



**Stevensville Town Council Meeting
Agenda for
THURSDAY, FEBRUARY 24, 2022
7:00 PM
208 Main Street, NVPL Community Room**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Please Mute or Turn off all Phones and Electronic Devices, Thank you
4. Public Comments (Public comment from citizens on items that are not on the agenda)
5. Approval of Minutes
6. Approval of Bi-Weekly Claims
 - a. Claims #17283-#17320
7. Administrative Reports
8. Guests
9. Correspondence
10. Public Hearings
11. Unfinished Business
12. New Business
 - a. Discussion/Decision: To Nominate and Elect a Councilmember to Serve as Council President in Accordance with Town Council Rules Part XII
 - b. Discussion/Decision: Appointment of Councilperson to Serve on Planning & Zoning Board in Accordance with Stevensville Municipal Code §2-313
 - c. Discussion/Decision: Appointment of Councilperson to serve on TIFID/TEDD Board in Accordance with Stevensville Municipal Code §2-330
 - d. Discussion/Decision: Appointment of Councilperson to Serve on Park Board
 - e. Discussion/Decision: Appointment of Councilperson to Serve on the Airport Board in Accordance with Stevensville Municipal Code §3-33
 - f. Discussion/Decision: Appointment of Councilperson to Serve on the Climate Action Ad. Board
 - g. Discussion/Decision: Consent to the Mayor's Appointment of Jim Sayre to the Planning & Zoning Board
 - h. Discussion/Decision: Consent to the Mayor's Appointment of Craig Thomas to the Airport Board
 - i. Discussion/Decision: Consent to the Mayor's Appointment of Don Whitehair to the Airport Board
 - j. Discussion/Decision: Consent to the Mayor's Appointment of Dustin Wood to the Airport Board
 - k. Discussion/Decision: Consent to the Mayor's Appointment of Don Lorenzen to the Airport Board
 - l. Discussion/Decision: Consent to the Mayor's Appointment of Rich Perry to the Airport Board
 - m. Discussion/Decision: Consent to the Mayor's Appointment of Kelli Weed to the Airport Board
 - n. Discussion/Decision: Rescind Proposed Contract for Transportation Plan Between Robert Peccia & Associates, Inc. and the Town of Stevensville

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

Welcome to Stevensville Town Council Chambers

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

Guidelines for Public Comment

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

Thank you for observing these guidelines.

File Attachments for Item:

a. Claims #17283-#17320

02/22/22
11:46:02

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 2/22

Page: 1 of 7
Report ID: AP100

All Bank Accounts
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17283	02/15/22	1794 Jeff Newsom Skidsteer tires	1,500.00 1,500.00			1000 430100	232	101000
17284		1117 Municode Annual Website hosting mainten Municode Meetings subscrip	3,700.00 1,500.00* 2,200.00*			1000 410550 1000 410550	331 331	101000 101000
17286		108 BITTERROOT STAR 12/01/21 Inv#4106 Petition Dan Metully 12/15/21 Inv#4020 Notice Public Hearing 12/22/21 Inv#4102 Notice Public Hearing 01/05/22 Inv#4277 Vacancy Ward 2 01/05/22 Inv#4278 Vacancy Ward 1 01/26/22 Inv #4487 Vacancy Ward 1 01/26/22 Inv#4488 Vacancy Ward 2	273.07 63.72* 25.15* 18.00* 52.20* 52.20* 30.90* 30.90*			1000 410550 1000 410550 1000 410550 1000 410550 1000 410550 1000 410550 1000 410550	320 320 320 320 320 320 320	101000 101000 101000 101000 101000 101000 101000
17287		89 MORRISON-MAIERLE, INC. Vertical Pivot Gate- Airport 0442.015 09/24/21 Airport Project-Vertical gat	23,773.50 23,773.50			5620 430300	950	101000
17288	3439 12/31/21	348 Snow Mountain Electric 2 Hrs labor (Raw Water Pumps)	150.00 150.00*			5310 430640	360	101000
17289		1212 NewFields 350.00709 01/13/22 Pro services pre applicatio 350.00709 01/13/22 Pre-Application Meeting	3,515.00 2,960.00* 555.00*			5210 430530 5210 430530	354 354	101000 101000
17290		1817 3 Rivers Landworks 2165 11/29/21 3rd Street Improvements 2165 11/29/21 3rd St Improvements Mini Ex 2165 11/29/21 3rd St Improvements Labor	5,863.00 1,000.00* 559.00* 4,304.00*			2821 430200 2821 430200 2821 430200	931 931 931	101000 101000 101000
17291	A6530 01/07/22	1850 Hotchkiss Heating & Air Sewage treatment plant service	392.00 392.00			5310 430630	230	101000
17292		56 HAWKINS, INC. 6103888 01/17/22 Aqua Hawk (40822) 6103888 01/17/22 Fuel 6103888 01/17/22 Short Lead Time	1,332.71 1,036.35 46.36 250.00			5310 430630 5310 430630 5310 430630	230 230 230	101000 101000 101000

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17294	728 HDR ENGINEERING, INC. Professional Services Summarization Nov 21, 2021-Dec 25, 2021	18,806.52					
	1200403395 01/14/22 Adams, Shanna	3,285.00*			5210 430530	354	101000
	120040339 01/14/22 Bessette, Devie	946.31*			5210 430530	354	101000
	120040339 01/14/22 Caprara, Craig	1,651.52*			5210 430530	354	101000
	120040339 01/14/22 Caprara, Craig	1,057.04*			5210 430530	354	101000
	120040339 01/14/22 Hollaway, Anthony	6,516.46*			5210 430530	354	101000
	120040339 01/14/22 Hollaway, Anthony	110.94*			5210 430530	354	101000
	120040339 01/14/22 Jones, Jennifer	106.02*			5210 430530	354	101000
	120040339 01/14/22 Kaufman, Paden	84.16*			5210 430530	354	101000
	120040339 01/14/22 Muir, Elizabeth	64.18*			5210 430530	354	101000
	120040339 01/14/22 Nord, Anders	104.10*			5210 430530	354	101000
	120040339 01/14/22 Stulc, Terrence	3,577.50*			5210 430530	354	101000
	120040339 01/14/22 Wulf, Kent	768.00*			5210 430530	354	101000
	120040339 01/14/22 Meals	76.20*			5210 430530	354	101000
	120040339 01/14/22 Printing/Reprographics	142.59*			5210 430530	354	101000
	120040339 01/14/22 Vehicle Mileage	316.50*			5210 430530	354	101000
	*** Claim from another period (12/21) ****						
17307	E 852 CENEX FLEETCARD Fuel for Town departments	2,465.16					
	226754CL 12/31/21 Fuel for Police	884.98			1000 420100	231	101000
	226754CL 12/31/21 Fuel for Fire Dept	446.80*			1000 420460	231	101000
	226754CL 12/31/21 Fuel for Public Works	1,093.97			1000 430100	231	101000
	226754CL 12/31/21 Ambulance	39.41			2230 420730	231	101000
	*** Claim from another period (12/21) ****						
17314	1823 Visa c/o Rocky Mountain Bank	22,775.86					
	11/30/21 M- Art and Ray Lock	39.75*			1000 410200	350	101000
	12/03/21 M- Stevensville Hardware	49.99*			1000 410200	220	101000
	12/14/21 M- Fireside Pizza	78.49*			1000 410200	229	101000
	12/22/21 M- Ravalli County Treasurer	103.40*			1000 410200	350	101000
	12/28/21 FD- Speedy Towing	2,820.37*			1000 420460	317	101000
	12/12/21 PW- Harbor Freight	32.47			1000 430100	232	101000
	12/28/21 S- Strap hinge	4.99			5310 430640	230	101000
	12/15/21 W-Padlocks	44.97			5210 430510	230	101000
	12/15/21 S-Padlocks	44.97			5310 430640	230	101000
	12/10/21 C-Bolt snap	3.49			1000 430900	230	101000
	12/28/21 PW-Bulbs	34.00			1000 430100	232	101000
	12/29/21 PW-Penetra/Capsules	25.23			1000 430100	232	101000
	12/08/21 P-Eastside Hdwr	0.96			1000 460430	230	101000
	12/16/21 P-Country store	80.97			1000 460430	231	101000
	12/16/21 P-Stevi Hardware	103.80			1000 460430	230	101000
	12/15/21 P-Valley Irrigation refund	-188.40			1000 460430	230	101000
	12/22/21 P-Trigger snap	4.59			1000 460430	230	101000

All Bank Accounts

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	11/30/21	PD-Valley Drug xmas lights	85.75			1000 420100	220	101000
	12/10/21	PD-Burnt Fork Mkt Supplies	28.41			1000 420100	210	101000
	12/21/11	PD-Burnt Fork Mkt Shop W/Cop	22.04			1000 420100	210	101000
	12/11/21	PD- Valley Drug tape	9.78			1000 420100	210	101000
	12/27/21	PW-Fuel	80.76			1000 430100	231	101000
	12/15/21	PW-Stevi Hardware Bike Hooks	16.37*			1000 430100	230	101000
	12/17/21	PW-Stevi Hardware-Blister pack	5.29*			1000 430100	230	101000
	12/21/21	PD-Napa Headlight	24.28			1000 420100	232	101000
	12/13/21	FD-Label tape replace	48.78*			1000 420410	210	101000
	12/15/21	PW-Garbage bag boxes	606.24*			1000 430100	230	101000
	12/29/21	UNKNOWN (Amazon)	8.93*			1000 410200	350	101000
	12/15/21	Zoom subscription	29.98			1000 410550	330	101000
	12/18/21	EIG Constant Contact	70.00*			1000 410550	336	101000
	12/09/21	SBC Switchboard	29.00			1000 410550	330	101000
	12/18/21	Adobe Acropro	9.99			1000 410550	330	101000
	12/12/21	Adobe Subscription	50.97*			1000 410550	336	101000
	12/23/21	Admin Target Solutions	265.56			1000 410550	380	101000
	12/23/21	PD Target Solutions	537.61*			1000 420100	380	101000
	12/23/21	FD Target Solutions	5,806.18*			1000 420410	380	101000
	12/23/21	PW Target Solutions	90.29			1000 430100	380	101000
	12/23/21	Parks Target Solutions	66.39			1000 460410	380	101000
	12/23/21	PW W Target Solutions	154.03			5210 430510	380	101000
	12/23/21	PW S Target Solutions	154.03			5310 430610	380	101000
	12/23/21	Airport Target Solutions	66.39*			5610 430610	380	101000
	12/31/21	Interest charge	247.13*			1000 410550	555	101000
	12/07/21	Admin Spectrum	24.49			1000 410550	340	101000
	12/07/21	Police Spectrum	139.97			1000 420100	340	101000
	12/07/21	Fire Dept Spectrum	24.49			1000 420410	340	101000
	12/07/21	Court Spectrum	24.49			1000 410360	340	101000
	12/07/21	Eco. Development Spectrum	24.49*			2940 410550	340	101000
	12/07/21	Water Dept Spectrum	93.48*			5210 430510	340	101000
	12/07/21	Sewer Dept Spectrum	93.48*			5310 430610	340	101000
	12/07/21	Pool Spectrum	49.99			1000 460445	340	101000
	12/07/21	Airport Ravalli Electric	588.39*			5610 430300	340	101000
	12/10/21	Go Daddy (1 yr subscrip)	9,027.12*			1000 410550	331	101000
	11/30/21	Go Daddy	263.76*			1000 410550	331	101000
	12/16/21	Admin/Paper	14.99			1000 410550	210	101000
	12/16/21	Police /Paper	5.00			1000 420100	210	101000
	12/16/21	Fire Dept/Paper	5.00*			1000 420410	210	101000
	12/16/21	Bldg Dept/Paper	5.00			2394 420531	210	101000
	12/16/21	Water Dept/Paper	29.97			5210 430510	210	101000
	12/16/21	Sewer Dept/Paper	29.97			5310 430610	210	101000
	12/16/21	Court/Paper	5.00			1000 410360	210	101000
	12/16/21	Airport/Paper	5.00*			5610 430300	210	101000
	12/10/21	Parks-Bike rack	316.33			2987 460430	212	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	12/02/21	DPHHS		207.23*			1000 460430	350	101000
					*** Claim from another period (1/22) ****				
17316	E	852 CENEX FLEETCARD		2,169.76					
		Fuel for Town departments							
	226754CL	12/31/21 Fuel for Police		617.99			1000 420100	231	101000
	226754CL	12/31/21 Fuel for Fire Dept		223.12*			1000 420460	231	101000
	226754CL	12/31/21 Fuel for Public Works		1,290.39			1000 430100	231	101000
	226754CL	12/31/21 Ambulance		38.26			2230 420730	231	101000
					*** Claim from another period (12/21) ****				
17318		1659 CHS Mountain West	CO-OP	333.00					
	Dec 21	12/01/21 PW Fuel		109.50			1000 430100	231	101000
	Dec 21	12/01/21 Airport Fuel		223.50			5610 430300	231	101000
					*** Claim from another period (1/22) ****				
17319		1659 CHS Mountain West	CO-OP	240.25					
	Jan 22	01/01/22 PW- Fuel		142.81			1000 430100	231	101000
	Jan 22	01/01/22 FD Fuel		97.44*			1000 420460	231	101000
					*** Claim from another period (1/22) ****				
17320		1823 Visa c/o Rocky Mountain Bank		0.01					
	12/30/21	Sewer-Test plugs		4.29			5310 430640	230	101000
	12/30/21	Street Dept-Hydrolic oil		59.94			1000 430100	231	101000
	12/30/21	Sewer-Truck lights		25.98			1000 430100	232	101000
	01/06/22	PW-Oil		62.98			1000 430100	231	101000
	01/19/22	PW-Scrapper		2.69			1000 430100	232	101000
	01/24/22	PW- Pool training		349.00			1000 430100	380	101000
	01/24/22	Parks-Pool training		349.00*			1000 460445	380	101000
	01/28/22	Water Dept-Antenna base		165.06			5210 430550	238	101000
	01/07/22	Water Dept-Battery		13.49*			5210 430550	230	101000
	01/25/22	Parks-Dog waste bags		64.80			1000 460430	210	101000
	01/13/22	PW-Merc fresh		14.29			1000 430100	210	101000
	01/10/22	PD-Oil and filter		54.43			1000 420100	232	101000
	01/19/22	PD- Merrell boots		290.00*			1000 420100	226	101000
	01/12/22	Admin-cable		20.00			1000 410550	210	101000
	01/29/22	PD-Galls's badge holder		9.60*			1000 420100	226	101000
	12/30/21	PD-Victim comp forms		1.00			1000 420100	210	101000
	01/26/22	PW-Seal sealant		9.99*			1000 430100	230	101000
	01/10/22	PW-Dr. Scott Finely		103.00*			1000 430200	350	101000
	01/11/22	PW- Stevi Hardware		9.29*			1000 430100	230	101000
	01/11/22	PW-Napa oil		22.76			1000 430100	231	101000
	01/11/22	PW-Fuse kit		17.28			1000 430100	232	101000
	01/12/22	PW-Napa oil		56.98			1000 430100	232	101000
	01/12/22	PW-MT Vehicle CDL		43.80			1000 430100	335	101000
	01/14/22	PW- Fuse kit		12.04			1000 430100	232	101000
	01/14/22	PW- Fuses		5.29*			1000 430100	230	101000
	12/31/21	Admin-Amazon refund		-329.99			1000 410550	210	101000
	01/14/22	PW-bolt fasteners		2.85*			1000 430100	230	101000

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TOWN OF STEVENSVILLE
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All Bank Accounts

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	01/03/22	C-Bitterroot Disposal	5.28			1000 410360	340	101000
	01/03/22	PW-Bitterroot Disposal	274.30			1000 430100	340	101000
	01/03/22	PD-Bitterroot Disposal	15.83			1000 420100	340	101000
	01/03/22	Parks-Bitterroot Disposal	211.00			1000 460430	340	101000
	01/03/22	TH-Bitterroot Disposal	15.83			1000 410550	340	101000
	01/03/22	Bldg Dept-Bitterroot Disposal	5.28			2394 420531	340	101000
	01/15/22	Zoom subscription	29.98			1000 410550	330	101000
	01/18/22	EIG Constant Contact	70.00*			1000 410550	336	101000
	01/09/22	SBC Switchboard	29.00			1000 410550	330	101000
	01/18/22	Adobe Acropro	9.99			1000 410550	330	101000
	01/12/22	Adobe Subscription	50.97*			1000 410550	336	101000
	12/31/21	Interest charge	289.59*			1000 410550	555	101000
	01/03/22	Admin First Call	330.00			1000 410550	356	101000
	01/03/22	PD First Call	330.00			1000 420100	356	101000
	01/03/22	Court First Call	110.00			1000 410360	356	101000
	01/03/22	Bldg First Call	110.00			2394 420531	356	101000
	01/03/22	FD First Call	110.00			1000 420410	356	101000
	01/03/22	Sewer First Call	550.00			5310 430610	356	101000
	01/03/22	Water First Call	550.00			5210 430510	356	101000
	01/03/22	Airport First Call	110.00*			5610 430300	356	101000
	01/21/22	Admin Spectrum	8.00			1000 410550	340	101000
	01/21/22	Police Spectrum	139.97			1000 420100	340	101000
	01/21/22	Fire Dept Spectrum	24.49			1000 420410	340	101000
	01/21/21	Court Spectrum	24.49			1000 410360	340	101000
	01/21/22	Eco. Development Spectrum	8.25*			2940 410550	340	101000
	01/21/22	Water Dept Spectrum	101.72*			5210 430510	340	101000
	01/21/22	Sewer Dept Spectrum	101.72*			5310 430610	340	101000
	01/21/22	Pool Spectrum	49.99			1000 460445	340	101000
	01/17/22	Airport Ravalli Electric	327.00*			5610 430300	340	101000
	01/27/22	Go Daddy refund	-5,432.51*			1000 410550	331	101000
		# of Claims	16	Total:	87,289.84			
		Total Electronic Claims	4,634.92	Total Non-Electronic Claims	82654.92			

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$29,453.64
2230 AMBULANCE	
101000 Cash - Operating	\$77.67
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$120.28
2821 BaRSAA (HB 473)	
101000 Cash - Operating	\$5,863.00
2940 ECONOMIC DEVELOPMENT	
101000 Cash - Operating	\$32.74
2987 JEAN THOMAS PARK BEAUTIFICATIION FUND	
101000 Cash - Operating	\$316.33
5210 WATER	
101000 Cash - Operating	\$23,474.24
5310 SEWER	
101000 Cash - Operating	\$2,858.16
5610 AIRPORT	
101000 Cash - Operating	\$1,320.28
5620 AIRPORT PROJECT	
101000 Cash - Operating	\$23,773.50
Total:	\$87,289.84

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

Stacie Barker, Councilmember

, Councilmember

Cindy Brown, Councilmember

, Councilmember

Steve Gibson, Mayor

Date Approved _____

File Attachments for Item:

g. Discussion/Decision: Consent to the Mayor's Appointment of Jim Sayre to the Planning & Zoning Board

received
2/11/2022

**BOARD APPLICATION FORM
STEVENSVILLE, MONTANA**

***Disclosure: any information on this application is available for public view**

Name: Jim Sayre Home Phone: 361-800-1971
Address: 1412 Creekside Dr Work/Cell Phone: 361-800-1971
City: Stevensville State: Mt Zip: 59870
Email Address: 105csmo@gmail.com

Business or Occupation: Retired Director of International Administration and Human Resources

Board or Committee applying for: Planning and Zoning

- ✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):

A.A, B.S., M.S. (School of Public Services) University of Kansas City and University of Missouri
Former Co - Owner in Texas of a small Construction, Remodeling, and Insulation business
Retired International Director HR and Administration for Fortune 500 Global Construction /Engineering firm
Graduate of Missouri Highway Patrol Police School, National Traffic Management Institute and FBI National Academy

- ✓ Why do you wish to serve on this Board or Committee?

As a taxpayer and property owner I have a vested interest in Stevensville's administration
I want to ensure ethical and statutory standards are met by those proposing change and development
I wish to ensure that impact to current residents is carefully considered in all Board decisions
I wish to ensure that all development plans have considered all long range, over the horizon hidden costs to taxpayers for infrastructure changes which might be forced by development

- ✓ Additional information which you feel is pertinent:

I have had multiple careers over a fifty year span of my working life. These include law enforcement, small business operation, and a long career in administration and Human Resources in both domestic and international settings. I have worked for City, County, State and Federal governments.
I understand what good government looks like. As a resident, I expect and require good government in Stevensville.

Signature: 

Date: 2/11/2022

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

Jim Sayre

Addendum to Planning and Zoning Board Application

Background Continued:

I retired several years ago from a Fortune 500 Construction and Engineering firm where I began work as a Planner on a maintenance and construction project. Over twenty plus years of service, I advanced from Planner to Office Manager, to HR Specialist, HR Manager and finally to International HR Director with responsibility for 30,000 +/- employees.

I was asked to leave retirement twice, once to return to Iraq to take over all HR and Admin in support of all U.S. Military operations in Iraq. This project was awarded to another firm and I returned to retirement. Later I was recalled from retirement again to lead all Admin and HR activities on a project in Africa slated to have 30,000 workers including expats from around the globe, and thousands of locally hired African workers recruited from villages along a 300 mile construction path starting from the ocean and ending on a mountain top three hundred miles inland through farming and jungle areas and villages. I was the 7th person on the ground and my responsibilities included devising and implementing strategies and programs to win the hearts and cooperation of tribes in the towns and villages, Administration of all HR and Training activities for the workforce including negotiations with the nation's Minister of Mining on wages and working conditions and ensuring all expats were properly permitted; moved safely to Africa and fed and housed and cared for with services similar to those found in a medium sized town. All identification, renovation and construction housing needed for thousands of expats in the cities and towns fell under my job description. This included rehabilitation of apartment complexes to finding rental properties in the jungle. This was a 14 billion dollar project in 2011.

At various times my responsibilities included directing Human Resources activities on all of my employer's United States projects. I had oversight responsibility for a workforce exceeding 30,000 employees. During much of this time, I was also responsible for the company's global Craft Training Program. At one point, my financial responsibility exceeded thirty million dollars annually.

Later I was asked to assume responsibility for oversight of all staffing and administration of International Construction and Maintenance projects including projects in Russia, the Middle East, Asia, multiple European nations and projects in the Americas.

At various times, my experience included dealing with local, state and federal authorities in the United States on Community Construction issues and the same was true on international projects.

I have held the position of Adjunct Professor in the field of Criminal Justice Administration and am an experienced investigator.

Much of the information above here might seem irrelevant considering I am applying for a Planning and Zoning Board position in Stevensville, Mt. However, I wish to point out that I am a serious person unafraid of responsibility and not easily fooled by "consultants". I like to check data and narratives and am fairly good at judging character and "separating the wheat from the chaff".

If I can be of service on the Planning and Zoning Board or in another position, I am willing to serve the Town.

Jim

File Attachments for Item:

h. Discussion/Decision: Consent to the Mayor's Appointment of Craig Thomas to the Airport Board

received
2/14/2022

BOARD APPLICATION FORM
STEVENSVILLE, MONTANA

*Disclosure: any information on this application is available for public view

Name: Graig K Thomas Home Phone: 406-363-8799
Address: 4189 Farker Lane Work/Cell Phone:
City: Stevensville State: Montana Zip: 59870
Email Address: ckyber@bysky.net
Business or Occupation: Forester / logger = retired
Board or Committee applying for: Airport Board chairman

✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):

Previous board accomplishments
aircraft owner (1980's) 4546P N13XZ
pilot repairman (x2)
Hangar owner
Thousands of volunteer hrs. completed
Good repore w/ FAA & Sponsor

✓ Why do you wish to serve on this Board or Committee?

I love the airport.
Many things need to be done.

✓ Additional information which you feel is pertinent:

Signature: Graig K Thomas

Date: 10 Jan 2022

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

File Attachments for Item:

i. Discussion/Decision: Consent to the Mayor's Appointment of Don Whitehair to the Airport Board

received
2/10/22

11:27 AM

BOARD APPLICATION FORM
STEVENSVILLE, MONTANA

*Disclosure: any information on this application is available for public view

Name: Don WHITEHAIR Home Phone: _____
Address: 367 STEVENSVILLE AIRPORT RD Work/Cell Phone: 360-2865
City: STEVENSVILLE State: MT Zip: 59870
Email Address: MTNAERO@MSN.COM
Business or Occupation: MOUNTAIN AERO INC
Board or Committee applying for: BOARD MEMBER

- ✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):

I'VE BEEN A PILOT FOR 46 YEARS, AND HAVE BEEN AT THE STEVENSVILLE AIRPORT SINCE THEN. I'VE OWNED THE PROPELLER SHOP FOR 10 YEARS & ACTIVELY ENGAGED IN ANNUALS & AIRCRAFT REBUILDING SINCE 1976.

- ✓ Why do you wish to serve on this Board or Committee?

I HAVE A LOT OF KNOWLEDGE TO ADD TO THIS BOARD. WHETHER ITS AIRCRAFT REBUILDING OR OFFERING ADVICE I FEEL I HAVE A LOT OF KNOWLEDGE THAT WOULD BE BENEFICIAL TO THE BOARD

- ✓ Additional information which you feel is pertinent:

IM AN AEP & IA AND HAVE A LOT OF INFO TO ADD TO THE BOARD. I WOULD LIKE TO REMAIN ON THE BOARD TO OFFER ADVICE WHETHER REBUILDING THE AIRPORT OR KNOWLEDGE

Signature:  Date: 2-10-22

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

File Attachments for Item:

j. Discussion/Decision: Consent to the Mayor's Appointment of Dustin Wood to the Airport Board

received
2/10/2022
1:25pm

BOARD APPLICATION FORM
STEVENSVILLE, MONTANA

*Disclosure: any information on this application is available for public view

Name: Dustin Wood Home Phone: —
Address: 178 Andis Loop Work/Cell Phone: 406-531-7297
City: Victor State: MT Zip: 59875
Email Address: Dustin @ ACSB.net
Business or Occupation: Aircraft Structural Repair Inc. / Blue Sky MT. LLC.
Board or Committee applying for: Airport Board

✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):
Started in aviation in the Marine Corps in 1990 and worked in the field since then. Opened ACSB, Inc. in 2004, built my main hangar in 2006 and a T-Hanger in 2014. Since purchased 2 additional hangars to support growing needs.

✓ Why do you wish to serve on this Board or Committee?
First and foremost to look after my interests at the airport. 2nd is to see the airport remain to grow and remain to be one of the nicest airports I have been to.

✓ Additional information which you feel is pertinent:

Signature: Dustin Wood, President/Manager Date: 1/31/2022

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

File Attachments for Item:

k. Discussion/Decision: Consent to the Mayor's Appointment of Don Lorenzen to the Airport Board

**BOARD APPLICATION FORM
STEVENSVILLE, MONTANA**

***Disclosure: any information on this application is available for public view**

Name: Don Lorenzen Home Phone: _____
Address: 3557 Hitching Post Work/Cell Phone: 406 550 1990
City: Stevensville State: _____ Zip: 59870
Email Address: dlorenzen53@gmail.com
Business or Occupation: retired
Board or Committee applying for: Airport

- ✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):

Served on board since 2015
Pilot since 1973.
EAA member since 1982; built 3 planes.

- ✓ Why do you wish to serve on this Board or Committee?

Serve the airport & city, community

- ✓ Additional information which you feel is pertinent:

Know most pilots & folks at airport & all the board members

Signature: Don Lorenzen Date: 1/11/22

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

File Attachments for Item:

I. Discussion/Decision: Consent to the Mayor's Appointment of Rich Perry to the Airport Board

BOARD APPLICATION FORM
STEVENSVILLE, MONTANA

*Disclosure: any information on this application is available for public view

Name: RITCH PERRY Home Phone: 907-223-7056
Address: 4578 MONTANA TRAIL Work/Cell Phone: _____
City: STEVENSVILLE State: MT Zip: 59870
Email Address: Pbigfame@aol.com
Business or Occupation: RETIRED
Board or Committee applying for: AIRPORT BOARD

- ✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):

PLEASE SEE ATTACHED EMAIL.

- ✓ Why do you wish to serve on this Board or Committee?

- ✓ Additional information which you feel is pertinent:

Signature: Application sent via email to Date: _____
Airport manager

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

- Collector: Web Link 2 (Web Link)
- Started: Monday, January 24, 2022 7:23:47 AM
- Last Modified: Monday, January 24, 2022 7:29:49 AM
- Time Spent: 00:06:01
- IP Address: 174.247.149.223

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Q1

Full Name

Rich Perry

Q2

Email Address

Pbigfarm@aol.com

Q3

Phone Number

907-223-7056

Q4

Street Address

4578 Montana Trail

Q5

Zip

59870

Q6

Business or Occupation

Retired

Q7

Please describe your experience or background which you believe qualifies you for service on this Board

I own hangers at the airport

Q8

Why do you wish to serve on this Board?

I would like to get more involved with the airport

Q9

Additional information which you feel is pertinent;

Worked in the business world for 50 years and have been involved in flying my whole life.

File Attachments for Item:

m. Discussion/Decision: Consent to the Mayor's Appointment of Kelli Weed to the Airport Board

BOARD APPLICATION FORM
STEVENSVILLE, MONTANA

*Disclosure: any information on this application is available for public view

Name: KELLI WEED

Home Phone: 360-808-3148

Address: 4201 S COUGAR LANE

Work/Cell Phone: _____

City: STEVENSVILLE

State: MT Zip: 59870

Email Address: Kweed@live.com

Business or Occupation: SENIOR QC SPECIALIST, GSK

Board or Committee applying for: AIRPORT BOARD

- ✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):

PLEASE SEE ATTACHED EMAIL.

- ✓ Why do you wish to serve on this Board or Committee?

- ✓ Additional information which you feel is pertinent:

Signature: Application sent via email to
Airport manager

Date: _____

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

- Collector: Web Link 2 (Web Link)
- Started: Sunday, January 23, 2022 8:13:38 PM
- Last Modified: Sunday, January 23, 2022 9:18:16 PM
- Time Spent: 01:04:38
- IP Address: 66.62.89.156

Page 1

Q1

Full Name

Kelli Weed

Q2

Email Address

kweed@live.com

Q3

Phone Number

(360)808-3148

Q4

Street Address

4201 S Cougar Lane

Q5

Zip

59870

Q6

Business or Occupation

Senior QC Specialist, GSK

Q7

Please describe your experience or background which you believe qualifies you for service on this Board

I am a strong supporter of general aviation at Stevensville Airport, including the accessibility and participation of the public. As a federally funded airport, it exists to serve the public and all users in an equitable and reasonable manner, as well as support and adhere to current FAA mandates and guidelines. For the airport to thrive it must have users. Users must experience a well-managed and welcoming airport that meets FAA expectations and follows standard published procedures without having policies that obstruct a culture of safety, bully users and those with safety concerns with retaliation, or inequitably pick who the rules apply to. With these values and goals in mind, it is in the best interest of the town as well as the airport that the members of the airport board are not only diverse, but current and well versed in FAA regulations and guidelines. In my profession as a quality control scientist, I am required to be well versed in various Code of Federal Regulations (CFRs). So, when I began my education to become a pilot a year and a half ago it was easy for me to dig into the aviation CFR's (the FAR/AIM) that we are all required to know intimately in order to pass our written and practical exams to obtain a pilot's certificate. Currently, I am working through my instrument rating and plan to work up through the rest of the ratings until I am eligible for an ATP (to become an airline pilot). Each rating requires intensive study of the FAR/AIM, practical flight and oral exams, many hours of flight to many different airports, and experience with many different aircraft. In my first year as a certified pilot I have co-authored an article in Cessna Pilot Association Magazine, flown across the US in a Cessna 140, then again in a twin-prop Comanche, as well as a Cessna 170 from Hurricane, Utah to Seldovia, Alaska. In my travels I continually experience hundreds of small successful airports across the nation from the east coast to Alaska and learn firsthand what makes a pilot choose to return to an airport and buy fuel, seek maintenance, or stop for food, lodging, or supplies in that town or otherwise support the airport as well as the local economy. Because of these fresh experiences and current study of FAA procedures and rules, as a board member I could lend my perspective on what works and what doesn't at small airports and bring new ideas that have worked elsewhere, with a current understanding of the rules. Additionally, as

one of the 8% of pilots who are female, I bring diversity to the board and seek to be a representative for minorities in aviation. I am an active supporter of the participation of women and minorities in aviation and maintain a social media presence dedicated to my aviation pursuits to show that women can be successful pilots and aircraft owners on a very modest income. I am a member of the NinetyNine's (women aviation organization founded by Amelia Earhart). Last year I received flight training scholarships from the Montana NinetyNine's as well as the Girls Love To Fly Foundation. My other memberships include the AOPA, the EAA, the Cessna 120/140 Association, the Cessna Pilots Association, and I am a Montana State registered pilot. Recently, I participated in the Montana Department of Transportation Aviation Winter Survival clinic in which we tested our abilities to survive in the elements after a mock plane crash scenario and learned how to build search and rescue signals, make fire without matches or lighters, obtain water safely, and build shelters that we attempted to "survive" a subzero temperature night. I plan to attend the MDOT Aviation Conference this March. My memberships as well as my broad network in aviation allows me to receive guidance and draw on resources from several mentors in aviation and airport matters. My brother is a United States Air Force Test Pilot as well as a general aviation enthusiast, and has extensive experience and knowledge of small airport procedures under FAA jurisdiction. One of my flight instructors is an FAA Safety Team education professional pilot, another is a nationally well known bush flying instructor and STOL competitor out of Alaska, and another is a Captain flying large jets globally for a major airline. With these resources as well as my experience, unique path in aviation, and continued participation in both local and global aviation events, I could make a valuable contribution as a member of the airport board.

Q8

Why do you wish to serve on this Board?

My success or failure with my aviation career goals are tied to the successes or failures of the Stevensville Airport. I am neither wealthy nor do I have copious time to devote to my career aspirations in aviation, and since I live near the Stevensville Airport it is possible for me to work on my ratings between a full time job and my sheep farm. When the airport is not functional, I cannot utilize a precious day or time slot to further my training. When the weather reporting is not functional, I can't shoot instrument approaches locally (and thus cost efficiently). It is a huge boon to me to have an operational airport that I feel welcome at, that has fair and safe policies and practices. This causes me to feel heavily invested in the effort to make and maintain Stevensville Airport as successful, equitable, and FAA compliant. I am motivated to donate my time to the board in any capacity that I can, to work as a team with others whom I know share my desire for the airport to be excellent in every way it could be.

Q9

Additional information which you feel is pertinent;

Respondent skipped this question

File Attachments for Item:

n. Discussion/Decision: Rescind Proposed Contract for Transportation Plan Between Robert Peccia & Associates, Inc. and the Town of Stevensville

AGREEMENT TO FURNISH ENGINEERING SERVICES

THIS AGREEMENT is made by and between Town of Stevensville, MT, hereinafter called "Client", and Robert Peccia & Associates, Inc., 3147 Saddle Drive, Helena, Montana, hereinafter called "Engineer", who agree as follows:

1. Declarations. Client desires to engage Engineer to provide certain professional services in connection with Client's project, which is described as follows:

STEVENSVILLE TRANSPORTATION MASTER PLAN

2. Scope of Work. Engineer shall provide professional services for the project as set forth in the accompanying "Scope of Services", made a part hereof as Exhibit A. The Scope of Services shall be provided pursuant to the attached "Terms and Conditions," which by this reference are expressly incorporated into this Agreement. Engineer's services shall be limited to those expressly set forth in this Agreement. Engineer shall have no other obligations or responsibilities for the Project except as agreed to in writing.
3. Cost. The cost of this project shall be billed on a lump sum amount of **TO BE NEGOTIATED**, as shown on the attached "Schedule of Estimated Costs".

EXECUTED this 13th day of December, 2021.

TOWN OF STEVENSVILLE, MT

By Brandon E. Dewey

Title Mayor

ROBERT PECCIA & ASSOCIATES, INC.

By [Signature]

Title President

**TERMS AND CONDITIONS
TO
AGREEMENT FOR ENGINEERING SERVICES**

ARTICLE 1, SERVICES: Engineer will:

- 1.1 Provide the services listed in the Scope of Services using that degree of care and skill ordinarily exercised by and consistent with the standards of engineering consultants practicing under similar conditions in the same or similar locality of the project site and on the same or similar projects. ENGINEER MAKES NO WARRANTIES, EXPRESS OR IMPLIED, UNDER THIS AGREEMENT OR OTHERWISE IN CONNECTION WITH ENGINEER'S SERVICES.
- 1.2 Provide only those services that are defined in the Scope of Work and which, in the opinion of the Engineer, lie within the technical or professional areas of expertise of the Engineer and which Engineer is adequately staffed and equipped to perform.
- 1.3 Engineer shall not have any duty or authority to direct, supervise, oversee or control (i) any activities at the worksite, or (ii) any contractors of Client or their work. Engineer is not responsible for the means, methods, techniques, procedures or sequences of the Contractor or any subcontractor. The Contractor and subcontractors are solely and exclusively responsible for performing their work in accordance with the plans and specifications. Engineer's services and/or presence at a site shall not relieve others of their responsibility to Client or to others. Engineer shall not be liable for the failure of Client's contractors or others to fulfill their responsibilities, and Client agrees to indemnify, hold harmless and defend Engineer against any claims arising out of such failures. Neither the professional activities of Engineer, nor the presence of Engineer at the construction/project site, shall relieve the general Contractor and all subcontractors of any of their responsibilities and duties to perform the work in accordance with the Contract Documents and to comply with any health or safety precautions required by any regulatory agencies. Engineer does not have authority to control any Contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the Contractor and subcontractors are solely responsible for job site safety. Accordingly, the Client shall require the Contractor and all subcontractors to defend, indemnify, and hold harmless the Engineer from any and all claims, losses, suits, damages, and liabilities, including attorneys' fees and costs, arising in any way from such contractors' or subcontractors' services or work product, except to the extent caused by the sole negligence of the Engineer.

ARTICLE 2, CLIENT'S RESPONSIBILITIES: Client or his authorized representative will:

- 2.1 Provide the Engineer full information regarding the project necessary for the proper performance of the Engineer.
- 2.2 Furnish right of entry onto the project site for the Engineer to make the necessary field studies.
- 2.3 Designate in writing those persons, organizations, or agencies to be contacted in the event conditions are revealed during the execution of Engineer's study that would require possible alteration of the study or would potentially influence design that is proceeding in parallel with the study.

ARTICLE 3, GENERAL CONDITIONS:

- 3.1 The Engineer, by the performance of services covered hereunder, does not in any way assume, abridge or abrogate any of those duties, responsibilities, or authorities with regard to the project customarily vested in any other agencies or authorities.
- 3.2 The Engineer shall not be responsible for acts or omissions of any party or parties involved in the project or the failure of any contractor or subcontractor to construct any item on the project in accordance with recommendations contained in any correspondence or recommendations issued by the Engineer.
- 3.3 This Agreement may be terminated by either party on receipt of written notice or by mutual agreement. If this Agreement is terminated by either party, the Engineer shall be paid in full for all services performed through the termination date.
- 3.4 Neither the Client nor the Engineer may delegate, assign, sublet or transfer his duties or interest in this Agreement (including any causes of action or claims alleging breach, negligence, loss or damages arising out of this Agreement), or any other interest therein, without the prior written consent of the other party.
- 3.5 To the extent damages are covered by property insurance or other insurance applicable to the work at the Project site, the Client and Engineer waive all rights against each other and employees of the other for damages, except such rights as they may have to the proceeds of such insurance.
- 3.6 Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Engineer or the Client. The Engineer's services under this Agreement are being performed solely for the benefit of the Client, and no other party or entity shall have any claim against the Engineer because of this Agreement or the performance or non-performance of any services under this Agreement. No other party or entity is intended to benefit from this Agreement.
- 3.7 **INDEMNIFICATION**
Indemnification by Engineer: The Engineer shall indemnify and hold harmless the Client and its officers, directors and employees against and from any and all liability, loss, damage, claims, demands, costs and expenses, including court costs and reasonable counsel fees, arising out of personal injury or death of any person, or loss or damage to property, but only to the extent such personal injury, death, loss or damage is caused by the negligence, knowingly wrongful acts, errors or omissions of the Engineer, its agents and/or employees.
Indemnification by Client: The Client shall indemnify and hold harmless the Engineer and its employees and agents, against and from any and all liability, loss, damage, claims, demands, costs and expenses, including court costs and reasonable counsel fees, arising out of personal injury or death of a person or loss or damage to property but only to the extent such personal injury, death, loss, destruction or damage is caused by the negligence, knowingly wrongful acts, errors or omissions of the Client, its agents and/or employees.
- 3.8 In recognition of the relative risks and benefits of the Project to both the Client and the Engineer, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Engineer to the Client, and anyone claiming by or through the Client, for any and all claims, losses, costs, damages of any nature whatsoever, and claims expenses from any cause or cause

attorneys' fees and costs and expert witness fees and costs), including those resulting from negligence, breach of contract, breach of statutory duty or otherwise (collectively "Claims") so that the total aggregate liability for and in connection with the entire Project, regardless of how limited in scope the services under this Agreement may be, shall not exceed an amount equal to the Engineer's total compensation under this Agreement. The Client further agrees that the officers, principals, directors and employees of the Engineer and its agents will not be individually liable in respect of any Claims, holds such individuals harmless from all Claims and covenants not to bring any Claims against such individuals. Claims by, through or under the Client shall specifically include any claims by purchasers of the Project (both first purchasers and subsequent purchasers), subsequent purchasers of the entire Project (during or after completion), lenders of the Client and their assignees, any assignee of the Client, and any invitee of the Client. The parties agree that specific consideration has been given by the Engineer for this limitation and that it is deemed adequate. The Client acknowledges that it could obtain a higher liability limit from the Engineer in return for increasing the Engineer's fee but has elected not to do so.

- 3.9 Engineer shall not be responsible for any delay or failure of performance caused by fire or other casualty, labor dispute, government or military action, transportation delay, inclement weather, Act of God, act or omission of Client or its contractors, failure of Client or any government authority to timely review or to approve the services or to grant permits or approvals, or any other cause beyond Engineer's reasonable control, and Engineer's compensation shall be equitably adjusted to compensate it for any additional costs it incurs due to any such delay.
- 3.10 All documents including Drawings and Specifications provided or furnished by Engineer (or Engineer's Consultants) pursuant to this Agreement are Instruments of Service in respect of the Project, and Engineer and Engineer's Consultants, as appropriate, shall retain all ownership and property interest, including all copyrights and intellectual property rights, in the Instruments of Service (including the right of reuse by and at the discretion of Engineer and Engineer's Consultants, as appropriate) whether or not the Project is completed. Provided the Client fully performs its obligations under this Agreement, including timely payment of all sums due, the Engineer grants to the Client a non-exclusive license to use the Instruments of Service solely and exclusively for the purpose of constructing and maintaining the Project. The Client may make and retain copies for information and reference in connection with the use and occupancy of the Project by Client and others; however, such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any such reuse without written verification or adaptation by Engineer and Engineer's Consultants, as appropriate, for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to Engineer, or to Engineer's Consultants, and Client shall defend, indemnify and hold harmless Engineer and Engineer's Consultants from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Engineer to further compensation at rates to be agreed upon by Client and Engineer.
- 3.11 Engineer's opinion of probable construction cost provided for herein are to be made on the basis of Engineer's experience and qualifications and represent Engineer's best judgment as an experienced and qualified professional engineer generally familiar with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Client wishes greater assurance as to probable construction cost, Client shall employ an independent cost estimator.

ARTICLE 4, INSURANCE:

- 4.1 The Engineer shall secure and maintain, throughout the full period of this Agreement, liability insurance. The Engineer will, upon request, file certification of such insurance coverage with the Client or his authorized representative.
- 4.2 No insurance, of whatever kind or type, which may be carried by the Engineer, is to be considered as in any way limiting the contractor's or subcontractor's responsibility for damages resulting from his operations or for furnishing work and materials to the project. The Client agrees, therefore, to include, or cause to be included, in the project's construction contract such requirements for insurance coverage and performance bonds to be secured and maintained by the project contractor as the Client deems adequate to indemnify the client, the Engineer, and other concerned parties against claims for damages to insure compliance of work performance and materials with project requirements.
- 4.3 To the extent damages are covered by property insurance or other insurance applicable to the work at the Project site, the Client and Engineer waive all rights against each other and employees of the other for damages, except such rights as they may have to the proceeds of such insurance.

ARTICLE 5, PAYMENT:

- 5.1 The Client will pay the Engineer for services and expenses in accordance with the attached fee schedule. The Engineer's invoices will be paid within 30 days of receipt by the Client or his authorized representative. If payment of the amounts due or any portion thereof is not made as prescribed above, interest on the unpaid balance will accrue at the rate of one percent (1%) per month and become due and payable at the time said overdue payments are made, unless delay in payment is due to improper, contested, or inadequate billing procedures followed by the Engineer.
- 5.2 The Engineer shall be paid in full for all services under the Agreement, including any overruns of the Client's contract or any unforeseen need for the Engineer's services exceeding the original contract requirements. Payment for such services shall be made irrespective of any claim by the Client for compensation for additional work conducted. Any such claim shall in no respect delay payment of fees for services performed by the Engineer.
- 5.3 The Client shall not withhold amounts from the Engineer's compensation to impose a penalty or liquidated damages on the Engineer, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Engineer agrees in writing, or has been found liable for the amounts in a binding dispute resolution proceeding.
- 5.4 Engineer may suspend performance of services upon ten (10) calendar days' notice to the Client for failure of payments when due, or for any other breach of this Agreement. Engineer shall not have any liability whatsoever to the Client for any costs or damages as a result of such suspension. If Engineer resumes services after payment by Client, the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for Engineer to resume performance. If an invoice remains unpaid for more than 90 days, Engineer shall have the right, but not the obligation, to initiate collection procedures.

ARTICLE 6, EXTENT OF AGREEMENT:

The Agreement, including these terms and conditions, represents the entire agreement between the Client and the Engineer, and supersedes all prior negotiations, representations, or agreements, written or oral. The Agreement may be amended only by written instrument signed by the Client and the Engineer.

SCOPE OF SERVICES

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

Task Descriptions

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

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

Task 1. Project Management and Administration

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

ASSUMPTIONS:

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

TASKS:

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

DELIVERABLES:

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

Task 2. Public and Stakeholder Involvement

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

ASSUMPTIONS:

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

TASKS:

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

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

DELIVERABLES:

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

Task 3. Existing and Projected Conditions

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

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

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

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

ASSUMPTIONS:

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

TASKS:

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

DELIVERABLES:

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

Task 4. Transportation Master Plan Reporting

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

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

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

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

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

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

ASSUMPTIONS:

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

TASKS:

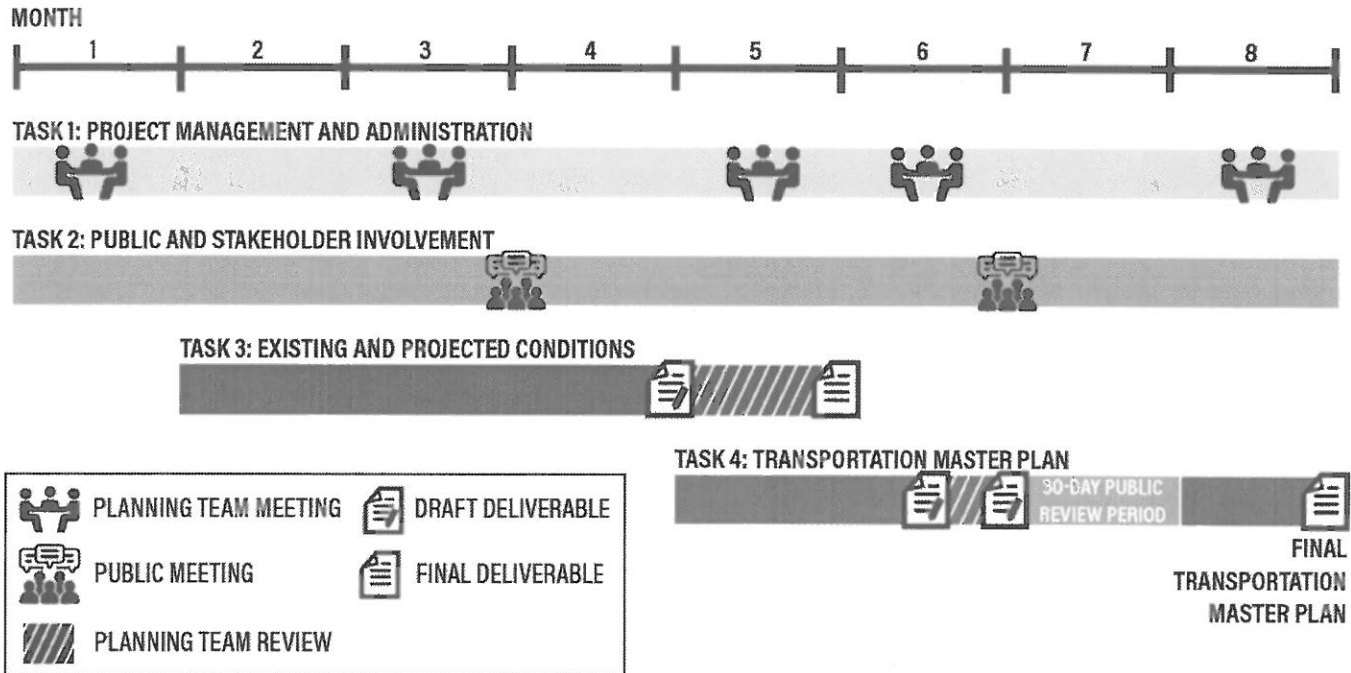
- 4.1. Identify recommended improvement options
 - a. Prepare visionary major street network
 - b. Prepare visionary non-motorized network
 - c. Develop cost estimates
- 4.2. Develop *Transportation Master Plan*
 - a. Draft *Transportation Master Plan*
 - b. Final *Transportation Master Plan*

DELIVERABLES:

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

Estimated Schedule

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





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

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

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

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