

**Stevensville Town Council Meeting**  
**Agenda For**  
**MONDAY, DECEMBER 11<sup>th</sup>, 2017**  
**7:00 p.m.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of minutes from November 27, 2017 Town Council Meeting
4. Approval of Bi-Weekly Claims
5. Administrative Reports
  - A. Finance Officer
  - B. Police
  - C. Streets/Alleys
  - D. Water/Sewer
6. Guests
7. Correspondence
8. Public Comments
9. Unfinished Business
10. New Business
  - A. Discussion/decision – Approval of Grants to Others for Historic St. Mary's Mission, Pantry Partners Food Bank, Stevensville Clothes Closet, Stevensville Playhouse, Stevensville Senior Center, Genesis House and the Stevensville Museum
  - B. Discussion/decision – Approval for the Town to Enter into an Agreement with Kurt Vause, P.E. Regarding Setting up a Maintenance System for the Town of Stevensville
  - C. Discussion/decision – Council Consent to Appoint George Thomas as Public Works Supervisor
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, November 27<sup>th</sup>, 2017**  
**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 Crews called the meeting to order at 7:00 p.m. Councilmember's Barker, Holcomb, and Michalson were all present. Councilmember Floyd was absent as previously excused. 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:**

November 13<sup>th</sup> Town Council Meeting

**Councilmember Holcomb made a motion to approve minutes from the November 13<sup>th</sup> Town Council meeting as presented. Councilmember Barker seconded the motion and 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 3-0.**

**Administrative Reports:**

Airport

There was no report given.

Building

Council reviewed the October Building report.

Fire

Fire Chief Jeff Motley presented the October Fire report.

He then informed Council of the recent Fire Department purchase of a 2011 ambulance for \$25,000 from the Town of White Hall. The Town of White Hall is no longer offering ambulance services and SFD was able to get a bid on this ambulance at this price. Chief also reported on the purchase 2 Pierce apparatus from the City of Missoula for \$40,000. These these are twin engines that the Fire Department was able to purchase for a low cost of \$40,000 and some of this cost will be recouped from selling the engines being replaced. The funds for these purchases will come from the CIP funds designated for this purpose.

**Guests:**

There were no guests.

**Correspondence:**

There was no correspondence.

**Public Comments:**

There were no public comments.

**Unfinished Business:**

There was no Unfinished Business.

**New Business:**

**A. Discussion/decision – Approval for the Stevensville School District to Relocate Phillips Street as Part of the School Construction Projects**

Stevensville High School Superintendent Dr. Moore presented the proposed relocation of Phillips Street as part of the school construction projects. This relocation would mitigate the safety issues of K-8 students crossing this street multiple times per day. The school is requesting to vacate the surface easement as it exists and relocate Phillips Street to the South and loop back with all existing utilities remaining the same. The entire proposal is contingent upon a bond passage this spring.

Chief Motley inquired about fire apparatus access. Dr. Moore commented that the school will address this issue.

**Councilmember Holcomb made a motion to approve the Stevensville School District to relocate Phillips Street as part of the school construction projects. Councilmember Michalson seconded the motion. Council inquired about legal review**

**Councilmember Holcomb made a motion to amend upon approval of the Town's Attorney. Councilmember Michalson seconded the motion. Dr. Moore informed Council if the bond passes, the school will be working with the Town on final design prior to construction. The vote was called on the amendment and all voted "aye". Motion carried 3-0.**

**The vote was called for the main motion as amended. All voted "aye". Motion carried 3-0.**

**B. Discussion/decision – Resolution No. 419, A Resolution for Disposition of Found Property**

Mayor Crews read Resolution No. 419 into the record.

**Councilmember Holcomb made a motion to approve Resolution No. 419, a Resolution for Disposition of Found Property. Councilmember Barker seconded the motion and all voted “aye”. Motion carried 3-0.**

**C. Discussion/decision – Approval to Reorganize the Water/Waste Water Department and the Streets/Alleys Department into One Department Titled Public Works**

Mayor Crews read his comments and recommendation to reorganize the water/waste water department and streets/alleys department with one department supervisor. He informed Council that this will save the Town the equivalent of one full-time supervisor wages and benefits.

**Councilmember Holcomb made a motion to approve the reorganization of the Water/Waste Water Department and Streets/Alleys Department into one department title Public Works. Councilmember Barker seconded the motion.** Council inquired of George Thomas’s thoughts on this change. George commented this should have been done a while ago.

Mark Adams inquired about streets/alleys being paid from the general fund and water/sewer being an enterprise fund and how will the wage expenditures be properly accounted for and separated. Jeff Motley inquired about how this affects this year’s budget. **The vote was called and all voted “aye”. Motion carried 3-0.**

**D. Discussion/decision – Resolution No. 417A, A Resolution Setting the Wage for the Public Works Supervisor Job position**

Mayor Crews read Resolution No. 417A into the record.

**Councilmember Holcomb made a motion to approve Resolution No. 417A, A Resolution Setting the Wage for the Public Works Supervisor Job Position with the clerical correction of adding “resolution” into the 3<sup>rd</sup> paragraph. Councilmember Barker seconded the motion and all voted “aye”. Motion carried 3-0.**

**E. Discussion/decision – Reinstatement of the Fire Department Administrative Assistant Position**

Mayor Crews read Fire Chief Motley’s letter requesting the reinstatement of the Fire Department Administrative Assistant position and his comments from the November 13<sup>th</sup> Town Council meeting.

Fire Chief Motley commented on the job description, the supervision of the position being in place and that the position has worked well for the past 17 years. He also commented on there being a demand/need for this position and is fully funded in the 17-18 budget. He is requesting to get this approved as there is a need to recruit and fill this position.

Discussion ensued regarding the amount of time needed for this position; Town Attorney opinion on this position; position supervision; and the creation of the General Services Clerk position.

Mark Adams commented on there being more members on the rural fire and they only have a need to a part-time assistant. He does not see a need for a full-time position and recommended looking at contracting with rural fire or hiring only a part-time fire administrative assistant for the Town.

Chief Motley then commented on 600 plus calls for service and as more calls are received, the more administration will be needed. He stated he is trying to run his department as best fit with appropriate staff and as a department head he could use a full-time position.

Further discussion was held regarding the position.

Council requested to see what job duties the current General Service Clerk is doing 40 hours per week now that the Police duties have been removed.

Chief Motley then reminded Council that the budget was approved for a full-time fire administrative assistant position and no General Services Clerk.

**Councilmember Barker made a motion to reinstate the Fire Department Fire Administrative Assistant. Councilmember Holcomb seconded the motion.** Chief Motley encouraged Council to vote this down and reevaluate to how Council would like to see this position established. There will be a budget amendment needed if they are bringing back the General Service Clerk position. **The vote was called and all voted “nay”. Motion failed 3-0.**

#### **Executive Report**

Mayor informed Council of the upcoming press conference on November 30th at the Stevensville Main Street Association regarding the new owners of the Fort Owen Ranch.

#### **Town Council Comments:**

Councilmember Holcomb thanked volunteers for their help with the hanging of the Christmas lights and banners.

Councilmember Michalson commented on several board openings needing to be filled.

#### **Board Reports**

There were no board reports.

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

**Meeting adjourned at 8:10 p.m.**

**APPROVE:**

\_\_\_\_\_  
Jim Crews, Mayor

**ATTEST:**

\_\_\_\_\_  
Stacy Bartlett, Town Clerk

DRAFT

12/06/17  
16:38:35

TOWN OF STEVENSVILLE  
Claim Approval List  
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\* ... Over spent expenditure

| Claim/ | Check    | Vendor #/Name/<br>Invoice #/Inv Date/Description                               | Document \$/<br>Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash<br>Account |
|--------|----------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 14076  |          | 1460 American Welding & Gas  | 110.55                  |         |      |               |             |                 |
|        |          | Acetylene, Carbon Dioxide (Water Dept), Oxygen, Argon/CO2 Mix, Rental Cylinder |                         |         |      |               |             |                 |
|        | 05210845 | 11/30/17 Carbon Dioxide  | 33.60                   |         |      | 5210 430510   | 220         | 101000          |
|        | 05210845 | 11/30/17 Ace/Oxy/Argon/CO2+Rental-H2O  | 22.00                   |         |      | 5210 430510   | 220         | 101000          |
|        | 05210845 | 11/30/17 Ace/Oxy/Argon/CO2+Rental-Sew  | 22.00                   |         |      | 5310 430610   | 220         | 101000          |
|        | 05210845 | 11/30/17 Ace/Oxy/Argon/CO2+Rental-Str  | 22.00                   |         |      | 1000 430100   | 220         | 101000          |
|        | 05210845 | 11/30/17 Hazard Fee/Delivery-H2O   | 3.65                    |         |      | 5210 430510   | 220         | 101000          |
|        | 05210845 | 11/30/17 Hazard Fee/Delivery-Sewer   | 3.65                    |         |      | 5310 430610   | 220         | 101000          |
|        | 05210845 | 11/30/17 Hazard Fee/Delivery-Streets   | 3.65                    |         |      | 1000 430100   | 220         | 101000          |
|        |          | <b>Total for Vendor:</b>   | <b>110.55</b>           |         |      |               |             |                 |
| 14077  | E        | 59 BITTER ROOT DISPOSAL  | 295.47                  |         |      |               |             |                 |
|        | Dec '17  | 12/01/17 Court solid waste   | 4.92                    |         |      | 1000 410360   | 340         | 101000          |
|        | Dec '17  | 12/01/17 H2O Dept TH facility  | 29.55                   |         |      | 5210 430510   | 340         | 101000          |
|        | Dec '17  | 12/01/17 Sewer Dept TH facility  | 29.55                   |         |      | 5310 430610   | 340         | 101000          |
|        | Dec '17  | 12/01/17 PD solid waste  | 14.77                   |         |      | 1000 420100   | 340         | 101000          |
|        | Dec '17  | 12/01/17 TH solid waste  | 14.77                   |         |      | 1000 411201   | 340         | 101000          |
|        | Dec '17  | 12/01/17 BD solid waste  | 4.93                    |         |      | 2394 420531   | 340         | 101000          |
|        | Dec '17  | 12/01/17 StreetsDept solid waste   | 157.58                  |         |      | 1000 430200   | 340         | 101000          |
|        | Dec '17  | 12/01/17 Sewer plant solid wase  | 39.40                   |         |      | 5310 430640   | 340         | 101000          |
|        |          | <b>Total for Vendor:</b>   | <b>295.47</b>           |         |      |               |             |                 |
|        |          | *** Claim from another period (11/17) ****                                     |                         |         |      |               |             |                 |
| 14087  |          | 1044 Brian J. West   | 1,496.00                |         |      |               |             |                 |
|        | 1254     | 12/05/17 NOV PROSECUTING ATTY SERVICES   | 858.50                  |         |      | 1000 411100   | 352         | 101000          |
|        | 1253     | 12/05/17 NOV TOWN LEGAL SERVICES   | 637.50                  |         |      | 1000 411100   | 350         | 101000          |
|        |          | <b>Total for Vendor:</b>   | <b>1,496.00</b>         |         |      |               |             |                 |
|        |          | *** Claim from another period (11/17) ****                                     |                         |         |      |               |             |                 |
| 14091  |          | 852 CENEX FLEETCARD  | 768.80                  |         |      |               |             |                 |
|        | 148419   | 11/30/17 November streets fuel   | 48.10                   |         |      | 1000 430200   | 231         | 101000          |
|        | 148419   | 11/30/17 November PD fuel  | 456.12                  |         |      | 1000 420100   | 231         | 101000          |
|        | 148419   | 11/30/17 November PD fuel  | 168.38                  |         |      | 1000 420460   | 231         | 101000          |
|        | 148419   | 11/30/17 November sewer fuel   | 48.10                   |         |      | 5310 430610   | 231         | 101000          |
|        | 148419   | 11/30/17 November water fuel   | 48.10                   |         |      | 5210 430510   | 231         | 101000          |
|        |          | <b>Total for Vendor:</b>   | <b>768.80</b>           |         |      |               |             |                 |



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|        |                   | *** Claim from another period (11/17) ****       |                         |         |      |               |             |                 |
| 14073  |                   | 85 CENTURYLINK                                   | 481.39                  |         |      |               |             |                 |
|        | NOV 2017 11/22/17 | PD Telecom #3011                                 | 79.45                   |         |      | 1000 420100   | 340         | 101000          |
|        | NOV 2017 11/22/17 | WWTP Internet #0185                              | 68.99                   |         |      | 5310 430640   | 340         | 101000          |
|        | NOV 2017 11/22/17 | H2O Plant Phone #7132                            | 37.77                   |         |      | 5210 430540   | 340         | 101000          |
|        | NOV 2017 11/22/17 | WWTP Phone #9878                                 | 50.67                   |         |      | 5310 430640   | 340         | 101000          |
|        | NOV 2017 11/22/17 | FD Telecom #5271                                 | 21.88*                  |         |      | 1000 420400   | 340         | 101000          |
|        | NOV 2017 11/22/17 | H2O/TH Telecom #5271                             | 76.58                   |         |      | 5210 430510   | 340         | 101000          |
|        | NOV 2017 11/22/17 | Sewer/TH Telecom #5271                           | 76.58                   |         |      | 5310 430610   | 340         | 101000          |
|        | NOV 2017 11/22/17 | Court Telecom #5271                              | 21.88                   |         |      | 1000 410360   | 340         | 101000          |
|        | NOV 2017 11/22/17 | Building Dept Telecom #5271                      | 21.87                   |         |      | 2394 420531   | 340         | 101000          |
|        | NOV 2017 11/13/17 | Pool final bill #5827                            | 25.72                   |         |      | 1000 460450   | 340         | 101000          |
|        |                   | <b>Total for Vendor:</b>                         | <b>481.39</b>           |         |      |               |             |                 |
|        |                   | *** Claim from another period (11/17) ****       |                         |         |      |               |             |                 |
| 14093  |                   | 690 Core & Main LP                               | 232.38                  |         |      |               |             |                 |
|        | I099150 11/22/17  | H2O computer repair                              | 232.38                  |         |      | 5210 430510   | 220         | 101000          |
|        |                   | <b>Total for Vendor:</b>                         | <b>232.38</b>           |         |      |               |             |                 |
| 14078  |                   | 1089 DPHHS-FOOD AND CONSUMER SAFETY              | 200.00                  |         |      |               |             |                 |
|        | P-10466 12/31/17  | 2018 Pool License                                | 200.00                  |         |      | 1000 460450   | 330         | 101000          |
|        |                   | <b>Total for Vendor:</b>                         | <b>200.00</b>           |         |      |               |             |                 |
|        |                   | *** Claim from another period (11/17) ****       |                         |         |      |               |             |                 |
| 14079  |                   | 477 James Marble                                 | 19.99                   |         |      |               |             |                 |
|        | 11/28/17          | waterproof case for lidar unit                   | 19.99                   |         |      | 1000 420100   | 220         | 101000          |
|        |                   | <b>Total for Vendor:</b>                         | <b>19.99</b>            |         |      |               |             |                 |
| 14080  |                   | 1436 Maureen M. O'Connor                         | 1,500.00                |         |      |               |             |                 |
|        | Dec 2017 12/01/17 | December Judge Monthly Compe                     | 1,500.00                |         |      | 1000 410360   | 350         | 101000          |
|        |                   | <b>Total for Vendor:</b>                         | <b>1,500.00</b>         |         |      |               |             |                 |
|        |                   | *** Claim from another period (11/17) ****       |                         |         |      |               |             |                 |
| 14084  |                   | 16 MONTANA ENVIRONMENTAL LAB LLC                 | 882.80                  |         |      |               |             |                 |
|        | Nov 2017 11/30/17 | Water testing -November 2017                     | 56.00*                  |         |      | 5210 430540   | 350         | 101000          |
|        | Nov 2017 11/30/17 | Sewer testing - November 201                     | 826.80                  |         |      | 5310 430640   | 350         | 101000          |
|        |                   | <b>Total for Vendor:</b>                         | <b>882.80</b>           |         |      |               |             |                 |

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|--------|-------|--|-------------------------|---------|------|---------------|-------------|-----------------|
|        |       | *** Claim from another period (11/17) ****       |                         |         |      |               |             |                 |
| 14082  |       | 164 Ravalli County Election                      | 1,222.06                |         |      |               |             |                 |
|        |       | 2017 elect 11/22/17 municipal election 2017      | 1,222.06                |         |      | 1000 410600   | 350         | 101000          |
|        |       | <b>Total for Vendor:</b>                         | <b>1,222.06</b>         |         |      |               |             |                 |
|        |       | *** Claim from another period (11/17) ****       |                         |         |      |               |             |                 |
| 14083  | E     | 8 RAVALLI ELECTRIC CO-OP                         | 83.82                   |         |      |               |             |                 |
|        |       | Airport & Airport Well Utilities                 |                         |         |      |               |             |                 |
|        |       | Nov 2017 11/30/17 Airport Utilities - Lights E   | 49.48                   |         |      | 5610 430300   | 340         | 101000          |
|        |       | Nov 2017 11/30/17 Airport Utilities - Water Pu   | 34.34                   |         |      | 5610 430300   | 340         | 101000          |
|        |       | <b>Total for Vendor:</b>                         | <b>83.82</b>            |         |      |               |             |                 |
|        |       | *** Claim from another period (11/17) ****       |                         |         |      |               |             |                 |
| 14085  |       | 193 St. Paul Stamp Works                         | 43.47                   |         |      |               |             |                 |
|        |       | 400528 11/27/17 Council Nameplate-Smith          | 21.74                   |         |      | 1000 410211   | 210         | 101000          |
|        |       | 400528 11/27/17 Mayor Nameplate-Dewey            | 21.73                   |         |      | 1000 410200   | 320         | 101000          |
|        |       | <b>Total for Vendor:</b>                         | <b>43.47</b>            |         |      |               |             |                 |
|        |       | *** Claim from another period (11/17) ****       |                         |         |      |               |             |                 |
| 14089  |       | 34 STEVENSVILLE HARDWARE AND RENTAL              | 211.87                  |         |      |               |             |                 |
|        |       | Nov 17 11/30/17 water r&m supplies               | 2.30                    |         |      | 5210 430510   | 212         | 101000          |
|        |       | Nov 17 11/30/17 streets operating supplies       | 51.84*                  |         |      | 1000 430200   | 220         | 101000          |
|        |       | Nov 17 11/30/17 sewer operating supplies         | 2.27                    |         |      | 5310 430610   | 220         | 101000          |
|        |       | Nov 17 11/30/17 water operating supplies         | 116.58                  |         |      | 5210 430510   | 220         | 101000          |
|        |       | Nov 17 11/30/17 water plant r&m supplies         | 7.47                    |         |      | 5210 430540   | 230         | 101000          |
|        |       | Nov 17 11/30/17 sewer plant r&m supplies         | 23.92                   |         |      | 5310 430640   | 230         | 101000          |
|        |       | Nov 17 11/30/17 sewer plant operating supplies   | 7.49*                   |         |      | 5210 430640   | 220         | 101000          |
|        |       | <b>Total for Vendor:</b>                         | <b>211.87</b>           |         |      |               |             |                 |
|        |       | *** Claim from another period (11/17) ****       |                         |         |      |               |             |                 |
| 14090  |       | 29 STEVENSVILLE NAPA AUTO PARTS                  | 31.61                   |         |      |               |             |                 |
|        |       | Nov 17 11/30/17 1996 Chevy r&m                   | 8.87                    |         |      | 1000 430100   | 230         | 101000          |
|        |       | Nov 17 11/30/17 1996 Chevy r&m                   | 8.87                    |         |      | 5210 430510   | 230         | 101000          |
|        |       | Nov 17 11/30/17 1996 Chevy r&m                   | 8.88                    |         |      | 5310 430610   | 230         | 101000          |
|        |       | Nov 17 11/30/17 Antifreeze tester                | 1.66                    |         |      | 1000 430100   | 212         | 101000          |
|        |       | Nov 17 11/30/17 Antifreeze tester                | 1.66                    |         |      | 5210 430510   | 212         | 101000          |
|        |       | Nov 17 11/30/17 Antifreeze tester                | 1.67                    |         |      | 5310 430610   | 212         | 101000          |
|        |       | <b>Total for Vendor:</b>                         | <b>31.61</b>            |         |      |               |             |                 |

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|        |              | *** Claim from another period (11/17) ****       |                         |         |      |               |             |                 |
| 14086  |              | 53 SUPER 1 FOODS                                 | 68.14                   |         |      |               |             |                 |
|        | 04-724180    | 11/09/17 Ed's retirement party                   | 27.26                   |         |      | 5210 430510   | 210         | 101000          |
|        | 04-724180    | 11/09/17 Ed's retirement party                   | 20.44                   |         |      | 5310 430610   | 210         | 101000          |
|        | 04-724180    | 11/09/17 Ed's retirement party                   | 20.44                   |         |      | 1000 430100   | 220         | 101000          |
|        |              | Total for Vendor:                                | 68.14                   |         |      |               |             |                 |
|        |              | *** Claim from another period (11/17) ****       |                         |         |      |               |             |                 |
| 14088  |              | 708 USA BLUEBOOK                                 | 167.71                  |         |      |               |             |                 |
|        | 426426       | 11/22/17 Trash pump parts                        | 83.86                   |         |      | 5210 430550   | 230         | 101000          |
|        | 426426       | 11/22/17 Trash pump parts                        | 83.85*                  |         |      | 5310 430630   | 230         | 101000          |
|        |              | Total for Vendor:                                | 167.71                  |         |      |               |             |                 |
|        |              | *** Claim from another period (11/17) ****       |                         |         |      |               |             |                 |
| 14092  | E            | 1166 VISA  | 1,592.41                |         |      |               |             |                 |
|        | Nov 11/20/17 | PD floor plan app                                | 3.01                    |         |      | 1000 420100   | 220         | 101000          |
|        | Nov 11/20/17 | PD Homebase sub                                  | 9.95                    |         |      | 1000 420100   | 330         | 101000          |
|        | Nov 11/20/17 | Background check-A VanTassel                     | 82.60*                  |         |      | 1000 410550   | 350         | 101000          |
|        | Nov 11/20/17 | Background check-A VanTassel                     | 51.62                   |         |      | 5210 430510   | 350         | 101000          |
|        | Nov 11/20/17 | Background check-A VanTassel                     | 51.63                   |         |      | 5310 430610   | 350         | 101000          |
|        | Nov 11/20/17 | Background check-A VanTassel                     | 20.65*                  |         |      | 2394 420531   | 350         | 101000          |
|        | Nov 11/20/17 | Post-it notes & binders                          | 36.35                   |         |      | 1000 410550   | 210         | 101000          |
|        | Nov 11/20/17 | Post-it notes & binders                          | 23.13                   |         |      | 5210 430510   | 210         | 101000          |
|        | Nov 11/20/17 | Post-it notes & binders                          | 23.13                   |         |      | 5310 430610   | 210         | 101000          |
|        | Nov 11/20/17 | (2) iPhone sync cord                             | 157.35                  |         |      | 1000 420100   | 210         | 101000          |
|        | Nov 11/20/17 | Court calendars                                  | 73.66                   |         |      | 1000 410360   | 210         | 101000          |
|        | Nov 11/20/17 | Replace/repair TH flag                           | 55.35                   |         |      | 1000 411201   | 230         | 101000          |
|        | Nov 11/20/17 | Tactical patrol bag                              | 89.99                   |         |      | 1000 420100   | 220         | 101000          |
|        | Nov 11/20/17 | PD Adobe subscription                            | 7.50                    |         |      | 1000 420100   | 330         | 101000          |
|        | Nov 11/20/17 | PD Adobe subscription                            | 7.49                    |         |      | 1000 420410   | 330         | 101000          |
|        | Nov 11/20/17 | PD light bar                                     | 899.00*                 |         |      | 1000 420100   | 232         | 101000          |
|        |              | Total for Vendor:                                | 1,592.41                |         |      |               |             |                 |
|        |              | # of Claims                                      | 18                      | Total:  |      |               |             | 9,408.47        |
|        |              | Total Electronic Claims                          |                         |         |      |               |             | 1,971.70        |
|        |              | Total Non-Electronic Claims                      |                         |         |      |               |             | 7,436.77        |

12/06/17  
16:38:35

TOWN OF STEVENSVILLE  
Fund Summary for Claims  
For the Accounting Period: 12/17

Page: 5 of 6  
Report ID: AP110

| Fund/Account                   | Amount            |
|--------------------------------|-------------------|
| 1000 GENERAL                   |                   |
| 101000 Cash - Operating        | \$7,025.80        |
| 2394 BUILDING CODE ENFORCEMENT |                   |
| 101000 Cash - Operating        | \$47.45           |
| 5210 WATER                     |                   |
| 101000 Cash - Operating        | \$869.87          |
| 5310 SEWER                     |                   |
| 101000 Cash - Operating        | \$1,381.53        |
| 5610 AIRPORT                   |                   |
| 101000 Cash - Operating        | \$83.82           |
| <b>Total:</b>                  | <b>\$9,408.47</b> |

12/06/17  
16:38:35

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
For the Accounting Period: 12/17

Page: 6 of 6  
Report ID: AP100A

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

\_\_\_\_\_  
Council

\_\_\_\_\_  
Council

\_\_\_\_\_  
Council

\_\_\_\_\_  
Council

\_\_\_\_\_  
Mayor

Date Approved \_\_\_\_\_

12/06/17  
16:41:07

TOWN OF STEVENSVILLE  
Cash Report  
For the Accounting Period: 12/17

Page: 1 of 2  
Report ID: L160

| Fund/Account                                | Beginning Balance | Received | Transfers In | Disbursed | Transfers Out | Ending Balance |
|---|-------------------|----------|--------------|-----------|---------------|----------------|
| 1000 GENERAL                                |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | 131,222.35        | 0.00     | 0.00         | 0.00      | 13,675.59     | 117,546.76     |
| 102000 Cash - Restricted                    | 1,000.00          | 0.00     | 0.00         | 0.00      | 0.00          | 1,000.00       |
| Total Fund                                  | 132,222.35        |          |              |           | 13,675.59     | 118,546.76     |
| 2250 PLANNING                               |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | -14,356.89        | 0.00     | 0.00         | 0.00      | 67.57         | -14,424.46     |
| 2310 Tax Increment Finance District         |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | 132,323.02        | 0.00     | 0.00         | 0.00      | 45.04         | 132,277.98     |
| 2311 Targeted Economic Development District |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | 15,802.74         | 0.00     | 0.00         | 0.00      | 0.00          | 15,802.74      |
| 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     | 0.07              | 0.00     | 0.00         | 0.00      | 0.00          | 0.07           |
| Total Fund                                  | 2,988.52          |          |              |           |               | 2,988.52       |
| 2394 BUILDING CODE ENFORCEMENT              |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | 71,649.30         | 0.00     | 0.00         | 0.00      | 1,371.33      | 70,277.97      |
| 2410 Dayton Lighting #1 District 55         |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | 9,718.92          | 0.00     | 0.00         | 0.00      | 0.00          | 9,718.92       |
| 2420 Peterson Addn Lighting #2 District 80  |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | 4,028.18          | 0.00     | 0.00         | 0.00      | 0.00          | 4,028.18       |
| 2430 Geo Smith Lighting #3 District 76      |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | 10,540.92         | 0.00     | 0.00         | 0.00      | 0.00          | 10,540.92      |
| 2440 Creekside Lighting #4 District 77      |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | 4,652.85          | 0.00     | 0.00         | 0.00      | 0.00          | 4,652.85       |
| 2450 Twin Creeks Lighting #5 District       |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | 860.08            | 0.00     | 0.00         | 0.00      | 0.00          | 860.08         |
| 2810 POLICE TRAINING & PENSION              |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | 8,293.64          | 0.00     | 0.00         | 0.00      | 0.00          | 8,293.64       |
| 2820 GAS APPORTIONMENT TAX                  |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | 84,256.81         | 0.00     | 0.00         | 0.00      | 0.00          | 84,256.81      |
| 2839 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                     | 47,198.53         | 0.00     | 0.00         | 0.00      | 0.00          | 47,198.53      |
| 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                     | 157,575.18        | 0.00     | 0.00         | 0.00      | 0.00          | 157,575.18     |
| 4001 Sidewalk Improvements                  |                   |          |              |           |               |                |
| 101000 Cash - Operating                     | 48,204.39         | 0.00     | 0.00         | 0.00      | 0.00          | 48,204.39      |
| 101010 Cash - Investment / Savings Acco     | 4,328.46          | 0.00     | 0.00         | 0.00      | 0.00          | 4,328.46       |
| Total Fund                                  | 52,532.85         |          |              |           |               | 52,532.85      |

12/06/17  
16:41:07

TOWN OF STEVENSVILLE  
Cash Report  
For the Accounting Period: 12/17

Page: 2 of 2  
Report ID: L160

| Fund/Account                         | Beginning Balance | Received | Transfers In | Disbursed | Transfers Out | Ending Balance |
|--------------------------------------|-------------------|----------|--------------|-----------|---------------|----------------|
| 4002 Fire Engine Capital Improvement |                   |          |              |           |               |                |
| 101000 Cash - Operating              | -2,012.95         | 0.00     | 0.00         | 0.00      | 0.00          | -2,012.95      |
| 102000 Cash - Restricted             | 25,503.11         | 0.00     | 0.00         | 0.00      | 0.00          | 25,503.11      |
| Total Fund                           | 23,490.16         |          |              |           |               | 23,490.16      |
| 5210 WATER                           |                   |          |              |           |               |                |
| 101000 Cash - Operating              | 1,129,570.75      | 0.00     | 0.00         | 0.00      | 5,394.34      | 1,124,176.41   |
| 102000 Cash - Restricted             | 185,751.03        | 0.00     | 0.00         | 0.00      | 0.00          | 185,751.03     |
| Total Fund                           | 1,315,321.78      |          |              |           | 5,394.34      | 1,309,927.44   |
| 5220 WATER PROJECT                   |                   |          |              |           |               |                |
| 101000 Cash - Operating              | 513.35            | 0.00     | 0.00         | 0.00      | 0.00          | 513.35         |
| 5250 WATER BOND Principal & Interest |                   |          |              |           |               |                |
| 101000 Cash - Operating              | 107,856.69        | 0.00     | 0.00         | 0.00      | 0.00          | 107,856.69     |
| 5310 SEWER                           |                   |          |              |           |               |                |
| 101000 Cash - Operating              | 317,839.56        | 0.00     | 0.00         | 0.00      | 5,327.17      | 312,512.39     |
| 102000 Cash - Restricted             | 258,405.15        | 0.00     | 0.00         | 0.00      | 0.00          | 258,405.15     |
| Total Fund                           | 576,244.71        |          |              |           | 5,327.17      | 570,917.54     |
| 5320 SEWER PROJECT                   |                   |          |              |           |               |                |
| 101000 Cash - Operating              | -26,037.05        | 0.00     | 0.00         | 0.00      | 0.00          | -26,037.05     |
| 101001 Cash - Operating              | -43,396.19        | 0.00     | 0.00         | 0.00      | 0.00          | -43,396.19     |
| Total Fund                           | -69,433.24        |          |              |           |               | -69,433.24     |
| 5350 SEWER BOND PRINCIPAL & INTEREST |                   |          |              |           |               |                |
| 101000 Cash - Operating              | 13,510.42         | 0.00     | 0.00         | 0.00      | 0.00          | 13,510.42      |
| 5610 AIRPORT                         |                   |          |              |           |               |                |
| 101000 Cash - Operating              | 185,357.52        | 0.00     | 0.00         | 0.00      | 244.98        | 185,112.54     |
| 5620 Airport Project                 |                   |          |              |           |               |                |
| 101000 Cash - Operating              | -66,904.75        | 0.00     | 0.00         | 0.00      | 0.00          | -66,904.75     |
| 7120 FIREMEN'S DISABILITY            |                   |          |              |           |               |                |
| 101000 Cash - Operating              | 23.71             | 0.00     | 0.00         | 0.00      | 0.00          | 23.71          |
| 7910 PAYROLL FUND                    |                   |          |              |           |               |                |
| 101000 Cash - Operating              | 155,072.20        | 0.00     | 25,701.06    | 12,069.32 | 0.00          | 168,703.94     |
| 7930 CLAIMS FUND                     |                   |          |              |           |               |                |
| 101000 Cash - Operating              | 340,390.33        | 0.00     | 424.96       | 139.70    | 0.00          | 340,675.64     |
| Totals                               | 3,379,746.03      | 0.00     | 26,126.02    | 12,209.02 | 26,126.02     | 3,367,537.01   |

\*\*\* 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:** December 11, 2017

**1. Utility Billing**

| <b>Utility Billing Aging Report</b> |                                      |                   |                                      |
|-------------------------------------|--------------------------------------|-------------------|--------------------------------------|
| <b>Time Frame</b>                   | <b>Amount Owing as of 10/31/2017</b> | <b>Time Frame</b> | <b>Amount Owing as of 11/30/2017</b> |
| Current                             | (\$5,756.43)                         | Current           | (\$5,677.53)                         |
| 30 Days Past Due                    | \$18,981.41                          | 30 Days Past Due  | \$20,825.17                          |
| 60 Days Past Due                    | \$8,776.16                           | 60 Days Past Due  | \$8,435.72                           |
| 90 Days Past Due                    | \$5,408.46                           | 90 Days Past Due  | \$5,598.38                           |
| 120 Days Past Due                   | \$13,365.17                          | 120 Days Past Due | \$15,423.83                          |
| <b>Total Due</b>                    | <b>\$40,774.77</b>                   | <b>Total Due</b>  | <b>\$44,605.57</b>                   |

**2. November 2017 Credit Card Usage report**

- Total amount charged on the Town of Stevensville credit cards = \$1,592.39
  - Some major charges are as follows:
    - Light bar for patrol vehicle \$899.00. We will be reimbursed when defective light bar is received by vendor.
- 24 customers paid with a credit card using paygov.us:
  - 22 Utility Billing Customers paid their water/sewer bill online
  - 2 Customers paid for permits online
- Total convenience fees = \$118.95

**3. Stevensville City Court fines**

November 2017 court fines and fees were received November 30th in the amount of \$2,267.00.

**4. Audit update**

Our FY15-16 audit report has been submitted to the Federal Clearinghouse and the State. I have asked the auditor if he can attend the January 8<sup>th</sup> Council meeting to present the report. Our FY16-17 audit is scheduled to begin March 19, 2018.



**AGENDA ITEM   A**

**Unfinished   X   New Business**

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

Submission Date 12-11-17 Time: \_\_\_\_\_

Person Submitting the Agenda Item Mayor   X   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: 12-11-17 Council Meeting**

Agenda Topic: **Discussion/decision – Approval of Grants to Others for Historic St. Mary's Mission, Pantry Partners Food Bank, Stevensville Clothes Closet, Stevensville Playhouse, Stevensville Senior Center, Genesis House and the Stevensville Museum**

Backup Documents Attached   X   Yes    No

If no, why not? \_\_\_\_\_  
\_\_\_\_\_

Approved/Disapproved, If Approved, Meeting Date for Consideration **12-11-2017 Town Council Meeting**

Mayor Signature  \_\_\_\_\_ Date 12-7-17

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.

\_\_\_\_\_  
\_\_\_\_\_



## Historic St. Mary's Mission, Inc.

*Where Montana Began*

P.O. Box 211 – Stevensville, MT 59870

406-777-5734

[stmary@cybernet1.com](mailto:stmary@cybernet1.com)

[saintmarysmission.org](http://saintmarysmission.org)

© 2008 Historic St. Mary's Mission, Inc.

November 21, 2017

### Town of Stevensville Grants to Others Annual Report

As stated in the by-laws our mission statement is as follows:

Mission Statement: Historic St. Mary's Mission, Inc. preserves the St. Mary's Mission historic site and provides an educational experience for students, historians, travelers, and our local communities.

The \$400.00 grant award to Historic St. Mary's Mission is applied directly to the sewer and water bills from the Town of Stevensville. During the 2017 calendar year, the treasurer applies \$40 for 10 months to the water and sewer expenses.

Because of the Grants to Others Program, Historic St. Mary's Mission has an additional \$400.00 to apply toward the preservation of the historic buildings we are responsible for as stated in the Mission Statement. By preserving the historic site, we are better able to fulfill the mission of providing education to all who visit the site listed on the National Register of Historic Places.

The Stevensville Town Council is instrumental in the success of the Board of Directors of Historic St. Mary's Mission, Inc. to fulfill their duties and obligations.

Respectfully submitted,

Colleen Meyer  
Executive Director



## Town of Stebensville Grants to Others Application

**Q1. Describe the services your organization provides to the Stebensville community.**

The mission of the Historic St. Mary's Mission, Inc. is to provide educational experiences for students, historians, travelers, and for our local communities. Historic St. Mary's Mission and Museum strives to strengthen ties with and acknowledge its roots in American Indian culture, improve the local economy through tourism, and preserve and maintain the property's delicate past for future generations.

**Q2. Who does your organization serve?**

St. Mary's Mission serves teachers, students, historians, tourists, and the local community. 13 schools brought 598 students and adults to St. Mary's Mission in 2017. We conducted 160 guided tours hosting people from 48 states and 10 countries. We also host reserved adult tour groups.

**Q3. What is the population size your organization serves?**

St. Mary's Mission serves 5,000 to 6,000 registered visitors each year. We have no way of counting the after-hours and off-season people who enjoy the Salish Encampment and native plant garden, or those who simply find tranquility in the beauty of the site.

**Q4. Describe how your organization's services benefit the Town of Stebensville residents.**

St. Mary's Mission benefits the Town of Stebensville residents by providing a national historic site for education, as well as a beautiful park setting to stroll and enjoy. As included in the Town of Stebensville's logo, St. Mary's Mission is the site "Where Montana Began" and offers a very significant piece of Montana's history. Tourism adds to the economic stability of Stebensville.



## Town of Stevensville Grants to Others Application

**Q5. Describe how your organization will utilize this grant.**

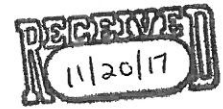
The grant award will help pay rising the water and sewer expenses. Historic St. Mary's Mission is open April 15 through October 15 with no income in the closed season; however, utility costs are incurred all year long.

**Q6. Detail your organization's accounting structure and reporting policies and procedures.**

Historic St. Mary's Mission, Inc. is governed by a nine-member board of directors who follow a set of by-laws. The board meets monthly where the treasurer and the executive director give reports on the operation of the non-profit corporation. The treasurer posts to a Quick Books accounting program and provides printed financial reports to the members at each meeting.

**Q7. What is the grant amount your organization requests?**

\$400.00



## **Town of Stevensville Grants to Others Application – Pantry Partners Food Bank**

### **Q1. Describe the services your organization provides to the Stevensville community.**

Pantry Partners provides a monthly food box to those in need in North Ravalli County. Clients can also visit the "porch" once a week to obtain perishable fresh items, like bread and produce. We also provide printed information to better acquaint our clients with programs and facilities to better assist them. This would include WIC information, Head Start information, Energy Assistance programs, etc.

### **Q2. Who does your organization serve?**

Our target population includes low income individuals living in northern Ravalli County, Montana, from Victor Crossing to Florence. The clients fall within the TEFAP 2015 Income Guidelines.

### **Q3. What is the population size your organization serves?**

The Pantry Partners Food Bank provided food to 532 unduplicated households during the period January 2016 through July 2016. In doing so, we provided nutritional assistance to 1614 individuals at least once during this time frame. We distributed food to 261 households (on average) each month. We have distributed 113,592 pounds of food during this period.

### **Q4. Describe how your organization's service's benefit the Town of Stevensville residents.**

Families in our service area are unable to meet all of their nutritional needs because of low income. The lack of enough nutritious food affects families physically, mentally and emotionally. One in seven Montana families struggle with hunger. Only 38% of our families are employed and most are in low-paying part-time jobs, so access to a well-stocked community food bank is critical.

As a 100% volunteer organization the intention of our program is to provide a 3-5 day supply of food for the needy in our service area of north Ravalli County, Montana. Clients come once a month for a food box that contains nonperishable food items like canned foods, pasta, rice, beans, peanut butter, flour and sugar as well as perishable items like milk, butter, potatoes and meat. They also come once a week for "porch" items which include breads, fresh fruit and vegetables and other fresh food products gleaned from local grocery stores.

### **Q5. Describe how your organization will utilize this grant.**

We will use the money to pay our water bill, which was \$453.11 in the last fiscal year.

### **Q6 Detail your organization's accounting structure and reporting policies and procedures.**

Our treasurer, Sue Pearson, maintains our income and expense records in Quickbooks. The accounts are reviewed at our monthly board meeting and annually by our CPA, Rita Vanorio. We have two Trustees who review the books semi-annually.

### **Q7. What is the grant amount your organization requests?**

\$400.00



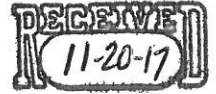
PANTRY PARTNERS FOOD BANK INC.  
P.O. BOX 806  
STEVENSVILLE, MT. 59870

### **2016 Annual Report**

Pantry Partners Food Bank received \$400 from the Stevensville Town Council this past year. The money was used to purchase food for our clients during the period January 1 through December 31, 2016.

Without the assistance of donations from our community partners, individual donors and grants, it would have been impossible to accomplish our mission of providing once a month food boxes to families in need. The number of clients applying for assistance continues to grow, although the geographical area (Florence to Victor) has not changed. In October, we saw 236 families, 24 of whom came for help for the first time. During this month alone, we distributed more than 15,000 pounds of food.

The Pantry Partners Food Bank provided food to 686 unduplicated households in the last year. In doing so, we provided nutritional assistance to 2086 individuals at least once during this time frame. By the end of October, we had distributed more than 177,000 pounds of food.



Town of Stevensville Grants to Others Application

Q1. Describe the services your organization provides to the Stevensville community.

We have clothing for all ages, household supplies, and some kitchen supplies. There is no charge.

Q2. Who does your organization serve?

Anyone who asks, but most of our shoppers live in the Stevensville area

Q3. What is the population size your organization serves?

Approximately 40,000

Q4. Describe how your organization's services benefit the Town of Stevensville residents.

We provide quality clothing for people with limited budgets. Although we accept donations, we do not ask for payment.



## Town of Steensville Grants to Others Application

**Q5. Describe how your organization will utilize this grant.**

Since our operating funds come only from donations, this grant will help to pay our fixed expenses like utilities.

**Q6. Detail your organization's accounting structure and reporting policies and procedures.**

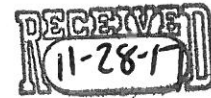
Cash basis. The treasurer reports on our finances to the board, at every meeting. We do an annual audit.

**Q7. What is the grant amount your organization requests?**

We would appreciate the maximum granted. It would cover most of our annual bill for water.

Thank you very much for your past grants.





November 27, 2017

Stevensville Town Council

206 Buck Street

Stevensville, MT 59870

Subject: Annual report to Stevensville Town Council 2017

During the year 2017, we have used the grant from the Town of Stevensville to pay our water/sewer utility costs. Performing arts centers like the Stevensville Playhouse, Inc. are not able to operate based on ticket sales alone. We rely on donations, sponsors, and grants to meet our operating budget. We strive to keep ticket prices low, but production prices increase each year, especially the cost of royalties and the rental of scripts. The Town of Stevensville "Grants to Others" helps us to meet our mission of providing live quality entertainment to people of all ages in and around Stevensville.

During the past year we completed a major project to meet the space needs of our actors by adding space to the rear of the existing theater. We received significant grants from foundations out of state and within Montana. We also raised funds locally and were able to complete this project by October 2017. This project employed local workers throughout the summer. We have continued to improve our building by hiring local workers to install new carpet in the lobby and restore our public bathrooms.

We look forward to working with the Stevensville Town Council to make our theater a safe and secure place for both our participants and patrons.

Sincerely,

A handwritten signature in cursive script that reads "James McCauley".

James McCauley

Secretary/Treasurer

Stevensville Playhouse, Inc.



## Town of Stevensville Grants to Others Application

**Q1. Describe the services your organization provides to the Stevensville community.**

The Stevensville Playhouse is a performing arts theater. We produce 4+ live shows each year, plus a musical concert. We have a summer workshop & after-school theater arts program.

**Q2. Who does your organization serve?**

The Town of Stevensville, Ravalli County, and Missoula.

**Q3. What is the population size your organization serves?**

We typically have 100+ volunteers on stage & behind the scenes. Our patrons number over 1100 each year.

**Q4. Describe how your organization's services benefit the Town of Stevensville residents.**

We bring arts & culture to a largely rural area. Local residents have the opportunity to act, sing & dance on stage. We also host the Stevensville High School for their Spring theater production.



## Town of Stevensville Grants to Others Application

**Q5. Describe how your organization will utilize this grant.**

The funds will be used to off set the cost of utilities, specifically water & wastewater. The theater is a low volume user. Since the revenue generated by ticket sales is not enough to offset the cost of our productions, we must raise funds by donations from local businesses and patrons.

**Q6. Detail your organization's accounting structure and reporting policies and procedures.**

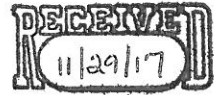
We are an incorporated non-profit, 501(c)(3). As such we are registered with the MT. Dept. of Revenue, Secretary of State, and IRS.

**Q7. What is the grant amount your organization requests?**

\$ 400



# Senior Center



## Town of Stevensville Grants to Others Application

Q1. Describe the services your organization provides to the Stevensville community.

Serves meals for the Senior Citizens in our community plus we serve meals on wheels to the disabled

Q2. Who does your organization serve?

Stevensville Community & the town of Florence

Q3. What is the population size your organization serves?

3000

Q4. Describe how your organization's services benefit the Town of Stevensville residents.

We provide a warm place for seniors to come and enjoy lunch and other activities, with the help of the Council on Aging we provide meals on wheels. we have medical equipment for people to use



## Town of Stevensville Grants to Others Application

**Q5. Describe how your organization will utilize this grant.**

*Help pay for our water usage*

**Q6. Detail your organization's accounting structure and reporting policies and procedures.**

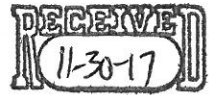
*we have a board of Officers, President, Vice President Secretary, Treasury & Maintenance man. We are accountable to our members*

**Q7. What is the grant amount your organization requests?**

*\$400.00 that is what we have received in the past*



*Sheresa House*



**Town of Stevensville Grants to Others Application**

Q1. Describe the services your organization provides to the Stevensville community. *Transitional housing for women with mental illness.*

Q2. Who does your organization serve? *women with mental illness.*

Q3. What is the population size your organization serves? *Montana*

Q4. Describe how your organization's services benefit the Town of Stevensville residents. *To help them learn & understand people with mental illness.*



## Town of Stevensville Grants to Others Application

Q5. Describe how your organization will utilize this grant.

*We will use it towards our water & sewer bill.*


Q6. Detail your organization's accounting structure and reporting policies and procedures.

*we use quick books. we have an accounting firm that handles all of our accounting needs.*

Q7. What is the grant amount your organization requests?

*\$400.00*

# STEVENSVILLE MUSEUM



P.O. Box 750  
Stevensville MT 59870

November 29, 2017

Town of Stevensville  
P O Box 30  
Stevensville, MT 59870

Town Council:

The Stevensville Historical Museum would like to be considered as an applicant for a \$400 grant from the "2017-18 Town of Stevensville Grants to Others" program.

Please accept the Stevensville Museum Board Members' sincere appreciation for the previous grants of \$400. Since the Museum is only open to the public during the summer months, the grant money helps to offset the costs of the water and sewer during the eight months that the water system is not used. The 2017 grant monies were used to pay the water/sewer costs for the Museum for the winter months.

Your generous support allows us to continue to fulfill our goals of researching, collecting, preserving and displaying the unique history of the Stevensville area. This grant money is essential to allowing the Stevensville Historical Museum to remain open to the public and to promote the appreciation of the history of the Stevensville area.

Thank you for your support and consideration,



Ruth Baker, Secretary

The Stevensville Historical Museum





## Town of Stevensville Grants to Others Application

The Grants to Others program was created by the Stevensville Town Council in Fiscal Year 12/13. The mission of the program is to provide limited financial assistance to qualifying community service groups.

The Council recognizes that these groups provide widespread support and services to community residents which enhance the health, safety, culture, and community well-being.

Annually, a \$400 maximum grant is available to non-profit organizations that complete the grant application (below).

A complete grant application includes:

1. Application
2. An annual report to the Stevensville Town Council describing how the grant funds helped your organization live into your mission during the period Jan 1, 2018 through December 31, 2018
3. Proof of your organization's current 501(c)3 status

Please submit your grant application by Thursday, November 30, 2017.

Jim Crews, Mayor  
[mayor@townofstevensville.com](mailto:mayor@townofstevensville.com)  
406.777.5271 x8



## Town of Stevensville Grants to Others Application

**Q1. Describe the services your organization provides to the Stevensville community.**

The Stevensville Historical Museum's goals are to research, collect, preserve and display the documents and artifacts regarding the unique history of the Stevensville community and the surrounding Bitterroot Valley. The Museum volunteers actively research the history and create exhibits to display the history of Stevensville. Educational presentations are also provided to the public and especially to the public school students.

**Q2. Who does your organization serve?**

The Stevensville Historical Museum serves the residents and visitors to the Stevensville area, including the public school students.

**Q3. What is the population size your organization serves?**

We serve the entire population of the Stevensville area through the preservation of the local history. The Museum records show approximately 250 visitors per year. We also serve other uncounted people through various yearly activities.

**Q4. Describe how your organization's services benefit the Town of Stevensville residents.**

The Stevensville Historical Museum's purpose is to collect and preserve the documents and artifacts of the town of Stevensville and the surrounding area. This information is then used through various means to educate the citizens and visitors about the unique history of this area within the Northwestern United States. The Museum attempts to use archival methods when possible to preserve the artifacts. The volunteers take seriously the obligation of preserving the history of this unique area where the first Euro-American settlement was established in what is now the state of Montana.



## Town of Stevensville Grants to Others Application

**Q5. Describe how your organization will utilize this grant.**

The Museum will use the "2018 Town of Stevensville Grants to Others" money to pay the water/sewer bills during the eight months of the year that the building is closed to the public and the water is shut off. The Museum budget is very low and we rely strictly on donations and grants to operate the Museum for the benefit of the public.

**Q6. Detail your organization's accounting structure and reporting policies and procedures.**

The Stevensville Historical Museum has a Board of nine members. The secretary/treasurer is responsible for the deposit of monies, payment of bills, and the reporting of income and expenses to the board.

**Q7. What is the grant amount your organization requests?**

The maximum grant of \$400.00 would be appreciated to cover the eight months of the water/sewer bill. The amount given by the previous grants has been greatly appreciated in helping to pay the monthly costs during the months that the Museum building is not open to the public.



----- Original Message -----

Subject: Materials

From: Kurt Vause <[kurtvause@streamlineam.com](mailto:kurtvause@streamlineam.com)>

Date: Mon, December 04, 2017 4:34 pm

To: "Jim Crews ([mayor@townofstevensville.com](mailto:mayor@townofstevensville.com))"

<[mayor@townofstevensville.com](mailto:mayor@townofstevensville.com)>

Here's materials about the Community Engineering Corps Application I told the Council about. I've added things from the CEC web site. I also researched whether Stevensville fits their definition of an "underserved community"; I see it fits the criteria. See you Monday PM

Kurt Vause, P.E.

StreamlineAM, LLC

1912 Talkeetna St.

Anchorage, Alaska 99508

(907)317-7363

[Kurt.vause@streamlineam.com](mailto:Kurt.vause@streamlineam.com)





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# 541 COMMUNITY APPLICATION

---

Project:

Community:

Location Coordinates:

State:

Prepared by:  
Submitted on:



## Community ENGINEERING CORPS™

Thank you for your interest in submitting a project application for the Community Engineering Corps. Before you continue, please be sure to reach the accompanying instructional document that can be found at [www.communityengineeringcorps.org/volunteers/projectprocess](http://www.communityengineeringcorps.org/volunteers/projectprocess).

### SECTION A: General Information

Please check one of the following boxes:

- New Project without affiliation to an ASCE, AWWA, or EWB-USA chapter or section
- New Project with an affiliation to an ASCE, AWWA, or EWB-USA chapter or section

Please provide the following information if this application was prepared with an ASCE, AWWA, or EWB-USA chapter or section.

Chapter/Section Name:  
Chapter/Section Contact Person:  
Chapter/Section Email Address:

### SECTION B: Contact Information

1. Name of requesting community or organization:
2. Website URL of community or organization (if applicable):
3. Mission of organization (if applicable):
4. Primary Contact Person
  - a. Name:
  - b. Title:
  - c. Contact Email:
  - d. Contact Phone:
  - e. Contact Address:
5. Primary Project Facilitator (if different than 4. Primary Contact Person)
  - a. Name:
  - b. Title:
  - c. Contact Email:
  - d. Contact Phone:
  - e. Contact Address:

### SECTION C: Project Information

1. Please check 1-2 project types that best describe the services and needs addressed by the proposed project.

- Water Supply
  - Sanitation (e.g. latrine, gray water system, black water system, etc)
  - Structures (e.g. bridge, building, etc)
  - Civil Works (e.g. road, drainage, dam, etc)
  - Energy (e.g. fuel, electricity, etc)
  - Agriculture (e.g. irrigation, fish farm, soil improvement, etc)
  - Information Systems (e.g. computer service)
  - Other – please describe:
2. Describe the proposed project. Provide background information for the proposed project. There should be sufficient information to allow the reader to understand the context of the project.
  3. Describe the problem that the proposed project is intended to solve.
  4. What previous work has been done to solve the identified problem?
  5. Who will own the facilities constructed in the project?
  6. What are the anticipated positive impacts from this project?
  7. What are the potential negative impacts from this project?
  8. Additional information: please add any other information you think is relevant to this project.
  9. How many people will be affected by this project in a certain geographic region (please provide an estimated NUMBER of people affected, not a description)?
    - a. Directly affected:
    - b. Indirectly affected:
    - c. Geographic area (e.g. 5km radius, town, region, etc):

## SECTION D: Community Description

1. Describe the community that is the beneficiary of the proposed project. Define the community (for example, “the beneficiary community includes the 100 members of the community garden cooperative”). Please describe the economic status of the community.
2. Why has the community not been able to complete this project using their own resources?
3. What will the partner community and community-based organization contribute to the assessment and implementation of this project?
4. What will the partner NGO contribute to this project? If there is no partner NGO, please state that.





**Community**  
**ENGINEERING CORPS™**

## SECTION E: Signatures

1. Please add pictures that may be helpful to understand the project. Please add them as JPEG files (go to Edit, select Paste Special, choose "Picture (jpeg)").
2. Please attach a letter of support from the community if the application was not prepared by the community or the community-based organization.
3. Please sign and date this form:

---

**Signature**

**Date**

---

**Printed Name**

**Email Address**



# Underserved Definition

The intent of this document is to identify the parameters by which a community can be considered underserved. The metrics provided are meant to provide an assessment of whether or not a community should be considered underserved. This assessment will allow Community Engineering Corps to ensure it is reaching appropriate communities.

## Eligibility Criteria

Depending on available information specific to the *community*, the following metrics should be considered for comparison. The community must fit at least ONE of the following:

| <i>Known Data</i>                            | <i>Criteria</i>   |
|--|---|
| <b>Median Household Income</b>               | The community must have a Median Household Income (MHI) that is equal to or less than 80% of the state's MHI.   |
| <b>Poverty Rate</b>                          | The community must have a poverty rate that is equal to or greater than the national poverty rate.  |
| <b>Water Rates + Median Household Income</b> | The community must fulfill at least ONE of the following: <ol style="list-style-type: none"> <li>1. The annual drinking water rates are higher than 2.5% of the community MHI.</li> <li>2. The annual wastewater rates are higher than 2.0% of the community MHI.</li> <li>3. The combined annual water/sewer rates are higher than 4.5% of the community MHI.</li> </ol> |

## Data Sources

To assess the community's eligibility based on the criteria listed above, please refer to the following: [Census Explorer](#), [Census QuickFacts](#), and [City Data](#). Data can be presented from many levels, including census tract, city, county, or region (combining multiple counties), whichever is appropriate to the named community. Most data can be found on Census QuickFacts for easily recognizable areas (e.g. Philadelphia, Los Angeles). Census Explorer is best used when looking for small scale information (e.g. a census tract that includes an unincorporated settlement). City Data is best used for neighborhood information (e.g. the various census tracts that make up the West Pullman neighborhood of Chicago are consolidated into a full neighborhood data source).

### Census Explorer (MHI at census tract, city, county, state levels)

1. Go to [www.census.gov/censusexplorer/](http://www.census.gov/censusexplorer/).
2. Select the "People, Education and Income" edition.
3. On the left, select:
  - a. 2013 ACS, 2012 CBP
  - b. "Select a Measure" = Median Household Income
  - c. "Show by" = Census Tract, County, or State, as appropriate



4. On the right, enter your community name. If the data is available, a drop down menu will appear. Select the appropriate "Place." The map will zoom to that location.
5. Hover over the location to obtain the Median Household Income.

#### **Census QuickFacts (city, county, state data)**

1. Go to [www.census.gov/quickfacts/](http://www.census.gov/quickfacts/).
2. Enter the community name in the top dark blue box. If the data is available, a drop down menu will appear. Select the appropriate community. The table will update accordingly.
3. In the "People" section, scroll down to the heading "Income and Poverty." This will show Median Household Income and Persons in Poverty, Percent.
4. Enter the state name in the same top dark blue box to obtain the state's Median Household Income, if needed.

#### **City Data (neighborhood level data)**

1. Go to [www.city-data.com](http://www.city-data.com).
2. In the center search box, type in the neighborhood name and click "Go."
3. Select the appropriate search result. A new page/tab will open.
4. Scroll slightly down the page to find the "Median household income" field.
5. Scroll almost 2/3 down the page to find the item titled "Percentage of population below poverty level."

### Gaps in Information

Note that in many instances the available data is not as granular as necessary to assess the level of need at the community level; rather, the available data speaks to the county or city in which the community resides or is nearest to. For example, a trailer park community in Littleton, Colorado may not be able to provide specific MHI data, yet the city of Littleton's MHI data will not accurately reflect the needs of the trailer park. This remains a challenge in assessing whether or not a community is "underserved." In these cases, the applicant will be afforded the opportunity to provide additional explanation of why their community should be considered underserved.



# Project Process

CECorps brings underserved communities and volunteer engineers together to advance local infrastructure solutions. Encompassed in this framework, the CECorps' project process and policies guide volunteers as they conduct their programs in communities. The benefits of working within this framework include:

- This framework protects you and the professionals working with you. CECorps volunteers are covered by professional liability insurance – important in the litigious USA – but **only** if you operate within the parameters of the program.
- The vetted process and policies follow well-established industry practice that meets a professional standard of care.
- It ensures professionalism and commitment toward the communities we serve.

## 1. Identify appropriate projects

- The community completes a 541 Community Application (can be completed with the assistance of the desired project team, if known).
- The application is reviewed by the Domestic Application Review Committee (DARC).
- If approved, it is adopted by a project team.
- If it is declined we tell the community why the project is not appropriate.

## 2. Identify project teams to work on approved projects

- A project team made up of ASCE, AWWA, and/or EWB-USA members completes a 542 Project Team Application. Teams can apply for open projects listed on our website or for projects that they helped develop with their community partners.
- CECorps staff review the application to ensure that the project team has the capacity and expertise to complete the project.
- If approved, the project team and community are connected with each other so that they can start working together.
- If it is declined we tell the local group why their application was not accepted.

## 3. Project teams, working with their communities, develop a work plan and scope of work

- The project team completes a 543 Work Plan in collaboration with the community, including possible site visits, to establish a work scope, schedule, and deliverables.
- The work plan is reviewed by the Technical Review Committee (TRC).
- Once the work plan is finalized and approved, the project team develops a 544 Engineering Services Agreement with the assistance of CECorps legal volunteers.
- A CECorps legal volunteer reviews the engineering services agreement, checking for proper language and terms specific to each project, and provides a final, approved version for execution. The document is then signed by a community representative and the Responsible Engineer in Charge on the project team, with a scanned copy returned to CECorps staff for record keeping.

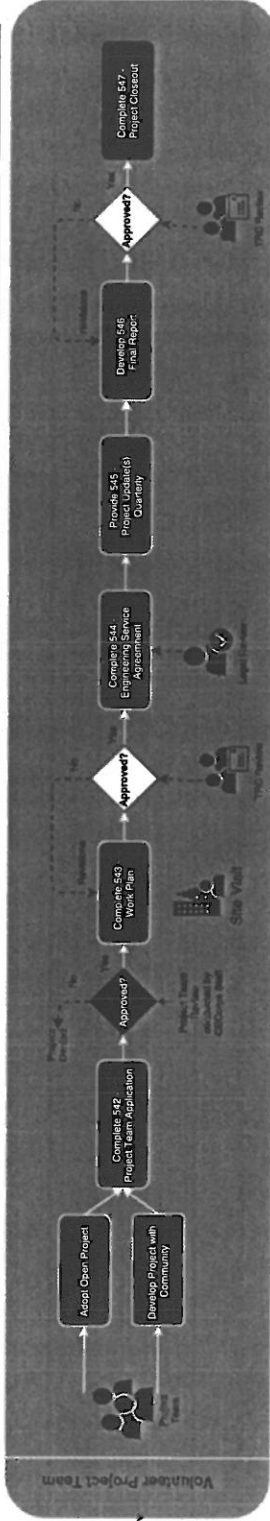
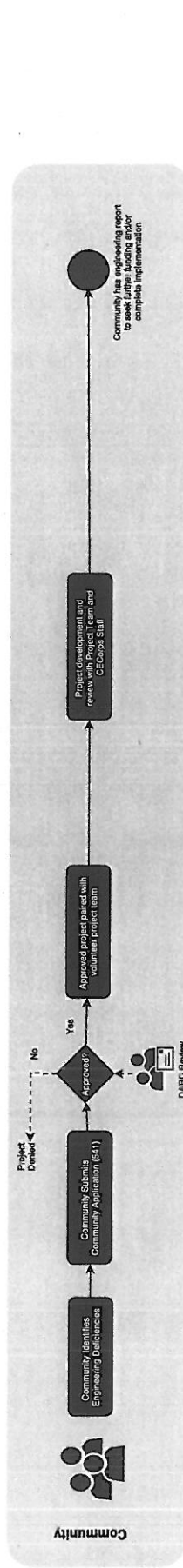


#### 4. Project teams work alongside the community to complete the project

- Once the work plan and engineering services agreements are in place, the project team works with the community on the agreed-upon schedule to develop the required deliverables.
- The project team completes a 545 Status Report every three months to list accomplishments and any changes to the project plan (e.g. schedule, deliverables, team members, etc). This document is reviewed by CECorps staff.
- Prior to giving any work product or opinion to the partner community or regulatory agency, the project team prepares a 546 Final Report. The same TRC that reviewed the specific project's work plan will review this final report. Typically, feedback is provided by the TRC and updates are made to the final report before it is approved. Once necessary updates are made, the project is approved and all work products can be distributed to the community partners.
- Once all project deliverables have been completed, the project team submits a 547 Project Closeout Report. CECorps staff review this report and, once approved, the project is officially closed.

All forms mentioned here and relevant project policies can be found on our *Resources* web page.

## Project Process



Programmatic staffing as related to project process:





**Community**  
Engineering Corps

---

## 542 PROJECT TEAM APPLICATION

---

Project:

Community:

Location Coordinates:

State:

Chapter or Section:

Prepared by:  
Submitted on:



Thank you for your interest in submitting a project team application for the Community Engineering Corps. Before you continue, please be sure to reach the accompanying instructional document that can be found at [www.communityengineeringcorps.org/volunteers/projectprocess](http://www.communityengineeringcorps.org/volunteers/projectprocess).

## SECTION A: Submittal Options

Please check one of the following boxes:

- Project Team submitting this application to adopt an Open Project from the CECorps website.
- Project Team submitting this application with an established community affiliation.

## SECTION B: Project Summary

Please provide a summary of the proposed project:

## SECTION C: Project Team Eligibility and Qualifications

### Chapter or Section Preparation

How is your Chapter or Section prepared to carry out the project (e.g. training, organization, committees, roles, quality control plans)? Please include a brief response below (500 words or less):

### Project Team Members

Please review the instructions document for a full outline of the roles and responsibilities of CECorps Project Team members. A full list of Project Team members along with their contact information must be provided in the table on the following page, as well as resumes for all team members. Additionally, please have the REIC sign the attestation below. **Please note:** the application cannot be approved without this signature.





**Community**  
Engineering Corps

**Responsible Engineer in Charge Attest:**

To the best of my knowledge, I have the appropriate licensure and experience to be the Responsible Engineer in Charge for this project.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



|   | student<br>(Y/N) | PE<br>licensed<br>in<br>project<br>state<br>(Y/N) | Name | Email | Phone<br>number |
|---|------------------|---|------|-------|-----------------|
| <b>Eligibility Criteria - Leadership approval</b>   |                  |   |      |       |                 |
| Chapter or Section Name                             |                  |   |      |       |                 |
| Chapter or Section President                        |                  |   |      |       |                 |
| Additional Chapter or Section Leadership (optional) |                  |   |      |       |                 |
| <b>Project Team Members</b>                         |                  |   |      |       |                 |
| Project Lead  |                  |   |      |       |                 |
| Technical Lead, Responsible Engineer in Charge      |                  |   |      |       |                 |
| Additional Technical Lead (optional)                |                  |   |      |       |                 |
| Additional Technical Lead (optional)                |                  |   |      |       |                 |
| Additional Technical Lead (optional)                |                  |   |      |       |                 |
| Faculty advisor ( <i>student chapters only</i> )    |                  |   |      |       |                 |
| <b>Independent Review Panel</b>                     |                  |   |      |       |                 |
| Review Panel Member                                 |                  |   |      |       |                 |
| Review Panel Member                                 |                  |   |      |       |                 |
| Review Panel Member                                 |                  |   |      |       |                 |
| Review Panel Member (optional)                      |                  |   |      |       |                 |
| Review Panel Member (optional)                      |                  |   |      |       |                 |



**Project Team Overview - all Project Team members must be a member of ASCE, AWWA, or EWB-USA.**

|   |  |
|---|--|
| Number of Student Project Team Members      |  |
| Number of Professional Project Team Members |  |

Not all project team members must be listed in the table above. Tally the number of project team members that will work on the project and report the number of students and professionals in the space provided.

# STEVENSVILLE, MT

ADD COMPARISON

POPULATION  
2,048

MEDIAN AGE  
40.1

POVERTY RATE  
24.6%

MEDIAN HOUSEHOLD INCOME  
\$32,337

NUMBER OF EMPLOYEES  
762  
5.69% GROWTH

MEDIAN PROPERTY VALUE  
\$162,600  
1.37% GROWTH



ABOUT



ECONOMY



HEALTH & SAFETY



DIVERSITY



EDUCATION



HOUSING & LIVING

## ABOUT

Stevensville, MT is a census place located in Liberty County, MT with the population of 2,048 and a median age of 40.1.

In 2017, the population was 2,048.

Stevensville, MT has a median household income of \$32,337 and a poverty rate of 24.6%.

Stevensville, MT with 762 jobs and a 5.69% growth since 2014.

Stevensville, MT has a median property value of \$162,600.

Stevensville, MT has a median age of 40.1.

LIBERTY COUNTY, MONTANA

LIBERTY COUNTY, MONTANA  
LIBERTY COUNTY, MONTANA  
LIBERTY COUNTY, MONTANA

### ECONOMY

Compare wages and industry data for Stevensville, MT County, MT on the American Community Survey.

WAGES >

INDUSTRIES >

INDUSTRIES >

### HEALTH & SAFETY

Compare and find information on health status and quality of life for Stevensville, MT.

COVERAGE >

HOUSEHOLD TYPE FOR MEDICAL PATIENTS >

HEALTH LINKS >

### DIVERSITY

The demographic profile of Stevensville, MT reveals its diversity on the American Community Survey.

AGE >

RACE & ETHNICITY >

INTELLIGENCE >

### EDUCATION

Education levels, degree attainment, and enrollment at higher education institutions in Stevensville, MT.

STATUS & ENROLLMENT >

### HOUSING & LIVING

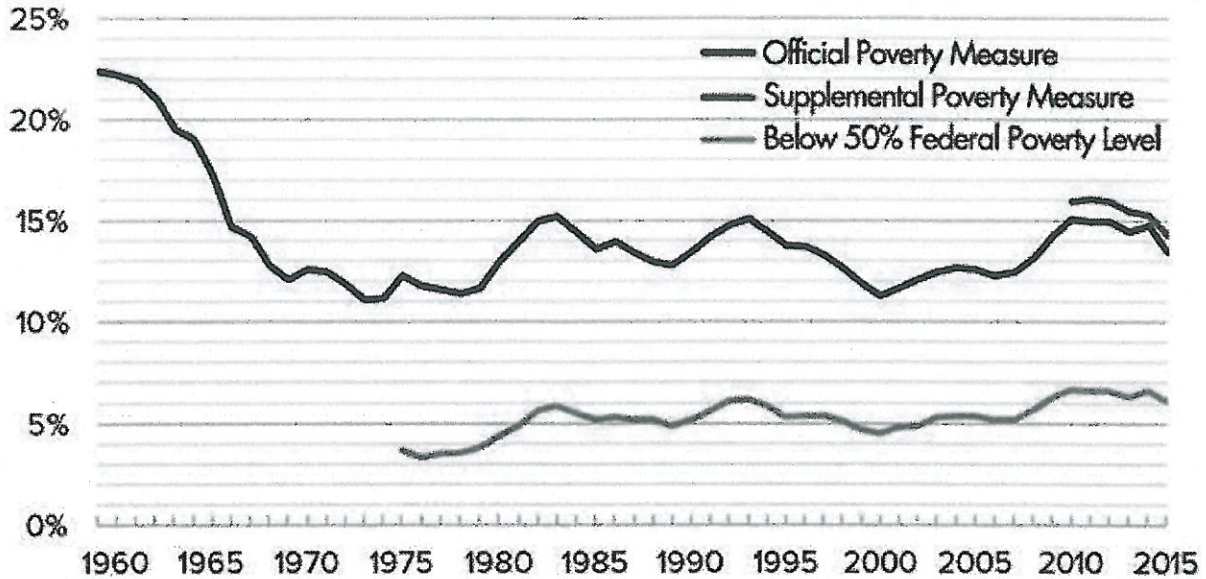
Information on housing, including tenure, tax, and household income in Stevensville, MT.

NEIGHBORHOODS >

HOUSING >

TRANSPORTATION >

## United States Poverty Rate, 1959-2015



Data source: U.S. Census Bureau

**UCDAVIS**  
CENTER FOR POVERTY RESEARCH

[poverty.ucdavis.edu](http://poverty.ucdavis.edu)

DATAUSA:

## MONTANA

[ADD COMPARISON](#)

POPULATION  
1.03M

MEDIAN AGE  
39.9

POVERTY RATE  
14.6%

MEDIAN HOUSEHOLD INCOME  
\$49,509  
6.87% GROWTH

NUMBER OF EMPLOYEES  
453,649  
1.2% GROWTH

MEDIAN PROPERTY VALUE  
\$209,500  
6.45% GROWTH



ABOUT



ECONOMY



HEALTH & SAFETY



DIVERSITY



EDUCATION



HOUSING & LIVING

[READ MORE](#)

# WAGES

## Median Household Income

**\$49,509**

**6.87%**

2015 VALUE  
\$49,509

1 YEAR GROWTH  
6.87%

Households in Montana have a median annual income of \$49,509, which is less than the median annual income in the United States. This is in comparison to a median income of \$46,328 in 2014, which represents a 6.87% annual growth. Look at the chart to see how the median household income in Montana compares to that in the United States.

WAGES by State  
WAGES by County

View Data | Save Image | Show/Hide | Add Data to Chart



\$0 \$2k \$4k \$6k \$8k \$10k \$12k \$14k \$16k \$18k \$20k \$22k \$24k \$26k \$28k \$30k \$32k \$34k \$36k \$38k \$40k \$42k \$44k \$46k \$48k \$50k \$52k \$54k  
MEDIAN HOUSEHOLD INCOME  
2013 2014 2015

