

Stevensville Town Council Meeting
Agenda For
MONDAY, APRIL 9th, 2018
7:00 p.m.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of minutes from March 26th Town Council Meeting
4. Approval of Bi-Weekly Claims
5. Administrative Reports
 - A. Finance Officer
 - B. Police
 - C. Public Works
6. Guests
 - Stevensville H.S. Superintendent Dr. Robert Moore to Present the Proposed 2018 School Bond
7. Correspondence
8. Public Comments
9. Unfinished Business
 - A. Discussion/decision – Draft Ordinance Prohibiting the Use of Tobacco Products in Town Parks & Recreation Facilities
10. New Business
 - A. Discussion/decision –Employee Health Care Benefits FY18/19
 - B. Discussion/decision – Draft Electronic Communication Policy
 - C. Discussion/decision – Consideration of the Opportunity to Lease and/or Purchase 201 Main Street as a New Town Hall
 - D. Discussion/decision - Direct the Mayor to Reopen the Town of Stevensville Temporary Fishing Access Site, Councilmembers Michalson and Barker
 - E. Discussion/decision – Schedule a Meeting of the Committee of the Whole in Order to Draft Resolution 339A, Regarding Email and Website Administration, Councilmembers Michalson and Barker
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.
3. Comment made outside of these times may not be allowed.
4. 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.
5. 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.

STEVENSVILLE TOWN COUNCIL MINUTES
Monday, March 26th, 2018
7:00 p.m.

Council for the Town of Stevensville came together at Council Chambers, this being the time set for the regular meeting of the Town Council. Mayor Dewey called the meeting to order at 7:00 p.m. Councilmember's Barker, Holcomb, Smith and Michalson were all present. Several members of the public were also present.

The Council and all present then rose, faced the flag and recited the Pledge of Allegiance.

Approval of minutes from:

March 12th Town Council Meeting

Councilmember Holcomb made a motion to approve minutes from the March 12th Town Council Meeting as presented. Councilmember Barker seconded the motion and all voted "aye". Motion carried 4-0.

Approval of bi-weekly claims:

Council reviewed the claims as presented.

Councilmember Holcomb made a motion to approve the claims as presented. Councilmember Barker seconded the motion. Council inquired about several claims. The vote was called and all voted "aye". Motion carried 4-0.

Administrative Reports:

Airport

Airport Manager Paul O'Bagy presented the Airport report and asked the Council to address the airport fees not being paid and suggested doubling the fees if not paid on time.

Building

Council reviewed the monthly building report.

Fire

Fire Chief Motley presented the monthly fire report and informed Council they will be actively recruiting for additional volunteers. He then presented a training video on the recent house burn they did for the Stevensville High School.

Guests:

There were no guests.

Correspondence:

There was no correspondence.

Public Comments:

Shirley McKibbin, 372 North Kootenai Creek Road, commented on the backdoor dealings of Council, Council not solving issues for the community and their actions being a negativity to the Town of Stevensville. She respectfully requested Council to set aside any grievances they may have to move forward with positive and cooperative action or resign from their elected positions.

Bill Perrin, 503 Charlos, commented on Councilmember Michalson's email stating "continue to make the Mayor's life miserable" as personal, not being in the best interest of the Town and not right.

Michael Sharkey, 206 St. Mary's Drive, read several Council emails and commented he would rather be commending Council for a good well done versus calling them out on wasting the Town's time and money. He requested the Council stop with their personal agendas and start doing the business of the Town. He then commented on and read a short statement written by his wife, former Finance Officer of the Town, regarding emails missing or deleted from Councilmember Michalson's email account.

Loey Knapp, 526 East Third Street, commented on her love for the Stevensville community and what it has to offer. She then commented on the Council being the one black cloud over Stevensville and Council not representing the Town. She offered to call a meeting of members from her Ward to meet with Councilmember Holcomb to discuss what the voters would like her to work on for the Town.

Unfinished Business:

There was no Unfinished Business.

New Business:

A. Discussion/decision – General Services Clerk Hours, Councilmembers Michalson and Barker

Mayor Dewey turned the floor over to Councilmember Michalson.

Councilmember Michalson commented on the Mayor's hours being worked and inquired about the utilization of the General Services Clerk. Council then inquired about a letter sent out regarding dog tags using the title of Community Relations.

Mayor commented on his hours worked, the General Services Clerk hire and training, and informed Council of title of Community Relations being previously part of the multiple titles held by the General Services Clerk and this was an oversight when the letter was sent out.

Mayor called for public comment.

Jim Crews, 316 9th Street, inquired as to what decision the Council has made on this agenda item.

Further discussion was held regarding the General Services Clerk hours and the Mayor's hours.

Fire Chief Motley commented on the great job the new General Services Clerk is doing for the Town and reminded Council of the needed time to train new employees.

Discussion ensued regarding the Mayor's hours worked for the Town.

Fire Chief Motley reminded Council of the agenda item being General Services Clerk hours not the Mayor's hours.

Executive Report

Mayor Dewey reported on the following items:

- CDBG Grant Application being delayed and his expectation of this item to come back to Council when RCEDA Director Julie Foster is back in town
- Mayor's attendance at the Executive Forum this week
- Town Clerk/Court Clerk recruitment

Town Council Comments:

Councilmember Michalson commented the recently stated Council actions, Council emails, the conflict between the Mayor and Council beginning last November and the Mayor's blatant and reckless behavior.

Councilmember Holcomb commented on not personally attacking the Mayor, Council being personally attacked in news coverage, acting on the advice of the town attorney, her grievance against the Mayor and trying to do the best for the Town.

Councilmember Barker commented on the Council emails, trying to move forward, and attempting to mentor the Mayor but the Mayor not letting them.

Councilmember Smith commented on public access to records, procedures for accessing records, privileged Council communications and the Mayor accessing emails constituting a breach of his mayoral duties. He further commented on being a functional government, needing to address pressing Town issues, trust being broken and not sure how to move forward.

Board Reports

There were no Council board reports.

Councilmember Holcomb made a motion to adjourn. Councilmember Smith seconded and all voted “aye”. Motion carried 4-0.

Meeting adjourned at 8:20 p.m.

APPROVE:

ATTEST:

Brandon Dewey, Mayor

Stacy Bartlett, Town Clerk

DRAFT

04/05/18
14:04:45

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 4/18

Page: 1 of 4
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (3/18) ****								
14325	E	1166 VISA	1,811.51					
		March 03/03/18 Homebase subscription	9.95			1000 420100	330	101000
		February 02/17/18 FD training meal	80.00			1000 420410	229	101000
		February 02/18/18 Town clerk Adobe subscriptio	14.99			1000 410550	330	101000
		February 02/19/18 FO Adobe subscription	14.99			1000 410550	330	101000
		February 02/20/18 Mayor Adobe subscription	14.99			1000 410200	330	101000
		February 02/23/18 George H2O school hotel	166.78			5210 430510	370	101000
		February 02/21/18 George H2O school travel	57.18			5210 430510	380	101000
		February 02/22/18 Lens for C2010 (ck#18537 voi	39.95			1000 420460	232	101000
		February 02/23/18 Court file folders	39.98			1000 410360	210	101000
		March 03/02/18 H2O printer ink - black	31.49			5210 430510	210	101000
		March 03/02/18 Sewer printer ink - black	31.49			5310 430610	210	101000
		March 03/03/18 TH Lysol wipes	17.59			1000 410550	210	101000
		March 03/05/18 H2O shoe covers	16.55			5210 430510	230	101000
		March 03/05/18 Sewer shoe covers	16.54			5310 430610	230	101000
		March 03/11/18 Mayor computer mouse	17.99			1000 410200	210	101000
		March 03/11/18 TH copy paper	21.59			1000 410550	210	101000
		March 03/11/18 H2O copy paper	16.19			5210 430510	210	101000
		March 03/11/18 Sewer copy paper	16.19			5310 430610	210	101000
		March 03/11/18 FD wipes for dry-erase boards	19.99			1000 420410	210	101000
		March 03/11/18 R Martin training meal	12.00*			2394 420531	370	101000
		March 03/12/18 H2O printer ink - color	31.50			5210 430510	210	101000
		March 03/12/18 Sewer printer ink - color	31.49			5310 430610	210	101000
		March 03/12/18 R Martin training meal	5.00*			2394 420531	370	101000
		March 03/12/18 R Martin training meal	12.00*			2394 420531	370	101000
		March 03/13/18 Council billings hotel reserva	848.01			1000 410211	370	101000
		March 03/13/18 R Martin training meals	16.90*			2394 420531	370	101000
		March 03/14/18 R Martin training meals	17.00*			2394 420531	370	101000
		March 03/15/18 Fire engine reg (2)	32.81			1000 420460	232	101000
		March 03/15/18 R Martin training travel	75.01*			2394 420531	370	101000
		March 03/16/18 R Martin training travel	40.40*			2394 420531	370	101000
		March 03/17/18 Town clerk Adobe subscription	14.99			1000 410550	330	101000
		March 03/18/18 FO Adobe subscription	14.99			1000 410550	330	101000
		March 03/20/18 Mayor Adobe subscription	14.99			1000 410200	330	101000
14327	E	59 BITTER ROOT DISPOSAL	295.47					
		Apr 18 04/01/18 Court solid waste	4.92			1000 410360	340	101000
		Apr 18 04/01/18 H2O Dept TH facility	29.55			5210 430510	340	101000
		Apr 18 04/01/18 Sewer Dept TH facility	29.55			5310 430610	340	101000
		Apr 18 04/01/18 PD solid waste	14.77			1000 420100	340	101000
		Apr 18 04/01/18 TH solid waste	14.77			1000 411201	340	101000
		Apr 18 04/01/18 BD solid waste	4.93			2394 420531	340	101000
		Apr 18 04/01/18 StreetsDept solid waste	157.58			1000 430200	340	101000
		Apr 18 04/01/18 Sewer plant solid wase	39.40			5310 430640	340	101000

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		*** Claim from another period (3/18) ****						
14328		852 CENEX FLEETCARD	1,170.50					
	154677	03/31/18 PD fuel	607.71			1000 420100	231	101000
	154677	03/31/18 FD fuel	413.76			1000 420460	231	101000
	154677	03/31/18 Water fuel	49.68			5210 430510	231	101000
	154677	03/31/18 Sewer fuel	49.68			5310 430610	231	101000
	154677	03/31/18 Streets fuel	49.67			1000 430200	231	101000
		*** Claim from another period (3/18) ****						
14329		85 CENTURYLINK	458.13					
	Mar 2018	03/22/18 PD Telecom #3011	80.09			1000 420100	340	101000
	Mar 2018	03/22/18 WWTTP Internet #0185	68.99			5310 430640	340	101000
	Mar 2018	03/22/18 H2O Plant Phone #7132	37.99			5210 430540	340	101000
	Mar 2018	03/22/18 WWTTP Phone #9878	50.77			5310 430640	340	101000
	Mar 2018	03/22/18 PD Telecom #5271	22.03			1000 420410	340	101000
	Mar 2018	03/22/18 H2O/TH Telecom #5271	77.10			5210 430510	340	101000
	Mar 2018	03/22/18 Sewer/TH Telecom #5271	77.10			5310 430610	340	101000
	Mar 2018	03/22/18 Court Telecom #5271	22.03			1000 410360	340	101000
	Mar 2018	03/22/18 Building Dept Telecom #5271	22.03			2394 420531	340	101000
		*** Claim from another period (3/18) ****						
14331		593 KG EXPRESS LUBE	214.47					
	56203	03/27/18 '1 Charger oil change/trans sv	214.47*			1000 420100	232	101000
14332		1436 Maureen M. O'Connor	1,500.00					
	Apr 2018	04/01/18 April Monthly Comp	1,500.00			1000 410360	350	101000
		*** Claim from another period (3/18) ****						
14333		E 8 RAVALLI ELECTRIC CO-OP	120.95					
		Airport & Airport Well Utilities						
	Mar 18	03/31/18 Airport Utilities - Lights Ele	50.64*			5610 430300	340	101000
	Mar 18	03/31/18 Airport Utilities - Water Pump	70.31*			5610 430300	340	101000
14334		1146 Spillman Technologies, Inc.	375.00					
		Nova Software - Monthly Subscription 4/1-4/30/18						
	37928	04/02/18 April Nova Subscription	75.00			1000 411100	352	101000
	37928	04/02/18 April Nova SW Subscription	300.00			1000 420100	330	101000
		*** Claim from another period (3/18) ****						
14335		1271 Sweet Pea Sewer & Septic	235.00					
		River Park Porta Potty Cleaning - 2/27, 3/13						
		L&C Park Porta Potty Cleaning - 3/6, 3/20, 3/23						
	51343	03/26/18 River Park Porta Potty Service	70.00			1000 460430	350	101000
	51344	03/26/18 L&C Park Porta Potty Service	165.00			1000 460430	350	101000

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		*** Claim from another period (3/18) ****						
14336		557 MOUNTAIN WEST CO-OP	44.85					
	Mar 18	03/08/18 Propane for spring burning	8.00			1000 430100	220	101000
	Mar 18	03/13/18 Diesel for backhoe	4.00			5210 430510	231	101000
	Mar 18	03/13/18 Diesel for backhoe	4.00			5310 430610	231	101000
	Mar 18	03/13/18 Diesel for backhoe	4.00			1000 430200	231	101000
	Mar 18	03/15/18 Lumina-G Thomas to pool school	24.85			1000 460450	220	101000
		*** Claim from another period (3/18) ****						
14337		17 MONTANA SAWS	739.95					
		16" saw for FD - to be reimbursed through VFA grant (reimbursable)						
		03/22/18 Saw for FD to be reimbursed	739.95*			1000 420460	212	101000
		*** Claim from another period (3/18) ****						
14338		1460 American Welding & Gas	122.34					
		Acetylene, Carbon Dioxide (Water Dept), Oxygen, Argon/CO2 Mix, Rental Cylinder						
		05459283 03/31/18 Carbon Dioxide	34.72*			5210 430510	220	101000
		05459283 03/31/18 Ace/Oxy/Argon/CO2+Rental-H2O	29.21*			5210 430510	220	101000
		05459283 03/31/18 Ace/Oxy/Argon/CO2+Rental-Sew	29.21			5310 430610	220	101000
		05459283 03/31/18 Ace/Oxy/Argon/CO2+Rental-Str	29.20			1000 430100	220	101000
		*** Claim from another period (3/18) ****						
14341		1044 Brian J. West	1,249.50					
		1316 04/03/18 MAR PROSECUTING ATTY SERVICES	799.00			1000 411100	352	101000
		1315 04/03/18 MAR TOWN LEGAL SERVICES	450.50			1000 411100	350	101000
		87 MSU LOCAL GOVERNMENT CENTER	750.00					
		38th Annual MT Municipal Institute Registration						
		\$175 each for Council - Stacie, Bob and Robin						
		\$225 for Council bootcamp - Ray						
		2018 Insti 04/04/18 Registration for Council -	750.00			1000 410211	380	101000
		1122 Bitterroot Wireless Stevi	125.00					
		Refund 04/04/18 Refund SD card purchase	125.00			1000 342010		101000
		*** Claim from another period (3/18) ****						
14344		183 Bitterroot Valley Tire	34.10					
		7160027625 03/23/18 Parks lawn mower tires (2)	34.10			1000 460430	360	101000
		*** Claim from another period (3/18) ****						
14345		16 MONTANA ENVIRONMENTAL LAB LLC	884.80					
		Mar 2018 03/31/18 Water testing - March 2018	58.00*			5210 430540	350	101000
		Mar 2018 03/31/18 Sewer testing - March 2018	826.80			5310 430640	350	101000
		*** Claim from another period (3/18) ****						
14346		23 VALLEY DRUG AND VARIETY	25.36					
		179895 03/01/18 FD printing	12.42			1000 420410	320	101000
		182662 03/13/18 FD printing	2.37			1000 420410	320	101000
		183434 03/16/18 PD marker/dry erase board	7.99			1000 420100	210	101000
		03/29/18 Clerk job posting	1.29*			1000 410550	320	101000
		03/29/18 Clerk job posting	1.29			1000 410360	320	101000

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TOWN OF STEVENSVILLE
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	FO #	Fund Org Acct	Object Proj	Cash Account
		*** Claim from another period (3/18) ****						
14347		53 SUPER 1 FOODS	7.46					
	02-532097	03/29/18 Creamer - Coffee with a Cop	7.46			1000 420100	220	101000
		*** Claim from another period (3/18) ****						
14348		29 STEVENSVILLE NAPA AUTO PARTS	213.45					
	443898	03/14/18 side turn signal for 92 Intl	35.43			1000 420460	232	101000
	444891	03/21/18 FD - Locktite	6.69*			1000 420410	220	101000
	445131	03/23/18 starter for 2004 Suburban	171.33			1000 420460	232	101000
		*** Claim from another period (3/18) ****						
14349		32 ABT CONTROLS	595.18					
	3249	03/28/18 Sewer Plant pump repair	595.18			5310 430640	360	101000
		*** Claim from another period (3/18) ****						
14350		34 STEVENSVILLE HARDWARE AND RENTAL	123.41					
	A393801	03/06/18 batteries for water lines tes	5.51			5210 430550	230	101000
	A393856	03/07/18 rope for tree trimming	14.99			1000 430100	220	101000
	A393957	03/08/18 storage totes	64.47			1000 420410	210	101000
	A394698	03/17/18 light tubes for office	7.49			5210 430510	230	101000
	B187480	03/17/18 light tubes for office	7.49			5310 430610	230	101000
	A395186	03/23/18 sewer plant fasteners	0.98			5310 430640	230	101000
	A395458	03/26/18 streets-anchor shackle	14.99			1000 430100	220	101000
	A395833	03/31/18 muriatic acid-clean test unit	7.49			5310 430640	230	101000
		# of Claims	22	Total:	11,096.43			
			Total Electronic Claims	2,227.93	Total Non-Electronic Claims	8868.50		

Claim #14326 - CSED processing fee automatically paid when CSED payment made
 Claim #14330 - Number skipped during claims entry
 Claim #14339 - Claim void due to duplicate entry
 Claim #14340 - USPS for monthly UB statements paid 4/3/18

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14:17:25

TOWN OF STEVENSVILLE
Cash Report
For the Accounting Period: 4/18

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 Cash - Operating	235,608.89	0.00	0.00	0.00	1,913.36	233,695.53
2250 PLANNING						
101000 Cash - Operating	435.10	0.00	0.00	0.00	73.20	361.90
2310 Tax Increment Finance District						
101000 Cash - Operating	146,393.17	0.00	0.00	0.00	48.80	146,344.37
2311 Targeted Economic Development District						
101000 Cash - Operating	5,864.36	0.00	0.00	0.00	0.00	5,864.36
2350 Local Government Study Commission						
101000 Cash - Operating	0.52	0.00	0.00	0.00	0.00	0.52
2390 Drug Fines-Forfeitures Account						
101000 Cash - Operating	2,988.45	0.00	0.00	0.00	0.00	2,988.45
101010 Cash - Investment / Savings Acco	0.38	0.00	0.00	0.00	0.00	0.38
Total Fund	2,988.83					2,988.83
2394 BUILDING CODE ENFORCEMENT						
101000 Cash - Operating	65,508.41	0.00	0.00	0.00	73.20	65,435.21
2410 Dayton Lighting #1 District 55						
101000 Cash - Operating	8,701.39	0.00	0.00	0.00	0.00	8,701.39
2420 Peterson Addn Lighting #2 District 80						
101000 Cash - Operating	3,239.65	0.00	0.00	0.00	0.00	3,239.65
2430 Geo Smith Lighting #3 District 76						
101000 Cash - Operating	9,390.40	0.00	0.00	0.00	0.00	9,390.40
2440 Creekside Lighting #4 District 77						
101000 Cash - Operating	3,679.66	0.00	0.00	0.00	0.00	3,679.66
2450 Twin Creeks Lighting #5 District						
101000 Cash - Operating	1,506.81	0.00	0.00	0.00	0.00	1,506.81
2810 POLICE TRAINING & PENSION						
101000 Cash - Operating	12,177.05	0.00	0.00	0.00	0.00	12,177.05
2820 GAS APPORTIONMENT TAX						
101000 Cash - Operating	93,316.21	0.00	0.00	0.00	0.00	93,316.21
2889 Heyer Foundation Grant						
101000 Cash - Operating	1,666.66	0.00	0.00	0.00	0.00	1,666.66
2916 COFS Grant						
101000 Cash - Operating	1,348.92	0.00	0.00	0.00	0.00	1,348.92
2940 Economic Development						
101000 Cash - Operating	44,398.53	0.00	0.00	0.00	0.00	44,398.53
2987 Jean Thomas Park Beautification Fund						
101000 Cash - Operating	75,000.00	0.00	0.00	0.00	0.00	75,000.00
4000 CAPITAL IMPROVEMENTS						
101000 Cash - Operating	87,922.27	0.00	0.00	0.00	0.00	87,922.27
4001 Sidewalk Improvements						
101010 Cash - Investment / Savings Acco	52,541.56	0.00	0.00	0.00	0.00	52,541.56
4002 Fire Engine Capital Improvement						
101000 Cash - Operating	-663.75	0.00	0.00	0.00	0.00	-663.75
102000 Cash - Restricted	24,257.71	0.00	0.00	0.00	0.00	24,257.71
Total Fund	23,593.96					23,593.96

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TOWN OF STEVENSVILLE
Cash Report
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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
5210 WATER						
101000 Cash - Operating	541,975.18	121,616.94	0.00	0.00	440.47	663,151.65
102000 Cash - Restricted	348,670.53	0.00	0.00	348,670.53	0.00	0.00
102110 Cash - Restricted for constructi	0.00	362,028.00	0.00	0.00	0.00	362,028.00
102220 Cash - Restricted for future yea	0.00	91,008.00	0.00	0.00	0.00	91,008.00
102240 Cash - Restricted for replacemen	0.00	169,000.00	0.00	0.00	0.00	169,000.00
102330 H2O CIP CDs - Committed	394,410.47	0.00	0.00	394,410.47	0.00	0.00
Total Fund	1,285,056.18	743,652.94		743,081.00	440.47	1,285,187.65
5250 WATER BOND Principal & Interest						
101000 Cash - Operating	174,193.48	390.30	0.00	0.00	0.00	174,583.78
5310 SEWER						
101000 Cash - Operating	119,730.90	812.40	0.00	0.00	440.47	120,102.83
102000 Cash - Restricted	329,410.07	0.00	0.00	0.00	0.00	329,410.07
Total Fund	449,140.97	812.40			440.47	449,512.90
5350 SEWER BOND PRINCIPAL & INTEREST						
101000 Cash - Operating	97,483.04	501.44	0.00	0.00	0.00	97,984.48
5610 AIRPORT						
101000 Cash - Operating	88,734.15	0.00	0.00	0.00	162.42	88,571.73
101010 Cash - Investment / Savings Acco	92,147.23	0.00	0.00	0.00	0.00	92,147.23
101104 CD's - Airport - Farmers	16,873.39	0.00	0.00	0.00	0.00	16,873.39
Total Fund	197,754.77				162.42	197,592.35
5620 Airport Project						
101000 Cash - Operating	-65,280.49	0.00	0.00	0.00	0.00	-65,280.49
7120 FIREMEN'S DISABILITY						
101000 Cash - Operating	3.15	0.00	0.00	0.00	0.00	3.15
7910 PAYROLL FUND						
101000 Cash - Operating	5,538.94	0.00	2,856.52	2,200.55	0.00	6,194.91
7930 CLAIMS FUND						
101000 Cash - Operating	21,181.07	0.00	295.40	0.00	0.00	21,476.47
Totals	3,040,353.46	745,357.08	3,151.92	745,281.55	3,151.92	3,040,428.99

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

Finance Officer's Report to Council

TO: Stevensville Town Council
From: April VanTassel, Finance Officer
Re: Finance Officer's Report to Council
Date: April 9, 2018

1. Utility Billing

Utility Billing Aging Report			
Time Frame	Amount Owning as of 02/28/2018	Time Frame	Amount Owning as of 03/31/2018
Current	\$6,072.45	Current	(\$7,451.80)
30 Days Past Due	\$0.00	30 Days Past Due	\$14,655.42
60 Days Past Due	\$5,905.52	60 Days Past Due	\$4,591.14
90 Days Past Due	\$3,381.19	90 Days Past Due	\$2,895.91
120 Days Past Due	\$9,090.33	120 Days Past Due	\$8,749.51
Total Due	\$24,449.49	Total Due	\$23,440.18

2. March 2018 Credit Card Usage report

- 46 customers paid with a credit card using paygov.us:
 - 41 Utility Billing Customers paid their water/sewer bill online
 - 5 Customers paid for permits online

3. Stevensville City Court fines

March 2018 court fines and fees were received April 4, 2018 in the amount of \$3,308.00

4. Budget

Department budget requests were due to me Friday and I am in the process of entering amounts and narrative in Black Mountain in order to have reports ready to distribute to department heads by April 27 for review. Annual evaluations are in progress and are due to be turned in to me by April 20 for merit increase calculations.

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT
April 9th, 2018**

MONTHLY REPORT:

We had the first Coffee With A Cop gathering at the end of March. I feel that it was received well. The topics of conversation covered drug issues, thefts, garbage on personal property, and various other issues concerning Police Department staffing. I had an opportunity to discuss upcoming projects like Neighborhood Watch and National Night Out. There was also some good suggestions from the community regarding creative ways to address the drug problem that we have in Stevensville. There were 12 people that came at various times during the 2 hour period. Next gathering, we will have a special guest from the Montana Highway Patrol that will be talking about the Montana Hope Project.

Since the fishing access on near the bridge has been opened again, the Council needs to decide what to do with the no parking signs on the easement. If the Council chooses to keep the signs, I feel that it needs to be posted better with a couple of signs along the fence that show an arrow spanning the area. I feel that keeping the fence area closed to parking will ensure that the road is kept open allowing the people accessing the park complete road width. I realize that this cannot be an action item on this agenda. I am bringing it to the Council's attention.

POLICE DEPARTMENT STATISTICS:

PERSONNEL WORKLOAD	LAST MONTH	YEAR TO DATE	LAST CAL YEAR
PATROL		2018	2017
Calls for service	64	148	436
Citations (Including Warning)	31	93	255
Arrests	4	20	71
INVESTIGATIONS			
Disorderly / Vandalism	1/1	4/3	17/16
Assaults / Sex Crimes	1/0	4/2	22/6
Burglary / Theft	1/0	4/2	10/32
Fraud	0	1	3
Drug Offenses	1	3	10
DUI	3	7	23
TRAFFIC			
Traffic Stops	23	74	234

SPD TRAFFIC ENFORCEMENT SUMMARY LAST FULL MONTH:

Speeding 6

Careless 3

Reckless 3

Stop Sign Violation 3

Insurance 3

Driving While Suspended 0

Center Line Violation (U-turn) 2

**TOWN OF STEVENSVILLE
PUBLIC WORKS ACTIVITY REPORT
April 9th, 2018**

UTILITIES REPORT

Water Production

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	13,636,000	11,586,000
<i>Gallons Metered</i>	4,070,500	4,052,470
<i>Gallons Not Metered (Loss)</i>	9,565,500	7,533,530

- ♣ 10 Meter Repairs due to battery issues
- ♣ Updated Meter Computer
- ♣ Water leak repairs at 212 Pine and 140 E 2nd
- ♣ Water/Sewer Inspections at 292 & 289 Willow Way
- ♣ Monthly water reports sent to the State
- ♣ Replaced 3 drying tubes in wells 1, 3 & 4

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	7,680,000	7,334,000

- ♣ Blower #1 shipped out for rebuild
- ♣ Tree removal at 205 South Ave due to roots in sewer main
- ♣ Replaced expansion joint blower #2
- ♣ Jeff Joost site visit for blower rebuild/replacement
- ♣ Monthly sewer report sent to State and EPA
- ♣ Central Ave lift station alarm floats stuck due to grease build-up

STREETS & TRANSPORTATION

One pot hole filled, all others scheduled for April

CEMETERY'S

Excavation for 2 gravesite's

PARK MAINTENANCE

Dog waste clean up at Lewis & Clark Park for Easter Egg Hunt
Bad light in Lewis & Clark Park; NorthWestern Energy will help repair the pole

AGENDA ITEM A
X Unfinished New Business

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

Submission Date **04-02-2018** Time: _____

Person Submitting the Agenda Item **Mayor** Yes No

Council Member Submitting the Agenda Item Request? Name _____ Initial _____

2nd Council Member Submitting the Agenda Item Request? Name _____ Initial _____

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 04-09-2018

Agenda Topic: **Discussion/decision – Draft Ordinance Prohibiting the Use of Tobacco Products in Town Parks & Recreation Facilities**

Backup Documents Attached Yes No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration **04-09-2018**

Mayor Signature *David E. Jones* Date 4-5-18

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___ If the request is not valid, please annotate the reason it is not a valid item for consideration.

ORDINANCE NO. 164

AN ORDINANCE PROHIBITING THE USE OF TOBACCO PRODUCTS IN TOWN PARKS & RECREATION FACILITIES

WHEREAS, the Town of Stevensville believes that commercial tobacco use in the proximity of children and adults engaging in or watching outdoor recreational activities at Town of Stevensville-owned or operated facilities is detrimental to their health and can be offensive to those using such facilities; and

WHEREAS, the Town of Stevensville has a unique opportunity to create and sustain an environment that supports a tobacco-free norm through a tobacco-free policy, rule enforcement, and adult-peer role modeling ~~on~~ within Town of Stevensville-owned recreational facilities; and

WHEREAS, the Town of Stevensville believes parents, leaders, and officials involved in recreation are role models for youth and can have a positive effect on the lifestyle choices they make; and

WHEREAS, people who use smokeless tobacco ingest a similar amount of nicotine as regular smokers and are exposed to at least 30 chemicals that are known to cause cancer; and

WHEREAS, cigarettes, once consumed in public spaces, are often discarded on the ground, requiring additional maintenance expenses, diminishing the beauty of the Town of Stevensville's recreational facilities, and posing a risk to toddlers due to ingestion; and

WHEREAS, exposure to e-cigarette aerosol has not been proven to be safe; and e-cigarette aerosol contains harmful and potentially harmful chemicals such as Nicotine, Diacetyl, Benzene, and Tin.

WHEREAS, studies find that passive exposure to e-cigarette use evokes smoking urge, desire, and behavior among young adult smokers; and

WHEREAS, secondhand smoke levels in outdoor public places can reach levels as high as those found in indoor facilities where smoking is permitted; and

WHEREAS, the Surgeon General has determined that there is no safe level of exposure to secondhand smoke; and

WHEREAS, in conjunction with the Montana Clean Indoor Act, the Stevensville Town Council determines that the prohibition of commercial tobacco use at the Town of Stevensville's recreational facilities serves to protect the health, safety and welfare of the citizens of the Town of Stevensville.

ORDINANCE NO. 164

DEFINITIONS

(a) "Tobacco Product" means:

a. any product containing, made, or derived from tobacco or that contains nicotine that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested, or by any other means, including but not limited to a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, and snus.

b. any device, regardless of whether or not it contains nicotine, that can be used to deliver nicotine or another substance or solution in any form, including but not limited to aerosolized, vaporized, or heated, to the person inhaling from the device, including but not limited to an e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, or any oral smoking device developed to circumvent the prohibition of smoking.

b.c. Non-emissive nicotine replacement therapeutic devices for tobacco cessation such as lozenges, patches, and nicotine based gum products are excluded from this definition.

Commented [BW1]: This is a first draft, but should give you an idea where I am headed.

Tobacco-Free Parks Policy and Procedures

1. No person shall use any Tobacco Product or other smokable product ~~on~~ within any Town of Stevensville-owned or operated facilities, including the restrooms, spectator areas, and concession areas. These facilities include, administrative buildings, playgrounds, athletic fields, aquatic areas, parks, and walking and ~~hiking~~ trails.
2. The tobacco-free policy does not apply to a site that is being used in connection with the practice of cultural activities by American Indians that is in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a, whether or not the public is allowed access to those places.
3. Appropriate signs shall be posted in the above specified areas in a conspicuous manner.

~~According to National Recreation and Park Association, tobacco-free signage is a common enforcement strategy. The use of signs is directly related to citizen enforcement.~~

ORDINANCE NO. 164

4. Enforcement of the policy is a shared responsibility of the enforcement team, ~~and recreational area users.~~ The enforcement team, including the Police Department, Parks & Recreation Staff & Public Works Staff, and Town volunteers, will make periodic observations of recreational facilities to monitor for compliance.
5. Any individual found violating this policy will be reminded and asked to comply before being subject to ejection from the recreational area. Town of Stevensville staff found violating this policy may be subject to disciplinary action. This Tobacco-Free Parks Policy is in addition to any federal, state, or local laws that restrict or otherwise regulate the use of Tobacco.
6. This Tobacco-Free Parks & Recreation Policy shall be communicated to the community 30 days prior to its effective date. This policy is effective as of **[effective date]**.

Commented [BW2]: It is not advisable to include members of the general public as enforcers of town ordinance.

Commented [BW3]: Inclusion of volunteers is a point for discussion

Commented [BW4]: Should a penalty for repeat infractions be considered?

Passed on First Reading by the Stevensville Town Council this ____ day of _____, 2018.

Approved:

Attest:

Brandon E. Dewey, Mayor

Stacy Bartlett, Town Clerk

Passed and Adopted on Second Reading by the Stevensville Town Council this ____ day of _____, 2018.

ORDINANCE NO. 164

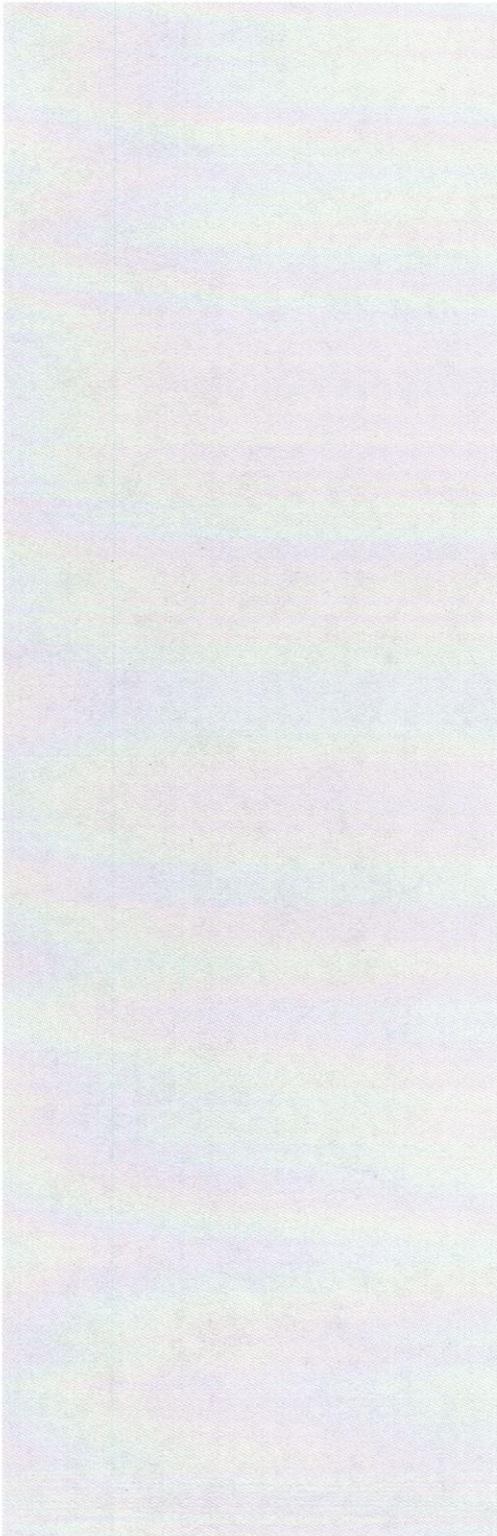
Approved:

Attest:

Brandon E. Dewey, Mayor

Stacy Bartlett, Town Clerk

DRAFT



AGENDA ITEM A
Unfinished X New Business

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

Submission Date **04-02-18** Time: _____

Person Submitting the Agenda Item **Mayor** Yes No

Council Member Submitting the Agenda Item Request? Name _____ Initial _____

2nd Council Member Submitting the Agenda Item Request? Name _____ Initial _____

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 04-09-2018

Agenda Topic: **Discussion/decision: Employee Health Care Benefits FY18/19**

Backup Documents Attached Yes No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration **04-09-2018**

Mayor Signature Baugh C. Dewey Date 4-5-18

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___ If the request is not valid, please annotate the reason it is not a valid item for consideration.



MONTANA MUNICIPAL INTERLOCAL AUTHORITY EMPLOYEE BENEFITS PROGRAM

TO: MMIA Employee Benefits Members

FROM: Amanda Clark
Employee Benefits Program Manager

DATE: March 27, 2018

RE: **EMPLOYEE BENEFITS PROGRAM FY 2018-19 RENEWAL**

The MMIA Board of Directors has approved a final base rate adjustment for the medical benefit program of 3.7%. The Board has also approved final rate adjustments in the dental, vision and life programs. Please see enclosures for specific premium amounts. This is also the time of year to make your group elections for the upcoming renewal year.

FINAL RATES FOR FY 2018-2019

Medical Benefits

I. Baseline Pricing

A baseline renewal adjustment is applied to all plans, taking into consideration such items as claims history, medical inflation, plan design, and expenses. This year, the preliminary baseline adjustment is 3.7%.

II. Claim Performance Risk Assessment (CPRA)

The rating methodology adopted by the Board of Directors gives groups the opportunity to affect their own rates based on claims experience, while still benefiting from the security of the broader pool. An experience based rate adjustment, Claim Performance Risk Assessment (CPRA), is applied to adjust plan rates annually to move in the direction of actual claims experience. Custom groups are assessed individually, while all members that are rated as Standard are included together as one group for this assessment. Based on an analysis of claim variance by size, a corridor is used to limit the impact on any one group. To further limit the impact in a year, a maximum adjustment of +/-5% is used.

Your overall medical rate adjustment for this year's final rates, including the baseline plus the CPRA is:

3.7% Final Medical Rate Adjustment

Dental Benefits

No rate change is being made to the Dental Benefits. Rates for the orthodontic benefit are in addition to the monthly dental plan rates and are optional. See the enclosed document for the dental rates for the 2018-2019 fiscal year.

Vision Benefits

No rate change is being made to the Vision Benefits. See the enclosed document for the vision rates for the 2018-2019 fiscal year.

	A	B	C	D	E	F	G	H	I	J	K			
1	MMIA Insurance Premiums for FY 18 - 19													
2														
3	<i>Health Insurance</i>													
4	Mission (4 EE's)		Madison (1 EE)		Bridger (4 EE's)		HDHP (1 EE)							
5	FY 17-18	FY 18-19	FY 17-18	FY 18-19	FY 17-18	FY 18-19	FY 17-18	FY 18-19	FY 17-18	FY 18-19				
6	\$	530.00	\$	550.00	\$	575.00	\$	596.00	\$	594.00	\$	448.00	\$	465.00
7														
8	Annual		Annual		Annual		Annual		Annual					
9	\$	25,440.00	\$	26,400.00	\$	6,900.00	\$	7,152.00	\$	28,512.00	\$	5,376.00	\$	5,580.00
10														
11	Town currently paying \$537.58 per employee for health benefits													
12	3.7% increase FY 18-19 new Town cost per employee = \$557.47													
13														
14														
15														
16														
17	Dental Insurance (10 EE's)		Vision Insurance (10EE's)											
18	FY 17-18	FY 18-19	FY 17-18	FY 18-19	FY 17-18	FY 18-19	FY 17-18	FY 18-19	FY 17-18	FY 18-19				
19	\$	33.00	\$	33.00	\$	8.15	\$	8.15	\$	8.15	\$	8.15		
20														
21	Annual		Annual		Annual		Annual		Annual					
22	\$	3,960.00	\$	3,960.00	\$	978.00	\$	978.00	\$	978.00	\$	978.00		
23	Note: Town pays 50% of dental/vision													
24														
25	Total Annual Cost Dental + Vision = \$4,938													

AGENDA ITEM B
Unfinished X New Business

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

Submission Date **04-04-18** Time: _____

Person Submitting the Agenda Item **Mayor** ___ Yes ___ **X** ___ No

Council Member Submitting the Agenda Item Request? Name _____ Initial _____

2nd Council Member Submitting the Agenda Item Request? Name _____ Initial _____

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 04-09-18

Agenda Topic: **Discussion/decision - Draft Electronic Communication Policy**

Backup Documents Attached **X** Yes ___ No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration **04-09-2018**

Mayor Signature  Date 4-5-18

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___ If the request is not valid, please annotate the reason it is not a valid item for consideration.

Town of Stevensville E-Communication Policy

Adopted by Council: MM/DD/YYYY

I. Purpose

The Town of Stevensville is pleased to provide access to e-communication system tools like e-mail, the Internet, smartphones, pagers, telephone systems, faxing and other messaging platforms (the "System") to authorized employees, elected officials and business associates to facilitate town business.

The System is intended primarily for business purposes. Personal use of the System is restricted to the terms outlined in this policy in Section III.

All e-communications, attachments and information transmitted, received or archived in the System belongs to the Town of Stevensville. Employees, elected officials, and business associates who are provided access to the System are required to adhere to policies and procedures governing it. Violation of this policy may result in disciplinary action, up to and including termination.

The term "employee" in this policy is meant to include any user of the System regardless of employment type or position held.

II. Security Precautions in the E-Communication Environment

Privacy is difficult, if not impossible, to achieve in the electronic age. Confidential or personal information should never be sent via e-mail without the understanding that it can be intercepted. This includes the transmission of sensitive customer information, social security numbers, health records, proprietary data, trade secrets and/or other confidential material. When sending confidential material, employees should use extreme caution to ensure that the intended recipient's e-mail address is correct.

Like all information, e-communications are capable of being forwarded, printed, published or shared with others without the express permission of the original author. Therefore, system users must use caution when transmitting and disseminating information, and they must comply with all town policies and state and federal laws.

III. Use of the E-Communication System

The Town's E-Communication system is an extension of the Town's current business activities and practices. All rules and guidelines governing employee work practices apply. This section provides additional prohibitions and guidelines for using the E-Communication system.

A) Prohibited Uses

1. The system is not to be used for employee personal gain or to support or advocate for non-Town related business or purposes. Incidental and occasional personal use of the system is allowed when such use does not generate a direct cost for the Town.
2. Communication with children, spouses, domestic partners, household members and immediate family must be reasonable and must not interfere with the conduct of official duties.
3. Solicitation of funds, political messages, and any harassing messages are specifically prohibited. All messages are subject to the Personnel Policies and all state and federal rules, such as the Human Rights Act (MCA 49), as amended.

IV. Personal Responsibility

Employees may not intentionally intercept, eavesdrop, record, read, alter, impersonate or receive another individual's messages without proper authorization from the individual. Employees misusing the E-Communication System may be subject to disciplinary actions, up to and including termination in accordance with the Personnel Policy Manual, and/or other applicable rules or laws (See: VI Appropriate Review of Communications).

A) Employee Termination, Leave of Absence, Vacation, and Other Absences

Supervisors or management may access an employee's messages for Town business purposes if an employee is on leave of absence, vacation, sick leave, other absence, terminates employment or is transferred from one department to another department.

B) Password Management

Although each user has a confidential password, users should be aware that this does not suggest that information being sent or received is confidential. Information stored on the System is archived and may be made available and to other parties in connection with the Town's official business. Passwords should be periodically changed to ensure security of the System. Users should not share their password with anyone else. The Administration may access accounts if the Department Head determines it necessary.

V. Departmental Responsibility

Department heads are responsible for the implementation of and adherence to this policy within their departments. This includes all employees, contractors, and other third-party users. Department heads or their designees are encouraged to work with the administration and Human Resource Representative toward that end. In the event

that any department policy contradicts this policy, this policy shall govern. This policy may be changes only upon written approval of the Mayor.

A) Applicability to Employees, Part-time Employees, Contractors and Other Users

This policy applies to all employees, contractors, part-time employees, volunteers, and other individuals who are provided access to the Town of Stevensville's E-Communication System. Third-parties should only be provided access to the Town of Stevensville's E-Communication System only as necessary for their business purpose with the Town and only if they abide by all applicable rules. The Town may remove contractors and third-party users who violate this policy from the system. In addition, other legal remedies, including but not limited to, termination of contract, may be pursued.

VI. E-Communication Archive

The Town has implemented an archive solution to capture e-communications and attachments as they are received through the Town's mail server. This archive is the Town's official repository for e-communications.

A) Review of E-Communications

The Town, through its managers and administration, reserves the right to review the contents of employees' e-communications stored in the archives when necessary for Town business purposes.

B) Rules for Accessing Electronic Communications

Department Heads may request a search of the Town's e-communication archives for the following purposes:

- Public Record requests
- Legal proceedings/Formal investigations
- Audit investigations
- Town internal operation related searches

Following is the procedure for a department head to gain authorization to search e-communications other than their own stored on the Town's archive. The request shall be submitted to the Mayor and/or their designee for approval on an archive search request form. The Mayor and/or their designee may authorize or deny the request subject to the provisions of the Montana State Constitution, Montana Code Annotated and Stevensville Municipal Code relating to public records, the right to privacy, the right to know, and ethics:

1. The following information is required for approval:

- Name and title of the person(s) whose communications will be accessed.
 - Name and title of the person(s) who will access the communications.
 - Why the access is needed, and keyword/dates and other information required to search and archive
 - What forms of communication will be accessed (e.g., voice mail, internet/email, FAX, text/instant messages, etc.)
 - Required duration of access.
 - What will be done with accessed messages? With whom will they be shared?
2. The Town Clerk will advise the Town Attorney and Human Resources Representative of approved access requests. The Town Clerk is responsible for maintaining the original search request form and any related attachments.
 3. All employees should be reminded that fiscal misconduct or criminal activity should not be investigated by individuals or departments but should be referred to the police or the administration.
 4. The employee(s) making the request should be reminded that contents of electronic communications obtained after appropriate authorization might be disclosed without the permission of the employee. At the same time, the Town will attempt to refrain from disclosure of particular messages if disclosure could create personal embarrassment, unless such disclosure is required to serve a business purpose or to satisfy a legal obligation.
 5. The employee whose e-mail is being accessed will be notified, if feasible. In some instances, the employee will not be notified.

C) E-Communication Retention and Disposal

All E-communication on the System shall be retained and disposed of in accordance with the Montana Secretary of State's Municipal Records Schedules (Schedule No. 8) published by the Montana Local Government Records Committee.

VII Penalties

The misuse of e-communication privileges shall be disciplined in accordance with the Town of Stevensville Personnel Policy Manual, and/or other applicable rules or laws. Violation(s) of this E-Communication Policy may be grounds from disciplinary action up to and including termination. In addition, violations of this policy or misuse of the e-communication system may be referred for criminal prosecution or civil action.

Let integrity and honesty guide your use of e-communications, and it will be an effective, useful tool for your work at the Town of Stevensville.

AGENDA ITEM C
Unfinished X New Business

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

Submission Date **04-05-2018** Time:

Person Submitting the Agenda Item **Mayor** Yes No

Council Member Submitting the Agenda Item Request? Name _____ Initial _____

2nd Council Member Submitting the Agenda Item Request? Name _____ Initial _____

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 04-09-18

Agenda Topic: Discussion/decision – Consideration of the Opportunity to Lease and/or Purchase 201 Main Street as a New Town Hall

Backup Documents Attached Yes No

If no, why not? There are no documents to be produced.

Approved/Disapproved, If Approved, Meeting Date for Consideration **04-09-18**

Mayor Signature Brandon E. Jerry Date 4-5-18

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___ If the request is not valid, please annotate the reason it is not a valid item for consideration.



TOWN OF STEVENSVILLE

Mayor Brandon E. Dewey

206 Buck St. • P.O. Box 30 Stevensville, MT 59870 • 406-777-5271 office • 406-777-4284 fax

April 5th, 2018

Dear Council,

I was notified yesterday that a pending lease agreement for the Carmona Building at 201 Main Street was not able to be finalized, and that the property owner is again interested in selling the property. In speaking with the owner, the Town could have the opportunity to lease or purchase the building for use as a Town Hall.

Discussion about our current Town Hall facility has come up regularly through each budget cycle year after year. If you recall from the packet that was sent out for the March 19th Committee of the Whole meeting, our current facility faces many challenges as it functions today. I have included that material in this packet for your review.

I am proposing that the Council consider the purchase of the building and parking lot adjacent to our current Town Hall. While there is an obvious cost associated with this type of endeavor, the Town is well positioned to take advantage of grant opportunities through Rural Development, as well as several loan programs should the Council want to utilize these tools. This is a project that could address our existing facility challenges for the long term, keeping our future in mind.

I am not necessarily seeking approval to purchase any real estate at the Town Council meeting. My hope is that the Council can provide direction as to how you would like this endeavor to look, should you choose to move forward. The owner has expressed a great deal of interest in working with the Town, but I would like to know the intent of the Council before any discussions proceed.

If the Council chooses to move forward and accept a proposal, it would open the door for several opportunities for the Town to better serve and provide services to the community. Along with the materials regarding the current facility, I've included a preliminary site plan to give you some reference.

Sincerely,

A handwritten signature in black ink that reads "Brandon".

Brandon E. Dewey
Mayor

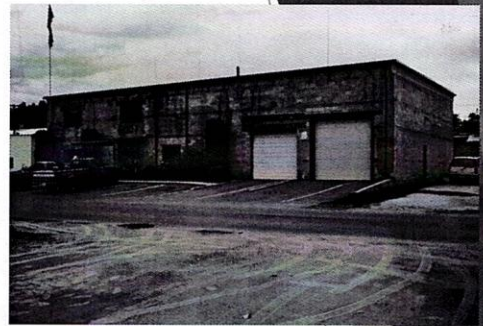


Town of Stevensville

Administrative & Public Safety Facilities Analysis

Background & History

- ▶ 1986 - 206 Buck Street Building & Land Purchased
- ▶ 2000 - Fire Department addition & facade update
- ▶ 2010 - Minor remodel / space reconfiguration
 - ▶ Current PD and meeting room separated
- ▶ 2013 - Administrative Office Remodel
 - ▶ Police Department reconfiguration
 - ▶ Town Clerks Office expansion / update
 - ▶ Judges chambers moved to new office
 - ▶ Meeting room kitchen improvements
 - ▶ Fire Department admin office heat, carpet & ceiling



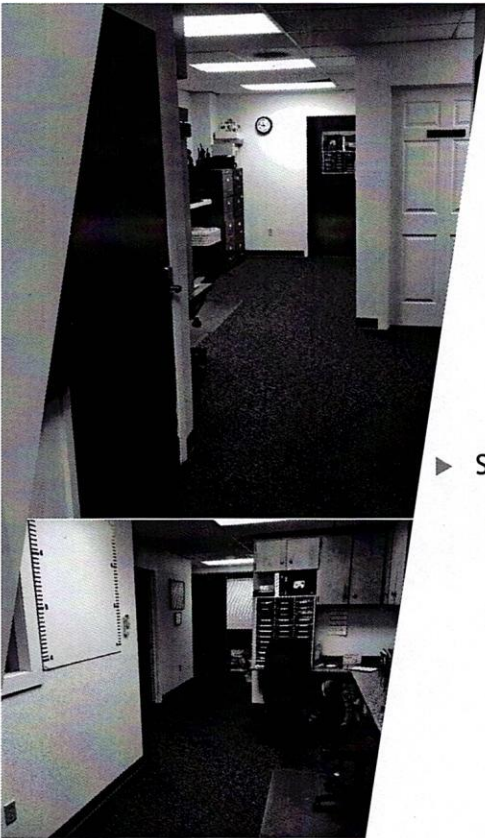
Current Challenges

- ▶ **Functionality for Police Department**

- ▶ Lack of space for simultaneous interviews
- ▶ Difficult public access
- ▶ Exposure to front clerks office

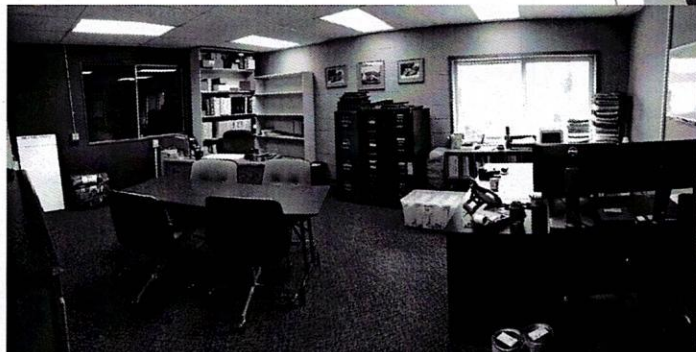
- ▶ **Safety Concerns for Police Department & Main Office**

- ▶ Inadequate barriers from irate or unstable citizens or those interacting with Law Enforcement (Clerk's door & window, Mayors Office/Building Dept.)
- ▶ Administrative staff exposure to anyone in Law Enforcement Custody



Current Challenges

- ▶ Accessibility of Fire Department Office & Meeting Space
 - ▶ Second floor is not handicap accessible
 - ▶ Difficult for FD to host meetings/trainings that require accessibility access
 - ▶ Public access to FD administration office is limited



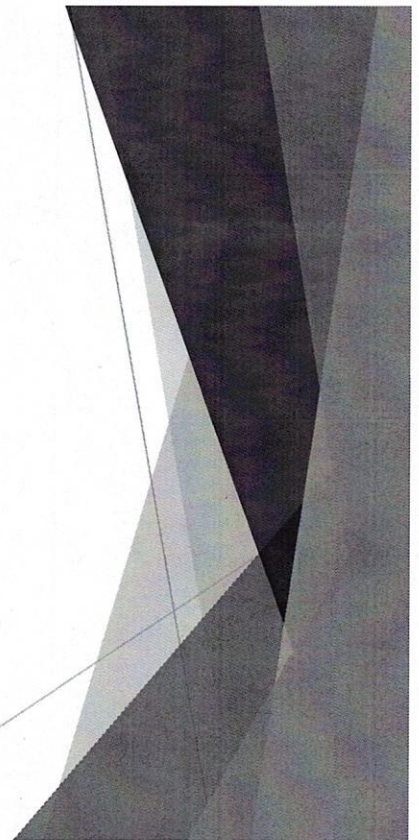
Current Challenges

▶ Court Functionality

- ▶ Judges Chambers is small
- ▶ Records kept in multiple places
- ▶ Judges bench is not raised, violating Supreme Court requirements
- ▶ No waiting area for multiple parties for hearings
- ▶ FD only accessible from other building entry when court is in session
- ▶ Restrooms only accessible through PD when court is in session

▶ Mayors Office & Building Department

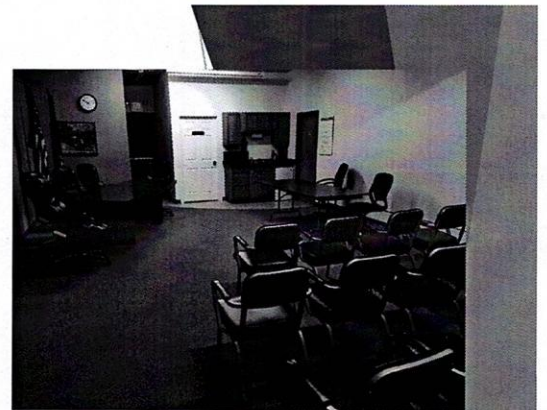
- ▶ Building Official & Building Inspector share a single work space
- ▶ Building Department & Mayors office are shared space, interfering with productivity



Current Challenges

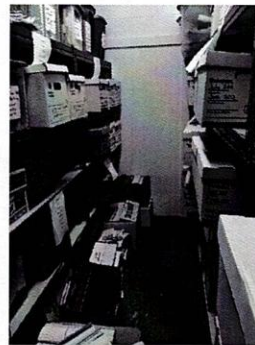
▶ Meeting Space Requirements

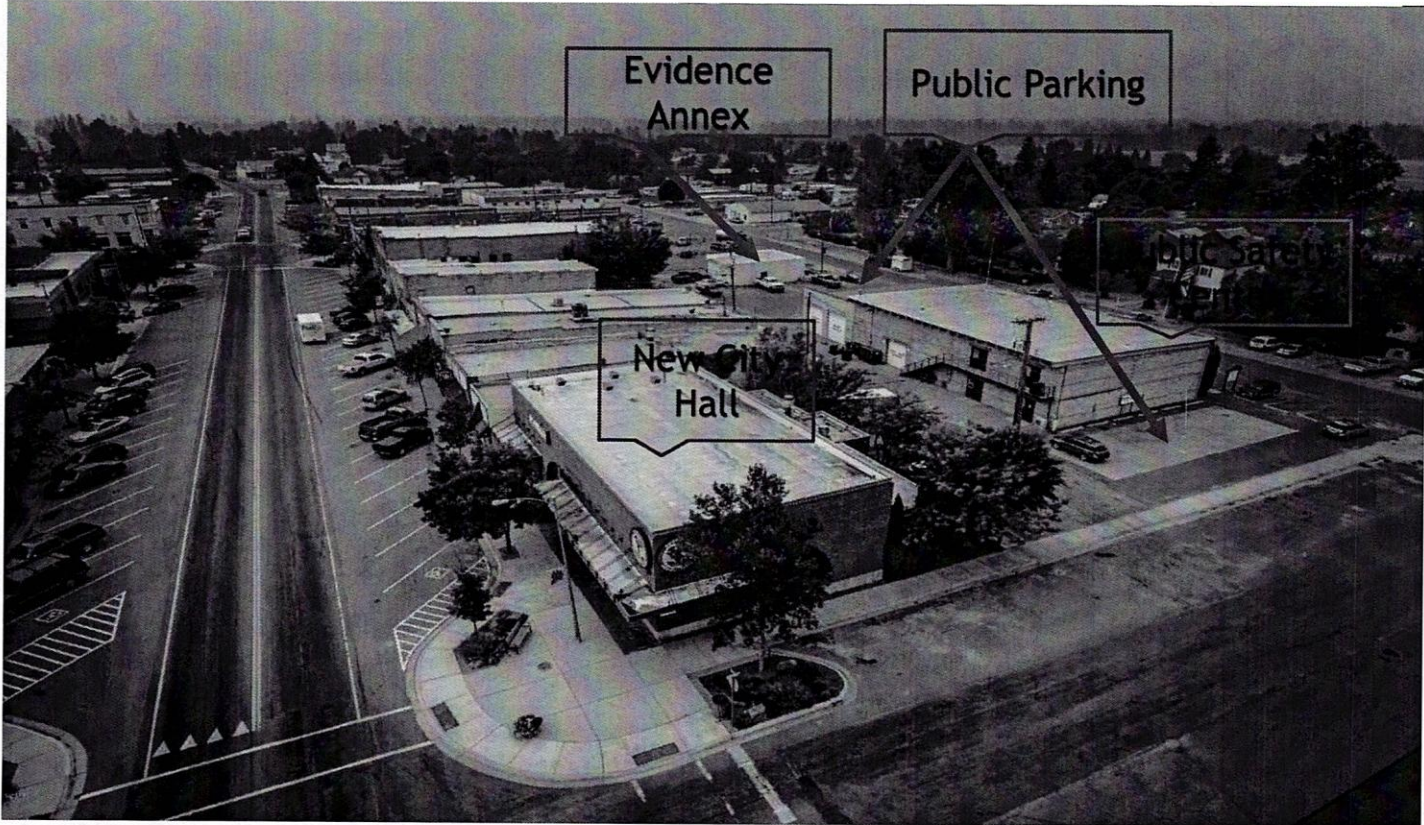
- ▶ Capacity of Council Meeting Room is too low for larger hearings or meetings of more than 20 people
- ▶ Secondary accessible meeting space is not available when meeting room is in use



▶ Records Storage

- ▶ Current records storage rooms are out of space





Evidence Annex

Public Parking

New City Hall

Public Safety

AGENDA ITEM **D**

 Unfinished New Business

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

Submission Date 4-3-18 Time: _____

Person Submitting the Agenda Item Mayor Yes No

Council Member Submitting the Agenda Item Request? Name Barker Initial SB

2nd Council Member Submitting the Agenda Item Request? Name Michalson Initial RM

If you are a Citizen is Submitting the Agenda Item Request please print your Name
Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 4-9-18

Agenda Topic: Discussion/Decision Schedule a Meeting of the Committee of the Whole in order to draft Resolution 339A, regarding Email and Website Administration.

Backup Documents Attached Yes No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration 4-9-18

Mayor Signature Brian E. Dewey Date 4-5-18

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___

If the request is not valid, please annotate the reason it is not a valid item for consideration.

The Mayor has accessed the Town Council's email without due process as required by § 2-6-1006 MCA and Town of Stevensville Resolution 339.

It has become evident that additional access controls must be placed on the Town Email and Website server to preclude unauthorized access without due process and the appropriate administrative reviews.

Currently the responsibility for the administration of the Town Website and Email has been placed under the control of the Human Resource Officer via a change in the Position Descriptions of the General Services Clerk and the Human Resource Officer that were enacted in 2017 by the Town Council.

RESOLUTION NO. 339

A RESOLUTION SETTING FEES FOR VARIOUS ADMINISTRATIVE AND SERVICE CHARGES (NOT OTHERWISE CLASSIFIED) BY THE TOWN OF STEVENSVILLE

WHEREAS, the Stevensville Municipal Code provides that usage rates, service charges, and license and permit fees be appropriately set by resolution of the Town Council; and

WHEREAS, the Town Council periodically sets fees and charges for various services provided by the Town.

NOW, THEREFORE, BE IT RESOLVED that the following fees and charges for services be reaffirmed:

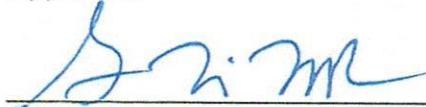
Archived Documents/Multiple Files Search: \$25.00 per search

Audio Copies of Meetings: \$5.00 per CD

Copies of Documents: \$.25 per page

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this 10th day of April, 2014.

Approved:



Gene Mim Mack, Mayor

Attest:



Stacy Bartlett, Town Clerk

TOWN OF STEVENSVILLE
PO Box 30
Stevensville, MT 59870
P: (406)777-5271 F: (406)777-4284
Email: clerk@townofstevensville.com

REQUEST FOR PUBLIC RECORDS

Requestor Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____ Email: _____

INFORMATION REQUESTED: Please describe the **SPECIFIC** information you are requesting and any additional information that will help to locate said records. If there is not enough information provided to process the request, it may be denied or delayed due to vagueness.

Please indicate which you are requesting: View documents at Town Hall photocopies if possible, scan and send electronically to an email address Audio CD Other _____

ALL FEES MUST BE PAID IN FULL BEFORE ANY ACTION WILL BE TAKEN BY CLERKS OFFICE:

<u>Type:</u>	<u>Fees:</u>
General Copies:	\$0.25 per page
Audio CD:	\$5.00
Archive Search Fee:	\$25.00

Note: A search fee is required only when research in archives is done or multiple files are required. In some cases the documents may not be available for up to 30 days depending on the research needed. Depending on the complexity of the request, the Town will endeavor to fill requests within 1-10 business days.

Date Paid _____

Payment Method _____



TOWN OF STEVENSVILLE

Mayor Brandon E. Dewey

206 Buck St. • P.O. Box 30 Stevensville, MT 59870 • 406-777-5271 office • 406-777-4284 fax

March 16, 2018

To the Town Council:

Based on numerous instances where I have been subject to scrutiny and unfair judgement by you all as elected officials, I have reasonable suspicion that some portion of the Council is actively working to drive me out of office by bringing constant and unnecessary attacks against me.

This letter serves as notice that your public email accounts will be accessed immediately to determine if the Town Council, collectively or otherwise, has made efforts to unjustifiably remove or terrorize me out of office as Mayor of Stevensville.

If I am to find documentation that supports my claim, it will be addressed at the next Town Council meeting.

Sincerely,

Brandon E. Dewey
Mayor

MCA Contents / TITLE 2 / CHAPTER 6 / Part 10 / 2-6-1006 Public inform...

Montana Code Annotated 2017

TITLE 2. GOVERNMENT STRUCTURE AND ADMINISTRATION

CHAPTER 6. PUBLIC RECORDS

Part 10. General Provisions

Public Information Requests -- Fees

2-6-1006. Public information requests -- fees. (1) A person may request public information from a public agency. A public agency shall make the means of requesting public information accessible to all persons.

(2) Upon receiving a request for public information, a public agency shall respond in a timely manner to the requesting person by:

(a) making the public information maintained by the public agency available for inspection and copying by the requesting person; or

(b) providing the requesting person with an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gathered and any fees that may be charged pursuant to subsection (3).

(3) A public agency may charge a fee for fulfilling a public information request. Except where a fee is otherwise provided for by law, the fee may not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fee must be documented. The fee may include the time required to gather public information. The public agency may require the requesting person to pay the estimated fee prior to identifying and gathering the requested public information.

(4) A public agency is not required to alter or customize public information to provide it in a form specified to meet the needs of the requesting person.

(5) If a public agency agrees to a request to customize a records request response, the costs of the customization may be included in the fees charged by the agency.

(6) (a) The secretary of state is authorized to charge fees under this section. The fees must be set and deposited in accordance with **2-15-405**. The fees must be collected in advance.

(b) The secretary of state may not charge a fee to a member of the legislature or public officer for any search relative to matters pertaining to the duties of the member's office or for a certified copy of any law or resolution passed by the legislature relative to the member's official duties.

History: En. Sec. 4, Ch. 348, L. 2015.

Created by **LAWS** 

AGENDA ITEM E

Unfinished New Business

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

Submission Date 4-3-18 Time: _____

Person Submitting the Agenda Item Mayor Yes No

Council Member Submitting the Agenda Item Request? Name Barker Initial SB

2nd Council Member Submitting the Agenda Item Request? Name Michalson Initial RJM

If you are a Citizen is Submitting the Agenda Item Request please print your Name
Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 4-9-18

Agenda Topic: Discussion/Decision to Direct the Mayor to reopen the Town of Stevensville
Temporary Fishing Access Site.

Backup Documents Attached Yes No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration 4-9-18

Mayor Signature Brandon C. Denny Date 4-5-18

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___

If the request is not valid, please annotate the reason it is not a valid item for consideration.

The Mayor chose to close the Town of Stevensville Temporary Fishing Access site without due consideration of the needs and desires of the Citizens of the Town of Stevensville and all the users of the park.

The Mayor closed the Temporary Fishing Access Site without consulting the Town Council, the Flood Plain Administrator, the donors of the funds that paid for site and without considering the impact on the use of the River Park.

The Mayor closed the site without Park Board Consideration, Public Comment or consideration for the volunteers who worked to clean up the park, refurbish the benches and picnic tables.

It is of no consideration that the new owners of the historical fishing access site have signed a temporary agreement with FWP, the historical site the way it is being used at this time is impacting the safe access of the Stevensville River Park.

FWP must obtain similar permits that the Town of Stevensville has obtained to construct the Temporary Fishing Access Site in order to construct a permanent site at the bridge and this will require public comment and hearings in order to go forward with their permitting process as they will more than likely be required to obtain a Flood Plain Permit as well.

Closing of the Temporary Fishing Access Site may affect the safe access to the Stevensville River Park as already vehicles are being improperly parked in the Town's easement and no parking enforcement is being implement by FWP at this time.

The Town's Property is not designated as overflow parking for use by those parking at the historical site, it is River Park Parking. The town has not moved forward in the process of developing the Town's River Park Property and has not implement the appropriate administrative rules for vehicular traffic at the River Park Parking Lot.

The Development and use of the River Park Property is of significant public interest and the People have a right to express their concerns and opinions before Council authorizes closure of the Temporary Fishing Access Site.

Park Board Meeting Minutes
March 6, 2018 – 6:30
City Council Chambers

Board Members Present: Sherri Harris, Vicki Motley, Stacie Barker, Eddie Olwell, Renee Endicott, Whitney McBeth

Visitors: Raymond Smith, Brandon Dewey

1. Minutes – Vicki Motley moved to accept the minutes as presented , Sherri Harris 2nd. Motion passed.
2. Correspondence – none
3. Guests – Raymond Smith
 - a. Arbor Day Tree Planting Celebration – Raymond Smith stated that he had written a grant in the amount of \$300. These funds will go towards trees, and food. He currently has commitments from a 4-H Group, and the Boy Scouts. It is scheduled for April 28. Trees are usually purchased from Earth & Wood/Nature's Enhancement. He is willing to help with whatever is needed. We can plant as many trees as you want, but we need to talk to the maintenance guys for areas to plant. The DNRC has larger funds if the Town of Stevensville was designated as a Tree City. The increase would go to \$700 for Arbor Day. If the city did this the Park Board would also become the Tree Board. Vicki Motley asked, What kinds of strings were attached with becoming a Tree City? Mayor Dewey stated that the City has met all of the qualifications except for designating 1 board member. This can increase funds to \$5000.
 - b. Tree City Appointee from the Park Board will be placed on the next agenda, and they would meet quarterly. Mayor Dewey will check on the application.
 - c. Park & Recreation Website – Ray Smith manages this.
4. Public Comments – Mayor Dewey stated that the Town Council heard complaints @ the last meeting, most of the comments were deferred to the Park Board. He also stated that FWP has secured fishing/river access with the new owner of the Fort Owen Ranch. They will probably do some type of deal on the land. They would like to come in the near future and discuss the possibilities, and an Open House for concepts/ideas. Development would be immediately in order for them to be given the property. Their concepts would be based on the old plan, but changing. They would need to do this in order to meet the guidelines that the land owner has set in exchange to giving it to the State of Montana. The river access site permit will be expiring soon and the Town won't be renewing this permit. The signs will come down and the fence that was taken down will be placed back to its original site. Rory Zarling will be the contact person with FWP.
 - a. City Council will make Lewis & Clark Park a Smoke Free/Tobacco Free park, with the possibility of making all parks smoke free. Currently, the skate park and Bear Mountain are smoke free within a 10 ft. zone. Mayor Dewey stated that Tobacco Free Ravalli can provide free signage. He stated that the signage is a great way to do this.

- b. Dog Free Parks – if this was to happen, then the City might need to do a Dog Park. The triangle by the Bass Mansion might be a place that could be used.
 - c. CDBG Planning Application – the Main Street Assoc. would like to apply for funds to do a study on the downtown area, but include a site plan for the River Park and the other parks. This would be an advantage for the Park Board and it would be better to do now rather than later. It also might open up other grant monies for the parks. The Town Council will be discussing the CDBG grants at the March 12 meeting. They are only able to submit 1 application and the airport would also like to apply for this. The Main St. Assoc. helps write these grants.
5. Old Business:
- a. Discussion/decision – Arbor Day Celebration Event, April 28, 2018. Whitney McBeth moved to go forward with the Arbor Day Celebration on April 28, Eddie Olwell 2nd. Motion passed.
 - b. Discussion/decision – Development of Master Park Plan – Lewis and Clark Park and the River Park still need to have the Park Board to do a walk through to discuss needs. The Jean Thomas Beautification Fund has \$75,000 in it to do beautification projects. It was discussed that a sub-committee could meet prior to the meeting. Currently, there is no money in the budget for the parks, or towards the handicap bathrooms. The CDBG grant would help with developing a Master Plan, which we could then apply for grants based on the Master Plan.
6. New Business:
- a. Discussion/decision – Nomination and Election of Park Board Chair – Vicki Motley moved to elect Whitney McBeth for the Park Board Chair, Eddie Olwell 2nd. Motion passed.
 - b. Discussion/decision – Nomination and Election of Park Board Vice Chair – Eddie Olwell moved to elect Renee Endicott for the Park Board Vice Chair, Vicki Motley 2nd. Motion passed.
 - c. Discussion/decision – Nomination and Election of Park Board Secretary – Sherri Harris moved to elect Vicki Motley for the Park Board Secretary, Eddie Olwell 2nd. Motion passed.
 - d. Discussion/decision – Meeting Days and Times – the Park Board voted unanimously to have the 1st Tuesday of the month @ 6:00 for their monthly meetings.
7. Chairman Report – none
8. Board Member Report – none
- It was discussed meeting down at River Park to look at the needs on Wednesday, March 14 @ 1:00 pm. Otherwise members could just go down and walk the area on their own.
9. Adjourn
10. Chairman Report – none
11. Board Member Reports – none
12. Meeting adjourned.

Vicki Motley
Secretary