

Stevensville Town Council Meeting
Agenda For
MONDAY, MARCH 26th, 2018
7:00 p.m.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of minutes from March 12th Town Council Meeting
4. Approval of Bi-Weekly Claims
5. Administrative Reports
 - A. Airport
 - B. Building
 - C. Fire
6. Guests
7. Correspondence
8. Public Comments
9. Unfinished Business
10. New Business
 - A. Discussion/decision – General Services Clerk Hours, 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 12th, 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. 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:

February 26th Public Hearing and February 26th Town Council Meeting

Councilmember Holcomb made a motion to approve minutes from the February 26th Public Hearing and the February 26th Town Council Meeting as presented. Councilmember Barker seconded the motion. The vote was called and Councilmember Smith abstained due to his absence at these meetings. Councilmembers Barker, Holcomb and Michalson all voted "aye". Motion carried 3-0.

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 and all voted "aye". Motion carried 4-0.

Administrative Reports:

Finance Officer

Finance Officer April Van Tassel presented the financial report.

Police

Council reviewed the monthly police report. Chief Marble was unable to attend.

Public Works

Public Works Supervisor George Thomas presented the public works report.

Guests:

There were no guests.

Correspondence:

There was no correspondence.

Public Comments:

There were no other public comments.

Unfinished Business:

There was no unfinished business.

New Business:

A. Discussion/decision – CDBG Planning Grant Proposals and Approval to Proceed with Application

Mayor Dewey reviewed the two projects proposed for the CDBG Planning Grant and informed Council he met with Stevensville Main Street Association and Ravalli County Economic Development Authority with a plan to combine the projects into one grant application.

Councilmember Holcomb made a motion to approve proceeding with both projects for the CDBG Grant Application. Councilmember Michalson seconded the motion. Further discussion ensued regarding the grant application. **The vote was called and all voted “aye”.** Motion carried 4-0.

B. Discussion/decision – Approval of Proposed FY18-19 Budget Calendar

Mayor Dewey introduced the proposed calendar for FY18-19 budget.

Councilmember Holcomb made a motion to approve the proposed FY18/19 calendar. Councilmember Barker seconded the motion. Fire Chief Motley commented on his concern with only having 2 weeks for department heads to prepare their budget requests. Discussion was held to extend the March 30th deadline to April 6th.

Councilmember Holcomb made a motion to amend the main motion to change the March 30th date to April 6th. Councilmember Barker seconded the motion and all voted “aye”. Motion carried 4-0.

The motion was called on the main motion as amended and all voted “aye”. Motion carried 4-0.

C. Discussion/decision – Approval to Perform a Budget Amendment to Allocate Funds for Council Attendance at the MMIA Elected Officials Forum, Councilmember Michalson

Mayor Dewey turned the floor over to Councilmember Michalson.

Councilmember Michalson commented on there not being a need to amend the budget but to move funds to provide for enough funding for Council training.

Discussion was held regarding a motion not being needed, moving funds, the Council's spending authority, funds currently allocated in the budget for training, next fiscal year's budget, Council travel and overnight accommodations.

Executive Report

Mayor Dewey reported on the following items:

- Lighting at Lewis & Clark Park
- Tobacco free ordinance draft being reviewed by the Town attorney and will be brought back to Council
- Dr. Moore will present the school bond issue to Council on April 9th
- Mayor worked 124 hours in February, averaging 31 hours per week
- Stevensville will be hosting the Regional Municipal Summit on May 22nd for elected officials and staff. More information will be available on the website

Town Council Comments:

Councilmember Smith commented on the Council being proactive in looking at sidewalk, street and water leak issues during the budget sessions.

Councilmember Michalson read his written comments (attached to these minutes) regarding the Mayor's authority and procedures for Town Projects; specifically, the proposed resurfacing of Third Street.

Board Reports

Councilmember Smith commented on the Park Board meeting and upcoming Arbor Day event.

Councilmember Barker also reported on the Park Board meeting.

Councilmember Holcomb made a motion to adjourn. Councilmember Michalson seconded and all voted "aye". Motion carried 4-0.

Meeting adjourned at 7:45 p.m.

APPROVE:

ATTEST:

Brandon Dewey, Mayor

Stacy Bartlett, Town Clerk

03/22/18
14:40:25

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 3/18

Page: 1 of 2
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (2/18) ****							
14280	1579 Robert's & Son 05480682 02/23/18 Lens for C2010	39.95 39.95			1000 420410	310	101000
14308	1164 ATCO International I0504362 03/09/18 Formula 411	1,180.00 1,180.00*			5310 430630	230	101000
14309	690 Core & Main LP I542735 03/08/18 H2O lines meters (2)	652.66 652.66			5210 430550	230	101000
14310	1451 ECMS INV165472 03/02/18 PPE repair	238.14 238.14			1000 420460	369	101000
14311	812 JOOST INDUSTRIAL, INC. 0045609-IN 03/12/18 Blower repair	166.91 166.91			5310 430640	360	101000
14312	66 MONTANA ELECTRONICS Co., Inc. 1936 03/13/18 program ambulance radio	172.50 172.50			1000 420730	350	101000
*** Claim from another period (2/18) ****							
14313	1194 TotalFunds by Hasler Postage for Town Hall Postage Machine	200.00					
	Feb 2018 03/12/18 Court Postage 5%	10.00*			1000 410360	311	101000
	Feb 2018 03/12/18 Sewer Postage 30%	60.00			5310 430610	311	101000
	Feb 2018 03/12/18 Water Postage 30%	60.00			5210 430510	311	101000
	Feb 2018 03/12/18 PD Postage 10%	20.00			1000 420100	311	101000
	Feb 2018 03/12/18 TH Postage 15%	30.00			1000 410550	311	101000
	Feb 2018 03/12/18 Airport Postage 5%	10.00			5610 430300	311	101000
	Feb 2018 03/12/18 FD Postage	10.00*			1000 420410	311	101000
14314	708 USA BLUEBOOK 507113 03/02/18 full disclosure sign 507113 03/02/18 full disclosure sign (2)	100.32 33.44* 66.88*			5210 430540 5310 430640	220 220	101000 101000
14315	56 HAWKINS, INC. 4243302 03/12/18 441 lb Aqua Hawk	1,138.05 1,138.05*			5310 430640	220	101000
14316	1580 Merchant Delivery, Inc. 32164 03/16/18 Trans blower to Denver for rep	259.26 259.26			5310 430640	360	101000
14317	155 Supply Ditch Association 250 - 2018 Fall Water Assessment @ \$1.30 2018 administration fee \$20.00	345.00					
	2606 03/15/18 Water Assessment	345.00*			5210 430510	330	101000

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14:40:25

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Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
14318	708 USA BLUEBOOK	244.95					
	513874 03/09/18 Blue Angel portable pump	244.95			5210 430540	230	101000
14319	33 NORTHWESTERN ENERGY	8,581.66					
	Feb 2018 03/15/18 Spec lighting #3	285.79			2430 430263	340	101000
	Feb 2018 03/15/18 206 Buck 90% TH Facility	679.27			1000 411201	340	101000
	Feb 2018 03/15/18 206 Buck 10% Bldg Dept	75.47			2394 420531	340	101000
	Feb 2018 03/15/18 Peterson Add'n lighting	195.44			2420 430263	340	101000
	Feb 2018 03/15/18 Dayton Add'n lighting	268.73			2410 430263	340	101000
	Feb 2018 03/15/18 Maplewood Cemetery	12.65			1000 430900	340	101000
	Feb 2018 03/15/18 Main St seasonal lighting	5.85			1000 430263	340	101000
	Feb 2018 03/15/18 Orig Town street lights	314.97			1000 430263	340	101000
	Feb 2018 03/15/18 ESH - 5th St. lights	410.76			1000 430263	340	101000
	Feb 2018 03/15/18 5th St - Lange Park lights	53.04			1000 430263	340	101000
	Feb 2018 03/15/18 Add'l Town lighting	251.98			1000 430263	340	101000
	Feb 2018 03/15/18 NW LDS parking lot	12.64			2430 430263	340	101000
	Feb 2018 03/15/18 MBF H20 plant	343.08			5210 430540	340	101000
	Feb 2018 03/15/18 South Ave city pump #3	0.00			5210 430530	340	101000
	Feb 2018 03/15/18 South Ave city pump #2	7.35			5210 430530	340	101000
	Feb 2018 03/15/18 102 Main St pump #1	112.46			5210 430530	340	101000
	Feb 2018 03/15/18 Sewer lift station W. Centra	20.98			5310 430640	340	101000
	Feb 2018 03/15/18 Sewer trtmnt plant	5,244.67			5310 430640	340	101000
	Feb 2018 03/15/18 Shop	260.68			1000 430100	340	101000
	Feb 2018 03/15/18 L&C yard light	12.65			1000 460430	340	101000
	Feb 2018 03/15/18 L&C parking lot events	5.85			1000 460430	340	101000
	Feb 2018 03/15/18 L&C park r-room/field lights	7.35			1000 460430	340	101000
	Feb 2018 03/15/18 Rvrview Cemetery irrig	0.00			1000 430900	340	101000
	Feb 2018 03/15/18 Maplewood Cemetery irrig	0.00			1000 430900	340	101000
	Feb 2018 03/15/18 L&C Park irrigation	0.00			1000 460430	340	101000
14320	366 Ravalli County Fire Council	865.00					
	2018 03/08/18 2018 FF1 Recruit Training Cour	865.00			1000 420410	380	101000
14321	1571 STROM & ASSOCIATES, PC	14,500.00					
	FY17-18 03/21/18 FY16-17 audit	4,350.00*			5310 430610	350	101000
	FY17-18 03/21/18 FY16-17 audit	4,350.00*			5210 430510	350	101000
	FY17-18 03/21/18 FY16-17 audit	725.00*			5610 430300	350	101000
	FY17-18 03/21/18 FY16-17 audit	725.00*			2394 420531	350	101000
	FY17-18 03/21/18 FY16-17 audit	4,350.00*			1000 410530	350	101000

of Claims 15 Total: 28,684.40

03/22/18
14:40:46

TOWN OF STEVENSVILLE
Cash Report
For the Accounting Period: 3/18

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Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 Cash - Operating	221,332.35	51,561.12	14.60	0.00	24,161.11	248,746.96
2250 PLANNING						
101000 Cash - Operating	0.00	450.00	0.00	0.00	14.90	435.10
2310 Tax Increment Finance District						
101000 Cash - Operating	146,441.97	0.00	0.00	0.00	48.80	146,393.17
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	0.30	0.00	0.00	0.00	0.00	0.30
Total Fund	2,988.75					2,988.75
2394 BUILDING CODE ENFORCEMENT						
101000 Cash - Operating	62,803.18	4,634.45	0.00	0.00	1,351.13	66,086.50
2410 Dayton Lighting #1 District 55						
101000 Cash - Operating	8,970.12	0.00	0.00	0.00	0.00	8,970.12
2420 Peterson Addn Lighting #2 District 80						
101000 Cash - Operating	3,435.09	0.00	0.00	0.00	0.00	3,435.09
2430 Geo Smith Lighting #3 District 76						
101000 Cash - Operating	9,688.83	0.00	0.00	0.00	0.00	9,688.83
2440 Creekside Lighting #4 District 77						
101000 Cash - Operating	3,920.92	0.00	0.00	0.00	241.26	3,679.66
2450 Twin Creeks Lighting #5 District						
101000 Cash - Operating	1,943.12	0.00	0.00	0.00	436.31	1,506.81
2810 POLICE TRAINING & PENSION						
101000 Cash - Operating	8,289.05	3,888.00	0.00	0.00	0.00	12,177.05
2820 GAS APPORTIONMENT TAX						
101000 Cash - Operating	104,280.66	2,860.55	0.00	0.00	13,825.00	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 COPS 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	87,852.73	35.00	0.00	0.00	275.60	87,612.13
4001 Sidewalk Improvements						
101010 Cash - Investment / Savings Acco	52,539.33	0.00	0.00	0.00	0.00	52,539.33
4002 Fire Engine Capital Improvement						
101000 Cash - Operating	-663.75	0.00	0.00	0.00	0.00	-663.75
102000 Cash - Restricted	24,257.56	0.00	0.00	0.00	0.00	24,257.56
Total Fund	23,593.81					23,593.81

TOWN OF STEVENSVILLE
Cash Report
For the Accounting Period: 3/18

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
5210 WATER						
101000 Cash - Operating	537,733.64	20,074.09	294.60	0.00	13,953.29	544,149.04
102000 Cash - Restricted	348,670.53	0.00	0.00	0.00	0.00	348,670.53
102330 H2O CIP CDs - Committed	394,410.47	0.00	0.00	0.00	0.00	394,410.47
Total Fund	1,280,814.64	20,074.09	294.60		13,953.29	1,287,230.04
5250 WATER BOND Principal & Interest						
101000 Cash - Operating	166,294.87	11,489.36	0.00	7,584.00	0.00	170,200.23
5310 SEWER						
101000 Cash - Operating	116,669.14	22,338.18	14.60	0.00	8,643.63	130,378.29
102000 Cash - Restricted	329,410.07	0.00	0.00	0.00	0.00	329,410.07
Total Fund	446,079.21	22,338.18	14.60		8,643.63	459,788.36
5350 SEWER BOND PRINCIPAL & INTEREST						
101000 Cash - Operating	94,662.79	13,574.06	0.00	3,713.00	0.00	104,523.85
5610 AIRPORT						
101000 Cash - Operating	72,925.66	3,650.00	13,825.00	0.00	1,974.65	88,426.01
101010 Cash - Investment / Savings Acco	92,144.88	0.00	0.00	0.00	0.00	92,144.88
101104 CD's - Airport - Farmers	16,826.03	0.00	0.00	0.00	0.00	16,826.03
Total Fund	181,896.57	3,650.00	13,825.00		1,974.65	197,396.92
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	11,549.88	0.00	27,617.53	22,086.21	0.00	17,081.20
7930 CLAIMS FUND						
101000 Cash - Operating	59,747.89	0.00	23,159.35	414.75	0.00	82,492.49
Totals	3,042,127.41	134,554.81	64,925.68	33,797.96	64,925.68	3,142,884.26

*** 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.

MONTHLY REPORT
Building Department
February, 2018

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u>	
1. Permit #18-B003, 3524 Hitching Post, new SFR.....	\$1842.50
2. Permit #18-B004, 327 Main, add stairs to exterior.....	196.25
3. Permit #18-B005, 221 Main, reroof.....	50.00
4. Permit #18-B006, 1317 Creekside, new SFR.....	1870.00
<u>Electrical</u>	
1. Permit #18-E002, 216 Tenderfoot, new SFR.....	<u>200.00</u>
Total permits issued <u>5</u>	Total Fees collected <u>\$4158.75</u>
<u>Activities</u>	
1. Conducted 11 inspections;	
2. Met with Morning Star Café regarding a proposed addition & remodel;	
3. Met with Ron Eli regarding new construction of laundromat.	
<u>Items of Interest</u>	
1. In discussions with owners for new construction on the vacant lot at the S/E corner of Main & 5 th (currently used as a park & sell);	
2. As expected, permits for new SFR's are starting to pick-up with 2 issued this month. In 2017 we issued 11 new SFR permits and 3 new commercial structure permits and in 2016, 15 new SFR permits were issued.	

Presented by Dennis Monroe, Building Official

AGENDA ITEM X

 Unfinished X New Business

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

Submission Date 3-21-18 Time: 11:30 A.M.

Person Submitting the Agenda Item Mayor Yes X No

Council Member Submitting the Agenda Item Request? Name Bob Michelson Initial RM

2nd Council Member Submitting the Agenda Item Request? Name Stacie Barker Initial SB

If you are a Citizen 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: 3-26-18

Agenda Topic: Discussion/Decision

General Services Clerk hours.

Backup Documents Attached Yes X No

If no, why not? Not needed.

Approved/Disapproved, If Approved, Meeting Date for Consideration - -

Mayor Signature Bonnie Dwyer Date 3-22-18

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.

