:00 p.m.

4. **Water/Sewer Billing Contact Information:** Mailing address: P.O. Box 30, Stevensville, MT, Phone number: (406) 777.5271, Website address: www.townofstevensville.com

5. **Water/Sewer Accounts:** All accounts shall be carried in the name of the property owner. The property owner shall be liable for all water/sewer services supplied to the property, whether property is owner occupied or not, and any charges unpaid shall be collected as authorized by Municipal Code and State Law.

6. **Rate Calculation:** All municipal water/sewer charges shall be calculated in accordance with the specific rate established by ordinance, resolution, or policy as adopted by the Town of Stevensville and applicable to each municipal water/sewer service provided to a customer.
7. **Additional Charges:** Billings for extra services, disconnection or reconnection of services, installation charges, or other special charges shall be billed in accordance with the applicable rate resolution and shall be billed as a separate bill.
8. **Town of Stevensville Water/Sewer Service Application:** Any person, firm or corporation desiring to establish water/sewer service shall make application for said service(s). All new municipal water/sewer service accounts may only be placed in the property owner's name. The owner shall be responsible for the water/sewer billing on the said property. Applicants must be at least eighteen (18) years of age. The application shall be on such form(s) as may or now hereinafter be prescribed by The Town of Stevensville Water/Sewer Department. The application shall include the applicant's name, service address, mailing address, telephone number, driver's license number, and signed agreement form. Each service location shall be considered a separate account. The water/sewer department will not activate new accounts on a service location that has a delinquent account; all accounts must be paid in full prior to establishing future accounts at the same property.
9. **Billing Cycle:** Meters are generally read at the end of each month by the Public Works Department. In the event that a meter reading cannot be obtained, the consumption will be estimated by the Office Assistant. Water/Sewer bills are mailed to each user monthly. Water/Sewer bills are mailed on or around the 1st day of each month. The date the bill is created shall be known as the billing date. Water/sewer bills are due and payable on or before the 15th day of each month. After the 15th day of each month, unpaid water/sewer bills become delinquent and a ten percent (10%) penalty

may be added to all delinquent water/sewer billings. Delinquent fees shall not be refunded.

10. Delinquent Accounts & Disconnection of Service: Notice of water/sewer service billing delinquency will be mailed to each and every delinquent water/sewer service account holder by the 5th day of the month following the delinquency. The notified delinquent water/sewer account holder(s) will be given 15 days to pay the delinquent water/sewer billing, including any and all penalties, or to make arrangements agreed upon by all parties for the payment of the same. If following the notice of delinquency and the 15 day payment period a delinquent water/sewer billing remains unpaid and no effort has been made to pay the said bill, the Town of Stevensville Public Works Department shall be directed to disconnect the water service from the Town of Stevensville municipal water services. Delinquent water/sewer service billings remaining unpaid, and over sixty (60) days delinquent, shall be turned over for collection. If a delinquent water/sewer service billing remains unpaid and/or has been turned over for collection, water services will not be reconnected and/or reinstated to the applicable user at any property until all applicable delinquent water/sewer service billings, reconnection fees and collection costs have been paid.

11. Reconnecting to Municipal Water/Sewer Services: Once a water/sewer service account has been disconnected from municipal water/sewer services it shall not be reconnected until the applicable delinquent water/sewer service billing(s), including penalty has been paid. In addition, a \$50.00 reconnect fee during business hours (8:00 a.m. – 4:00 p.m. Monday – Friday) or \$100.00 after business hours shall be charged to the delinquent water/sewer service account. Following payment of the applicable delinquent water/sewer service billing(s) and the reconnection fee, the Town of Stevensville Public Works Department will be directed to reconnect the delinquent water/sewer service account to municipal water/sewer services.

12. **Payments:** Town of Stevensville provides residents several options to make payment on their water/sewer bill: In person – Payment can be made at Town Hall, 206 Buck Street, Stevensville, MT 59870. Drop box – A locking drop box is located on the front of Town Hall for customer use. Debit or credit card payments are accepted over the phone, there is an additional service fee paid for by the cardholder. Electronic payments – Through the Towns website, customers can set up a payment for their water/sewer bill wherever there is an internet connection. Payments can be made electronically using a credit or debit card with an additional service fee. Customers that are unable to pay their water/sewer bill by the due date are encouraged to contact the water/sewer billing department to arrange a mutually agreed upon payment plan, with the goal of the payment plan being to bring the customer’s account current. Water/Sewer staff has the right to reject a proposed payment plan if it is determined not to achieve the goal of bringing a customer’s account current. If a customer fails to comply with any term and/or condition contained within the signed payment plan, the customer shall be subject to disconnection of service with no additional notice. The Town of Stevensville reserves the right to no longer accept personal checks at any time.

13. **Water/Sewer Services:** In order to supply and maintain the Water and Sewer Services to the Town of Stevensville: All users of these services, once connected, are required to pay the base rate for each service throughout the year. There are no partial year shut offs, regardless of use: irrigation, reforeclosure or empty building rates. All owners of property; commercial, residential, multifamily, town home or condo, are responsible to the Town of Stevensville for the payment of these services. These services are billed monthly and payments are due monthly.