

Natasha Prinzing Jones
BOONE KARLBERG P.C
201 West Main, Suite 300
P.O. Box 9199
Missoula, MT 59807-9199
Telephone: (406) 543-6646
npjones@boonekarlberg.com

Attorney for Plaintiff

FILED
PAIGE TRAUTWEIN, CLERK

JUN 22 2020

Cal H. ...
DEPUTY

**MONTANA TWENTY-FIRST JUDICIAL DISTRICT COURT
RAVALLI COUNTY**

BRANDON E. DEWEY,

Plaintiff,

v.

LEANNA RODABAUGH AND
REGINA PLETTENBERG, RAVALLI
COUNTY ELECTION
ADMINISTRATOR,

Defendant.

Cause No. DU-20-231 / 1

Dept. No. 1

**COMPLAINT FOR INJUNCTIVE
RELIEF, WRIT OF PROHIBITION
AND DECLARATORY RELIEF**

Plaintiff Brandon E. Dewey ("Dewey"), for his Complaint against Defendants Leanna Rodabaugh ("Rodabaugh") and Regina Plettenberg, Ravalli County Election Administrator ("Plettenberg" or "Election Administrator"), states and alleges as follows:

GENERAL ALLEGATIONS

1. Plaintiff is a duly elected Mayor of the Town of Stevensville, Ravalli County, Montana.

2. Defendant Rodabaugh claims to be a citizen and registered voter of Ravalli County, Montana.

3. Defendant Plettenberg is the Ravalli County Election Administrator in her capacity as the elected Clerk and Recorder of Ravalli County, Montana.

4. On March 30, 2020, Defendant Rodabaugh swore under oath that Plaintiff violated his Oath of Office, by "sign[ing] a contract for Services with First Call Computer Solutions...that had not been authorized by the Stevensville Town Council in accordance with Mont. Code Ann. § 7-3-203(7)." Defendant Rodabaugh further alleges that Plaintiff's execution of the contract denied the citizens of their Right of Participation, Mont. Const. art. II, §8, and Right to Know, Mont. Const. art. II, §9. These allegations are false and were made recklessly to mislead the citizens of Stevensville, as set forth in Exhibit A attached hereto.

5. In this technologically advanced society, it is irresponsible for a municipal government not to have IT services. The increased efficiency offered by the internet comes with the heightened risk of security breach, which assuredly justifies the extra expense of IT services to secure our efficient modern practices. The Town of Stevensville has, and continues to be, in immediate need of a qualified

IT service to maintain the workflow of 8 different municipal-operating departments by servicing the technology used to work efficiently, but also by securing the work product and mitigating potential security breaches.

6. The Town Council of Stevensville, Montana, issued its first Request for Proposal ("RFP") for contracted IT services on May 31, 2019. When the Town of Stevensville received no bids from this RFP, Plaintiff, in his capacity as Mayor, solicited technical contract quotes from multiple vendors pursuant to Mont. Code Ann. §7-5-4301.

7. On November 7, 2019, The Town of Stevensville received a reasonable quote from First Call Computer Solutions ("FCCS"), as reflected in Exhibit A-2, a responsible, qualified vendor of the IT managed services that fit the needs of the Town of Stevensville. This was the only quote received despite the fact that bids were solicited from multiple vendors. The quote offered a non-binding, three-year contract with an on-boarding fee of \$4,200.00 up front, then monthly servicing fees of \$2,100.00 to follow.

8. The Town Council approved of the Fiscal Year 2020 Budget in the Town Council Meeting on December 12, 2019; including line items allotting a budget for "Information Technical Services," as set forth in Exhibit A-4 attached hereto. By approving the budget for IT services in the Fiscal Year 2020 Budget, the Town Council ratified Plaintiff's authority to execute an IT services contract,

pursuant to the Stevensville Town Purchasing Policy § 7(b). Defendant Rodabaugh was present at this meeting and offered opinions on issues other than the IT services budget, as reflected in Exhibit A-3; thus exercising her rights to know and participate in the Town Council's decisions.

9. After the approval of the Fiscal Year 2020 Budget, Plaintiff, in his capacity as Mayor, executed a contract with FCCS on December 12, 2019, under a three-year, non-binding contract term, with an on-boarding fee of \$4,200.00 for its coverage of eight different municipal-operated departments, along with a \$2,100.00 monthly fee for IT management and service to all departments. The execution of this technical contract was immediately necessary and justified because the publicized RFP had inherently brought increased attention to the vulnerability of the Town of Stevensville's current IT systems. The IT contract with FCCS fell under an exception of MCA § 7-5-4301(2)(a), which exempts technical contracts from the requisite bidding procedure set forth in MCA §§ 7-5-4302 through 7-5-4304, 7-5-4306, and 7-5-4307.

10. At the Town Council Meeting on January 9, 2020, after Plaintiff executed the contract with FCCS, the Town Council approved of the on-boarding fee that appeared as a claim in the Town of Stevensville's accounting statements. The line items in the accounting statement clearly stated the amounts owed by each of the eight departments for IT services from FCCS, as reflected in Exhibit A-8. The

Town Council ratified the Plaintiff's authority to execute the IT contract with FCCS by approving of and paying the \$4,200.00 on-boarding fee.

11. In the Recall Petition, Defendant Rodabaugh stated misleading information by stating that the contract with FCCS was totaled at \$79,800.00, without providing any context as to the contract terms. In reality, the non-binding contract total was comprised of: (1) \$25,200.00 per year, for three years; (2) coverage for 8 different municipal-operated departments; and (3) a one-time implementation fee of \$4,200. Without context, it appears as though the contract totals \$79,800.00 for one fiscal year and for just the Mayor's office. Defendant Rodabaugh's statements are false and were made recklessly to mislead the citizens of Stevensville so citizens in Stevensville would be more inclined to sign the Recall Petition.

12. It is improper to stymie responsible governmental action in order to mislead the public and attempt to obtain a political advantage over an opponent. Plaintiff, as the duly elected Mayor, is responsibly attempting to obtain IT services that are reasonable and necessary to the orderly and secure operations of the Town of Stevensville's eight municipal departments. Despite the necessity of these services, on March 12, 2020, councilmembers passed a motion to reject the non-biding IT services contract.

13. The Town Council issued a second RFP for IT services on March 25, 2020, which received no bids. In response to a third RFP issued by the Town Council, FCCS was the only company to submit a bid. FCCS continues to provide necessary IT services to the Town of Stevensville on a month-to-month basis.

14. The Fiscal Year 2020 Budget and FCCS claims were openly discussed at the above-mentioned Town Council Meetings. These meetings were open to the public and gave the Citizens of Stevensville the right to participate and right to know about the IT services contracted for. Plaintiff did not violate his oath of office by denying Citizens their Article II, Sections 8 and 9 rights guaranteed by the Montana State Constitution.

15. Under the Town Council's prior approval of the budget, the Stevensville Purchasing Policy, and Montana law, the Mayor has the authority to enter into professional service agreements. Plaintiff did not act unilaterally or outside the scope of authority as Mayor by executing a contract with FCCS.

16. Injunctive relief and a Writ of Prohibition are necessary in order to prevent irreparable harm and injury to Plaintiff, as well as to the Town of Stevensville, if an unnecessary election is called as a result of the Recall Petition. As set forth in the Affidavit of Brandon E. Dewey, attached hereto as Exhibit A, Plaintiff had the authority to execute the contract for IT services with FCCS and the Town

Council further ratified said contract by approving the IT services line item in the Fiscal Year 2020 Budget and by paying the FCCS service claims.

17. Defendant Election Administrator, in her official capacity as Ravalli County Election Administrator, approved the form of the proposed Recall Petition. Defendant Election Administrator did not have any authority to and did not investigate the truth of the allegations since that is not her role. The approval of the form by Defendant Election Administrator did not in any fashion constitute a verification of the allegations contained in the written statement of Defendant Rodabaugh.

18. If the Recall Petition is allowed to move forward, requiring an election and further process, Plaintiff, as well as the Town of Stevensville, will suffer damages for which there is not a plain, speedy and adequate remedy in the ordinary course of the law.

Count I – Injunctive Relief

19. Plaintiff incorporates by reference all preceding paragraphs.

20. The Court should issue injunctive relief and/or a writ of prohibition prohibiting Defendant Election Administrator from further processing of the Recall Petition and preventing any Recall Election.

Count II – Writ of Prohibition

21. Plaintiff incorporates by reference all preceding paragraphs.

22. This Application for the Writ of Prohibition is in addition supported with the Affidavit of Branden E. Dewey filed hereto as Exhibit A-1, the person beneficially interested.

23. A Writ of Prohibition directing Defendant Election Administrator to not call an election or further process the Recall Petition is necessary and proper to prevent irreparable injury to Plaintiff as well as harm to the Town of Stevensville.

Count III – Declaratory Relief

24. Plaintiff incorporates by reference all preceding allegations.

25. Plaintiff seeks a declaration that, based upon the true facts (and not the false or misleading allegations of Defendant Leanna Rodabaugh), that the Recall Petition prepared and circulated by Defendant Rodabaugh is improper under Montana Recall Act, Mont. Code Ann. § 2-16-601, et. seq., and further declaring that there are no legal grounds for the Recall Petition. This declaration is justified because the allegations in the Recall Petition are false and in contradiction to the powers granted to the Town by Mont. Code Ann. § 7-5-4301, which allows technical contracts to be awarded without a bidding process. Additionally, the Stevensville Town Purchasing Policy §§ 7(b) and 7(b)(ii) provides further justification because it allows the Mayor to enter into contracts without Town Council approval if the item was listed and approved thereby in the fiscal year budget and were subsequently approved and ratified by the Town Council.


26. The Court is also requested to award supplemental relief under the Uniform Declaratory Judgment Act by awarding attorney fees and costs to Plaintiff against Defendant Leanna Rodabaugh, to the extent allowed by law.

Wherefore, the Plaintiff prays as follows:

1. For issuance of preliminary injunction as allowed by law;
2. For issuance of a Writ of Prohibition as allowed by law;
3. For declaratory relief declaring the Recall Petition invalid under the Montana Recall Act;
4. For supplemental relief including an award of attorney fees to Plaintiff from and against Defendant Leanna Rodabaugh;
5. For costs of suit; and
6. For such other and further relief as may be equitable and just.

DATED this 22nd day of June 2020.

BOONE KARLBERG P.C



Natasha Prinzing Jones
Attorney for Plaintiff

EXHIBIT "A"

EXHIBIT "A"

Natasha Prinzing Jones
BOONE KARLBERG P.C.
201 West Main, Suite 300
P.O. Box 9199
Missoula, MT 59807-9199
Telephone: (406) 543-6646
Facsimile: (406) 549-6804
npjones@boonekarlberg.com

Attorney for Plaintiff

**MONTANA TWENTY-FIRST JUDICIAL DISTRICT COURT
RAVALLI COUNTY**

BRANDON E. DEWEY,

Plaintiff,

v.

LEANNA RODABAUGH AND
REGINA PLETTENBERG, RAVALLI
COUNTY ELECTION
ADMINISTRATOR,

Defendant.

**AFFIDAVIT OF BRANDON E.
DEWEY**

STATE OF MONTANA)
 : ss.
County of Ravalli)

Brandon E. Dewey, being first duly sworn upon oath deposes and says:

1. I am the Mayor of the Town of Stevensville, Ravalli County, Montana.

2. As Mayor, I work alongside the Stevensville Town Council to make decisions in the best interest of the Town of Stevensville.

3. In the early part of every calendar year, the Town Council, Mayor, Financial Officer, and Department Heads begin the process to create and approve of a Fiscal Year Budget for the upcoming fiscal year based on matters determined to be of great importance to the development and maintenance of the Town of Stevensville.

4. In this technologically advanced society, it is irresponsible for a municipal government not to have IT services. The increased efficiency offered by the internet comes with the heightened risk of security breach, which assuredly justifies the extra expense of IT services to secure our efficient modern practices. The Town of Stevensville has, and continues to be, in immediate need of a qualified IT service to maintain the workflow of 8 municipal departments by servicing the technology we use to work efficiently, but also by securing our work product and mitigating potential security breaches.

5. In anticipation of the approval of the Fiscal Year 2020 Budget, the Town Council issued its first Request for Proposal ("RFP") to solicit bids for IT services on May 31, 2019, as reflected in Exhibit A-1, but not a single IT company submitted a bid. Recognizing the increasing importance of securing our networks, I started soliciting bids for IT managed services to be utilized by the multiple departments operated by the Town of Stevensville.

6. On November 7, 2019, I received a reasonable quote from First Call Computer Solutions ("FCCS"), as reflected in Exhibit A-2, a responsible, qualified vendor of the IT managed services that fit the needs of the Town of Stevensville. This was the only quote we received, even though I attempted to solicit bids from other vendors. The quote offered a non-binding, three-year contract with an on-

boarding fee of \$4,200.00 up front, then monthly servicing fees of \$2,100.00 to follow.

7. At the Town Council Meeting on December 12, 2019, as reflected in Exhibit A-3, the Town Council voted in favor of Resolution 449: adopting the Final Budget for Fiscal Year 2020, as reflected in Exhibit A-4.

8. Leanna Rodabaugh was present at the aforementioned Town Council Meeting on December 12, 2019, when the approval of Resolution 449 took place, as reflected on page 2 of Exhibit A-3.

9. Also on December 12, 2019, I exercised my authority as Mayor to enter the Town of Stevensville into a non-binding, technical contract with FCCS to secure monthly IT managed services, as reflected in Exhibit A-5.

10. The IT contract with FCCS fell under an exception of Mont. Code Ann. § 7-5-4301(2)(a), which exempts technical contracts from the requisite bidding procedure set forth in Mont. Code Ann. §§ 7-5-4302 - 7-5-4307. Furthermore, the Town of Stevensville Purchasing Policy § 7(b)(ii), as reflected in Exhibit A-6, gave me further assurance of my authority as Mayor to execute the contract because the Fiscal Year 2020 Budget – containing the IT budget – had already been approved by the Town Council.

11. Attached hereto as Exhibit A-7, are the Town Council Meeting Minutes for January 9, 2020, wherein the councilmembers and I approved of the on-boarding fee of \$4,200.00 payable to FCCS, listed as Claim #15695 and reflected in Exhibit A-8. The Town Council's informed decision to approve of and pay the on-boarding fee ratified the FCCS contract for IT managed services.

12. Attached hereto as Exhibit A-9, are the Town Council Meeting Minutes for February 27, 2020, wherein the Town Council and I discussed approval of the first \$2,100.00 monthly service payment to FCCS – Claim # 15796, as reflected in

Exhibit A-10 – but delayed approval of the claim until the meeting on March 12, 2020.

13. Attached hereto as Exhibit A-11, are the Town Council Meeting Minutes for March 12, 2020, wherein the Town Council approved payment of Claim #15796, as reflected in Exhibit A-10. Despite the fact the purchase of FCCS's services was within the Fiscal Year 2020 Budget, was a professional service agreement exempt from bidding processes under Montana Law and complied with the policies set forth in the Stevensville Purchasing Policy, councilmembers passed a motion to reject the contract.

14. Also at the Town Council meeting reflected in Exhibit A-11, I explained the reasons by which I chose FCCS as the vendor, and other department heads explained why IT managed services were necessary for their respective departments. Several councilmembers at this meeting acknowledged that IT services were a line item in the budget, while also recognizing that nobody chose to ask questions about it before approving the overall budget.


15. The Town Council issued a second RFP for IT managed services on March 25, 2020, as reflected in Exhibit A-12, which received no bids. The Town Council issued a third RFP, as reflected in Exhibit A-13, but we have still not received bids from any company other than FCCS. While we await bids from other IT managed services providers, FCCS has continued providing service to the Town of Stevensville on a month-to-month basis.

16. As reflected in Exhibit A-14, the Recall Petition states that I signed a contract with FCCS, "totaling \$79,800.00 that had not been authorized by the Stevensville Town Council. . ." The manner in which the Petitioner has listed the total cost of the FCCS contract is grossly misleading, as it does not specify that the price reflected is for a three-year contract term. In reality, it is only \$25,200.00 per year, and includes service to 8 different municipal-operated departments.

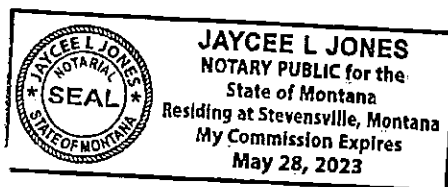
17. The Fiscal Year 2020 Budget and FCCS claims were openly discussed at the above-mentioned Town Council Meetings. These meetings were open to the public and gave the Citizens of Stevensville the right to participate and right to know about the IT managed services. I did not violate my oath of office by denying Citizens their Article II, Sections 8 and 9 rights guaranteed by the Montana State Constitution.

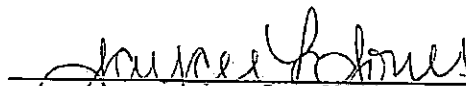
18. Under the council's prior approval of the budget, the Stevensville Purchasing Policy, and Montana law, the Mayor has the authority to enter into agreements, so I did not act unilaterally or outside of my scope of authority as Mayor by executing a contract with FCCS for reasonable and necessary IT services.

Dated this 22 day of June 2020


BRANDON E. DEWEY
Mayor of Stevensville, Montana

SUBSCRIBED AND SWORN TO before me this 22 day of June 2020,
by Brandon E. Dewey.




NOTARY PUBLIC FOR THE STATE OF MONTANA
Jaycee L. Jones
(PRINTED NAME)

Residing at: Stevensville
My commission expires: May 28, 2023

EXHIBIT “A-1”

EXHIBIT “A-1”

Job Information: Contracted IT Service

Scope of Work (as needed):

The nature of the service will be ongoing support and coordination with Town of Stevensville staff to ensure proper implementation of new technology, general management and operation, along with maintenance and/or troubleshooting of existing systems. The company chosen will need to work closely with a variety of departments within the organization, providing support as needed or instructed. Contractor will provide general professional services on an as-needed basis during normal business hours: M-F 8:00 a.m. to 5:00 p.m. either remotely or on-site.

Contract Term:

The term of the contract shall be in effect for an Initial Term of three (3) years, commencing on July 1, 2019, and terminating on June 30, 2021, unless sooner terminated. Prior to expiration of the Initial Term, the Contract may be extended by mutual agreement, for an Extension Term of Two (2) additional (2) two-year periods.

Proposed Fees:

Specify all hourly rates for service; including all travel time. Specify all fees associated with proposed server and desktop management solutions. Specify whether Respondent is able to provide any value-added services to Town of Stevensville either for a fee or as complimentary service to Town of Stevensville.

EXHIBIT “A-2”

EXHIBIT “A-2”



WE MAKE IT BETTER!

Phone:

(406) 721-4592

Email:

mross@firstsolution.com

Web:

www.firstsolution.com

We have prepared a quote for you

BW Managed ESS1 Agreement

Quote # 1001718

Version 1

Prepared for:

Town of Stevensville

Robert Underwood

robert@townofstevensville.com



WE MAKE IT BETTER!

Phone: (406) 721-4592

Email: mross@firstsolution.com

Web: www.firstsolution.com

BW Managed ESS1 Agreement



Prepared by:

First Call Computer Solutions

Meg Ross

(406) 721-6462

Fax (406) 721-4551

mross@firstsolution.com

Prepared for:

Town of Stevensville

206 Buck Street

Stevensville, MT 59870

Robert Underwood

(406) 777-5271

robert@townofstevensville.com

Quote Information:

Quote #: 1001718

Version: 1

Delivery Date: 11/07/2019

Expiration Date: 12/04/2019

Agreement Overview

The Better Way provides Super Power IT people, processes and tools designed, operated and managed to help secure your business, modernize your tools and make people happy with IT.

First Call has quoted the Agreement based on your organization having:

5 Locations (Sites) where technology assets reside

5 Sites requiring a firewall

1 Sites requiring a local backup

No Cloud Backup is included in this agreement but additional storage is available in 250 GB increments for additional fees and will be discussed during on-boarding

23 Endpoints (Windows Servers and Windows PCs)

Agreement Deliverables:

- On-Boarding
- Managed Security - Hardware, Software and Services
- Backups/Business Continuity - Hardware, Software and Services
- IT Alignment Services
- IT Support (Per Agreement Product)



WE MAKE IT BETTER!

Phone: (406) 721-4592

Email: mross@firstsolution.com

Web: www.firstsolution.com

- Professional Services (Separate Charges Apply - No Project Labor or Additional Hardware/Software Included)

Agreement (Monthly Recurring)

Product Details	Quantity
Managed IT Agreement - Essential + Remote and Field Support Managed IT Agreement - Essential Ingredients Plus Remote and Field Support.	1
WD 8TB My Cloud PR2100 Pro Series Media Server Rental WD 8TB My Cloud PR2100 Pro Series Media Server with Transcoding, NAS - Network Attached Storage - Intel Pentium N3710 Quad-core (4 Core) 1.60 GHz - 2 x Total Bays - 8 TB HDD - 4 GB RAM DDR3L SDRAM - RAID Supported 0, 1, Concatenation, JBOD - Gigabit Ethernet - Network (RJ-45) - 2 x USB Ports - 2 USB 3.0 Port(s) - My Cloud OS 3 - Desktop USB 3.0	1
Managed IT Agreement - Cloud Backup Services Declined Managed IT Agreement - Cloud Back-up Services have been declined as an Additional Service	1
SonicWall TZ300W FWaaS Monthly Service-CGSS Firewall Solution - SonicWall TZ300W SECaaS - Monthly Service	5
Subtotal:	\$2,100.00

Services (One-Time)

Product Details	Quantity
Better Way Client On-Boarding Fee One time Client On-Boarding Project - Fixed Fee	1
Subtotal:	\$4,200.00

PROPOSAL:

- First Call reserves the right to cancel orders arising from pricing or other errors.
- This proposal is valid for fifteen days from the Date Submitted and shall expire without execution.

AGREEMENT TERMS AND CONDITIONS:

- Credit cards, ACH or recurring e-check payments are REQUIRED for all recurring agreements unless annually pre-paid.
- First Call offers a 1.5% discount on all agreements paid 12 months in advance.
- All Pre-payments must be made in cash, by check or e-check.
- The agreement is invoiced and payments are made in advance of the month the service is performed.
- First month billing will be pro-rated from the Customer Kick-Off meeting such that the subsequent payments shall become due on the first day of each month.
- On-Boarding fee will be invoiced and paid prior to Customer Kick-Off meeting and is non-refundable.
- Prior to commencement of Services, First Call will present and review the Master Customer Agreement and Coverage Detail Document.



WE MAKE IT BETTER!

Phone: (406) 721-4592

Email: mross@firstsolution.com

Web: www.firstsolution.com

- The Master Customer Agreement and a Coverage Detail document must be executed and on file before First Call is able to provide services.

AGREEMENT TERM & TERMINATION

- Agreement Term is 36 months.
- Agreement shall automatically renew at term unless terminated by either party 60 days in advance of the termination date.
- Customer may terminate Agreement for convenience at any time during the first full 12 months of service by providing 30 Day Written Notice.
- Customer may terminate Agreement for convenience at any time after the first full 12 months of service by providing 30 Day Written Notice. Customer early termination results in an Early Termination Fee of not less than 2 times the monthly Agreement Fee.
- Customer may, at its option, terminate this agreement at any time by providing written notice to First Call outlining any failures comply with the agreement. If First Call address the failure within 30 days, the notice of termination is null and void.
- Customer and First Call may mutually agree to terminate this agreement at any time.

PRICE ADJUSTMENTS:

- Both parties reserve the right to request agreement price adjustments at any time based on significant change in endpoints (more than 10%), site changes requiring firewall/backup additions/reductions or support demand being 20% above/below of industry standards for at least two consecutive quarters.

First Call Computer Solutions

Town of Stevensville

Signature: _____

Meg Ross

Name: Meg Ross

Title: Business Development Executive

Date: 11/07/2019

Signature: _____

Name: Robert Underwood

Initials: BD

Date: 11/7/2019 8:39:10 PM

IP Address: 63.153.91.82

Email Address: brandon@townofstevensville.com

PO Number: n/a

EXHIBIT “A-3”

EXHIBIT “A-3”

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

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

3. Approval of Minutes

- a. October 24, 2019
- b. October 30, 2019
- c. November 7, 2019
- d. November 14, 2019 Public Hearing
- e. November 14, 2019
- f. November 19, 2019

Councilmember Holcomb made the Motion to approve the Oct. 24th, Oct. 30th, Nov. 7th, Nov. 14th Public Hearing, Nov. 14th and Nov. 10th meeting minutes. The Motion was then seconded by Councilmember Shourd. Mayor Dewey called for the Vote, 4-0. Motion passes.

4. Approval of Bi-Weekly Claims

- a. Claims #15573-15657

Councilmember Holcomb questioned duplicates of claims. No duplicate claims exist, as Mayor Dewey explained that claim numbers are not duplicatable.

Mayor Dewey called for Public Comment on the claims.

Raymond Smith, Commented on the cell phone bill for the building department.

Ms. Geiger, Commented on a claim reimbursement to Missoula, which was clarified to be .58 cents a mile.

Mayor Dewey called for the vote from council on the claims, starting with councilmember Gibson "Aye," Vick "Aye," Holcomb "No," and Shourd "Aye." Motion passes 3-1.

- a. Airport Manager's Report

Craig Thomas reported for the airport. A "Fun Day" is planned. They currently have about half of the funds necessary for the next airport upgrade.

- b. Building Department Report

The Building Report is in the packet, with a total of 11 permits issued.

- c. Finance Report

The Finance Officer reported on the finances, including the budget timeline and the cash report.

- d. Fire Department Report

Chief Motley reported for the fire department, with 50 calls in the month of November.

Councilmember Holcomb asked about the Inter-local Agreement.

- e. Police Department Report

Chief Marble reported for the police department, with 50 calls for the month of November. There will be an annual review report in January.

- f. Public Works Report

George Thomas reported the activities for the Public Works department, including 15,222,000 gallons of water produced this last month, with 5,782,000 gallons of waste water treated. Public

Works employees also did the fall "clean up" of leaves, which consisted of 8 days. Also explained was the water repair on St

6. Guests
7. Correspondence
8. Public Comments

Mayor Dewey called for Public Comment and there was not public comment at this time.

9. Unfinished Business

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

Councilmember Gibson would like to move Unfinished Item a. down to New Business item f. There were no objections from council.

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

Councilmember Gibson stated that even though it is the right thing to do, he is not going to make a Motion to pass either Resolution which decreases the water and sewer rates. He makes a strong recommendation to apply for TSEP grant money next year. Mayor Dewey asked if there was anything more from council on either Resolution 451 or 452; Nothing more from Council therefore will move to Unfinished Item d.

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

- d. Discussion/Decision: Climate Action Advisory Board

Councilmember Vick went into more depth with this item, as to what direction he would like to see in a Climate action Advisory Board. The vision would be to see this board operate as any other board associated under the town's umbrella. Staff time was a concern.

Councilmember Vick made a Motion to table this agenda item to the next regularly scheduled meeting, while Council member Gibson seconded the Motion.

Mayor Dewey called for Public Comment.

Raymond Smith, Valley View.

Concerned that the community is suffering so many other things beyond climate action, attention of council members' needs to be directed toward issues in which directly affect the town.

Mayor Dewey called for the vote and 4-0, passes unanimously.

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

Mayor Dewey explained that as per last meeting, council approved proceeding with the RFP process in order to conduct a special audit during the time of a finance officer's absence. Robert explained the proposal received from Jennifer Cote of Cote & Associates of Missoula. The proposal outlined two options for council to proceed. Mayor Dewey explained that the fees are included in the budget. Councilmember Holcomb was concerned about the request for a special audit and how it was advertised. It was explained auditors and their availability this time of year is very minimal. It was clarified that there is already an audit scheduled for March, this proposal is in addition to that already scheduled audit. With three different options presented in the proposal, Council would like to proceed with option A: Using Robert's assistance, will examine documentation for receipts and payments for the Town of Stevensville for the period of approximately April through July 2019 against the Black Mountain entries and submit a report to the Town Council of the results. If any corrections are found to be needed, these will be incorporated in the closing process for June 30, 2019. The fee for this work will be \$65 per hour discounted by 20%, with an estimated 40-60 hours for this work.

Council member Vick made a Motion to accept option A in the Cody & Associates proposal to provide review and consulting services to the Town of Stevensville. The Motion was then Seconded by councilmember Holcomb.

Mayor Dewey called for Public Comment.

Leanna Rodabaugh.

Spoke about the past advertisements for the previously vacant Finance Officer and Clerk positions, getting an auditor from Missoula, and suggested to the Mayor to be transparent and get this done right.

Councilmember Gibson feels the RFP should have been publicized better. He will vote for this because it is the right thing to do.

Mayor Dewey called for the Vote and the Motion passes Unanimously, 4-0.

Council requested a 10-minute recess.

10. New Business

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

Mayor Dewey explained the resolution included a list of property and equipment that is no longer needed or obsolete; MCA 7-8-4201 allows the town to dispose of the property by sale, donation, destruction or lease.

Councilmember Holcomb made the Motion to approve Resolution 453. The Motion was then Seconded by Councilmember Vick. Mayor Dewey called for the vote and it passes, unanimously, 4-0.

- b. Discussion/Decision: Resolution No. 454, A Resolution Amending the FY2019 Budget
Resolution 454 was discussed by Council, Mayor Dewey and the Finance Officer, as the FY18-19 Budget requires an amendment to correct the spending authority in some funds and authorize transfers between funds as authorized by law.

Councilmember Gibson suggested segregating these items on the resolution. If someone makes a motion to approve all of these budget amendments together, Councilmember Gibson will be opposing to that and he would then make a substitute motion.

Councilmember Vick made a Motion to segregate the budget amendments. The Motion was seconded by Council Member Gibson. Mayor asked for council comment and then public comment.

Victoria Howell.

The Public Hearing was held on the entire resolution, concerned about pulling it all apart.

The Mayor clarified that if segregated, there would be a resolution number for each one. While the amendment items can be resolved tonight, the paperwork can be done for each item later.

Mayor Dewey called for the vote on the Motion, starting with council member Holcomb "Aye," Shourd "No," Gibson "Aye," and Vick "Aye." Motion passes to segregate the budget amendment items, 3-1.

With that, addressing the first budget amendment item: The Town Council, in its budget, allocated

\$0.00 in the Drug Fines and Forfeitures Fund; and the Chief of Police determined the need for equipment for drug enforcement purposes; and additional spending authority is needed to cover the costs of expenditures.

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

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

Next budget amendment item: The Town Council, in its budget, allocated \$37,628 in the Building Code Enforcement Fund for operating costs; Unforeseen expenditures were required to accommodate staff retirement and establishing new personnel.

Expenditure	2394-420531	\$53,188.00
-------------	-------------	-------------

Councilmember Gibson asked about the retirement. Mayor Dewey clarified that the Building Dept. has always had two inspectors and a retirement was not planned. Councilmember Gibson asked why there was not a special meeting about this. Traditionally, budget amendments have been all together, which is why they are in one resolution to amend the FY18-19 budget.

Councilmember Shourd made the Motion to approve the increase up to \$53,188.00 The Motion was then Seconded by councilmember Vick.
 Mayor Dewey called for Public Comment.
 Leanna Rodabaugh.
 Commented on being confused, the Mayor already aware of monetary issues, and using powers to do whatever he wants, and asking others to fix things now.
 Raymond Smith, Valley View.
 Commented on another employee hired without council approval and taxpayer's picking up that cost. For 7 months we have been aware this was coming forward, continued commenting on this affecting this year's budget, and already 7 months behind on this year's budget.
 Bob Michalson, 222 Turner St.
 Commented on the reorganization plan and the Mayor dissolving the building inspector's position and not retiring willingly thru an email.
 Ms. Eckert.
 Asked for clarification on the three numbers which were given, the budget year in which it is coming out of and the authority amount in which increases the spending authority in that fund.
 Raymond Smith, Valley View.
 Commented on department heads and over expenditures, suggested a rainy-day fund to prevent this for future retirements. The Mayor suggested calming down, a 5-minute break was called.
 Council member Gibson spoke about dealing with future unexpected retirements in the budget and vacancy savings.
 The Mayor explained that we have to maintain building inspections to continue those building inspections, as required by the state, there could not have been a delay in hiring.
 Mayor Dewey called for the Vote, starting with Councilmember Gibson "No," Vick "Aye," Holcomb "No," and Shourd "Aye." The Mayor breaks the tie-vote with 'Aye." Motion passes, 3-2.

The next budget amendment item: The Town Council, in its budget, allocated \$3,275 in the Dayton Lighting District Fund, \$3,620 in the George Smith Lighting District Fund, \$2,923 in the Creekside Lighting District Fund, \$5,300 in the Twin Creeks Lighting District Fund for utilities; The costs of lighting and utilities in the respective lighting district funds exceeded the anticipated expenses. Additional spending authority is needed to cover the costs of said expenditures.

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

Discussion among Council, Mayor Dewey and the Finance Officer took place. Councilmember Shourd made a Motion to approve the increase the spending authority in the lighting districts. The Motion dies from a lack of second.

The next budget amendment item: The Town Council, in its budget, appropriated \$172,238 in the Economic Development Fund for operating costs; Unanticipated revenue was received from the Department of Commerce by a grant to conduct a Market Analysis, and the revenue and expenditures associated with the grant must be accounted for in the budget.

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

Councilmember Gibson asked the Mayor to explain the amendment for not including the \$10,000 in the budget, which would be an audit finding later. A portion of the funding has been spent, another \$3,000.00 has not been billed yet; same grant just a different cycle.

Councilmember Shourd made a Motion to approve the revenue and expenditure of the \$10,000 grant. The Motion was then Seconded by Councilmember Vick.

Public Comment.

Stacie Barker, 104 Winslett.

Commented on not being aware this came before council.

Mayor Dewey clarified that the state's procurement laws require it to come before council and did.

Bob Michalson, 222 Turner St.

Would like to know when this came before council.

Councilmember Gibson asked Councilmember Barker if she remembers this coming before council and she does remember this coming before council.

Mayor Dewey called for the Vote and the Motion passes Unanimously, 4-0.

The next budget amendment item: The Town Council, in its budget, appropriated \$185,815 in the Sewer Bond Principal & Interest Fund for principal and interest payments on bond related to the sewer systems; The actual interest payment on the revenue bond exceeded the estimate provided by the Finance Department for FY2019. Additional spending authority is needed to cover the costs of these expenditures.

Expenditure	5350-490200	\$189,528.00
-------------	-------------	--------------

Councilmember Shourd made the Motion to increase the expenditure line \$189,528.00. The Motion was then Seconded by Councilmember Vick.

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

The next budget amendment item: The Town Council desires to transfer resources from the General Fund to the Ambulance fund to correct the cash balance.

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

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

Councilmember Shourd made the Motion to transfer funds from the General Fund to the Ambulance Fund. The Motion dies from a lack of second.

The next budget amendment item: The Town Council, in its budget, did not anticipate additional expenditures associated with the Airport Runway project by \$7,000 and \$11,200.

Discussion took place about the project and the different schedules in the bid.

Councilmember Vick made the Motion to increase the expenditure in 5610 by \$7,000 and 5620 by \$11,200. The Motion was then Seconded by Councilmember Holcomb.

Public Comment.

Leanna Rodabagh.

Commented on which councilmember seconded the motion.

Mayor Dewey called for the Vote, and the Motion passes unanimously, 4-0.

Next budget amendment item: The Town Council, in its budget, appropriated \$3,708 in the Firemen's Disability Fund for transfer to the Firefighters Relief Association; The actual payment due exceeded the estimate provided by the Finance Department for FY2019. The Town received the revenue to cover the payment from the State of Montana. Additional spending authority is needed to cover the costs of the annual payment.

Expenditure	7120-510300	\$4,012.00
-------------	-------------	------------

Councilmember Gibson made the Motion to approve the amendment to the Fireman's Relief Fund. The Motion was Seconded by Councilman Holcomb. Councilmember Vick will abstain from voting since he is on that board. Mayor Dewey called for the Vote and the Motion passes with 3 voting "Aye" and 1 Abstained vote, 3-1.

The final budget amendment item: The Town Council has established a Capital Improvement Plan for the purposes of making capital improvements across various departments. Reserves in the Tax Increment Finance District Fund and the Building Code Enforcement Fund are financially sound. State Law restricts the amount that can be held in reserve depending on the fund type and the reserves in the Tax Increment Finance District Fund and Building Code Enforcement Fund have or will reach the maximum allowed by law. \$100,000 be transferred of funds from the Tax Increment Finance District Fund and \$50,000 from the Building Code Enforcement Fund into the Town's 4000 Capital Improvement Fund be authorized so that those funds are in compliance with state law for a future project.

Councilmember Vick made a Motion to move \$100,000 and \$50,000 to Capital Improvement Fund, so that they are "ear-marked" for those respective funds.

Public Comment.

Raymond Smith.

Commented on the transferring of funds, yet we just did a budget amendment; Questioned the use of funds.

Jeff Motley.

Asked about the Public Hearing outcome.

Mayor Dewey called for the Vote, and the Motion passes unanimously, 4-0.

Councilmember Vick made a Motion to reconsider the transferring of funds from the General Fund to the Ambulance Fund, which died from a lack of second earlier this evening. Councilmember Shourd Seconded that Motion. Councilmember Vick will continue to abstain from voting.

Public Comment.

Jeff Motley.

Explained that they are a transporting agency and is not in favor of dissolving the Ambulance Fund, as it is much cleaner for accounting purposes.

Bob Michalson, 222 Turner St.

Concerned the proposed income from the Ambulance Fund for this year might be a stretch.

Mayor called for the Vote, starting with Councilmember Holcomb "No," Shourd "Aye," Gibson "No" and Vick "Abstain." Motion Fails 2-1, with 1 Abstained vote.

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

Councilmember Holcomb made a Motion to approve Resolution 455. The Motion was Seconded by Councilmember Vick. Mayor Dewey called for the Vote and the motion passes, 4-0.

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

Discussion took place about the updates to the personnel policy manual and changes made, as recommended by the Town's Insurer and Town Attorney. These changes include formatting, bullying and harassment, grievance, meal per-diem rates, e-communication policy and the Town's adopted Code of Conduct.

Council recommended to review the new policy, involving a meeting with council. The agenda item will be later addressed after a meeting with council has been set up to work together on updating the revised personnel policy manual.

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

The Town currently has no established written policies or procedures for billing of water and sewer services. The new adopted policy will assist in reducing past due accounts, and provide better consistency and fairness to customers.

Councilmember Vick made a Motion to approve Resolution 457, establishing Billing Policies and Procedures for Municipal Water and Sewer Services, and it to be reviewed quarterly. Councilmember Holcomb Seconded that Motion.

Public Comment.

Bob Michalson, 222 Turner St.

Asked about the policy regarding the shut-off due to delinquency.

Mayor Dewey read the policy regarding timeline from past due amounts, shut-off and reconnection with payment received.

Stacie Barker.

Concerned about public awareness of the new policy.

Vicki Motley, 318 9th St.

Concerned about shutting water off during the winter. The Mayor explained the contract system which is set up to assist clients in paying their water.

Mayor Dewey called for the Vote and the motion passes, 4-0.

10-minute break

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

Discussion took place among Council, Mayor Dewey and the Finance Officer. Councilmember Gibson requested going through the Capital Expenditures. The Capital projects may not be all successfully completed because we are already so far into the budgeted year, we might not get to all the projects. The police department pay matrix, which will be presented for the FY20-21 budget year.

Public Comment

Bob Michalson, 222 Turner St.

Concerned about the part-time administrative assistant; Clarified it was a part-time; Asked if the council training in the summer was budgeted.

On the Motion to approve Resolution 449, Adopting the Final Budget for Fiscal Year 2020, excluding the police department's presented pay matrix. Mayor Dewey called for the Vote, starting with Councilmember Vick "Aye," Shourd "Aye," Holcomb "No," Gibson "Aye." The Motion passes 3-1.

Councilmember Shourd made a Motion to convene next week to discuss the salaries and wages for the police department. The Motion was seconded by councilmember Vick.

Chief Marble spoke about the intention of including it in the packet would appreciate it being discussed for next year's budget. Councilmember Shourd rescinded his Motion.

11. Executive Report

Mayor Dewey gave an Executive Report and thanked those councilmembers whom are here with us tonight but will not be here in the new year.

12. Town Council Comments

Councilmember Holcomb thanked current and new council.

Councilmember Gibson spoke about his history and suggestions to the council when moving forward.

13. Board Report

14. Adjournment

Meeting adjourned at approximately 10:33 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

EXHIBIT “A-4”

EXHIBIT “A-4”

RESOLUTION NO. 449

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

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

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

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

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

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

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

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

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

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

Approve:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 1 of 31
Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		15-16	16-17	17-18	18-19	Budget	Exp.	Budget	Changes	Budget	Old
						18-19	18-19	19-20	19-20	19-20	19-20
1000 GENERAL											
410200	Executive Services										
110	Salaries and Wages	1,910	1,500	2,071	1,562	2,250	69%	9,600		9,600	427%
	80% Mayor salary										
140	Employer Contributions	154	121	238	260	375	69%	1,608		1,608	429%
210	Office Supplies & Materia	133	123	294	44	75	59%	1,075		1,075	1433%
	Mobile Computer										
320	Printing, Duplicating, Ty	56		67		22	0%	25		25	114%
330	Publicity, Subscriptions			104	535	525	102%	325		325	62%
340	Utility Services	498	487	442	439	450	98%	450		450	100%
350	Professional Services		372	53	388	150	259%	150		150	100%
352	Legal Services / Prosecut.					0	0%	1,500		1,500	*****%
370	Travel	222	924	1,414	470	958	49%	750		750	78%
380	Training Services	160	392	276	150	100	150%	250		250	250%
510	Insurance	100	137	137	97	97	100%	111		111	114%
	\$ 2 E&O										
92	PR liability										
Account:		3,233	4,056	5,096	3,945	5,002	79%	15,844	0	15,844	317%
410211	Council										
110	Salaries and Wages	8,400	8,400	9,600	9,000	9,600	94%	10,200		10,200	106%
	4 councilmembers @ \$200/month x 6 months										
	4 councilmembers @ \$225/month x 6 months										
140	Employer Contributions	679	680	778	729	776	94%	824		824	106%
141	MMIA Councilmember		-551			0	0%			0	0%
210	Office Supplies & Materia	62	100	74	208	64	325%	201		201	314%
	Copy paper, binders, name plates and a wall calendar										
212	Small Non-capitalized Equ			228	1,288	1,741	74%	350		350	20%
	Council Audio										
220	Operating Supplies	7		12		0	0%			0	0%
229	Food				45	0	***%			0	0%
320	Printing, Duplicating, Ty	64			10	0	***%			0	0%
330	Publicity, Subscriptions				280	125	224%	250		250	200%
	Legal notices - mtg days/times, public hearings, etc.										
350	Professional Services	173	26	202	1,520	0	***%	1,100		1,100	*****%
	\$1,100 50% Municode Meetings annual maintenance										
370	Travel	1,602	728	2,022	758	1,876	40%	2,000		2,000	107%
	Lodging & Meals not provided by tuition										
380	Training Services	540	547	751	922	900	102%	2,000		2,000	222%
	Municipal Institute registration x4										
	MLCT										
	Other Training Needed										
510	Insurance	318	804	805	337	337	100%	410		410	122%
	PR liability \$322										
	E&O 30										
Account:		11,845	10,734	14,472	15,097	15,419	98%	17,335	0	17,335	112%

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 2 of 31
Report ID: B240B

Account	Object	Actuals				Current Budget	% Exp.	Prelim. Budget	Budget Changes	Final Budget	% Old Budget
		15-16	16-17	17-18	18-19						
410360	City/Municipal Court										
110	Salaries and Wages	17,569	19,104	20,648	19,271	18,720	103%	13,790		13,790	74%
	P/T clerk - 20 hrs/week										
120	Overtime Wages					1,296	0%			0	0%
140	Employer Contributions	5,720	6,399	6,737	3,116	3,463	90%	2,371		2,371	68%
210	Office Supplies & Materia	242	265	261	250	260	96%	275		275	106%
	Case folders, pens/labels/clips, etc., checks										
212	Small Non-capitalized Equ			620	975	950	103%	1,630		1,630	172%
700	2019 MCA update										
930	Clerk computer & dual monitors										
220	Operating Supplies	98	106	142		0	0%			0	0%
311	Postage, Box Rent, etc.	134	151	274	204	234	87%	385		385	165%
	\$100 annual jury pool mailing										
	250 estimated other mailings										
	8 5% PO Box 30 annual rent										
	27 5% annual postage meter lease pmt										
320	Printing, Duplicating, Ty	295	125	73	95	0	***%	65		65	****%
	\$55 5% annual copier maintenance										
330	Publicity, Subscriptions	1,049	276	677	349	269	130%	270		270	100%
	\$200 annual magistrate dues										
	35 annual clerk dues										
	25 Montana Interactive annual subscription										
	10 SonicWall Services antivirus subscription										
340	Utility Services	332	343	326	221	222	100%	222		222	100%
	\$162 8% Charter Communications 777-5271										
	60 5% Bitter Root Disposal TH garbage service										
350	Professional Services	15,977	18,751	18,800	19,347	19,840	98%	20,691		20,691	104%
	\$18,000 annual judge services										
	1,500 interpreter/translator services										
	1,000 substitute judge services										
	75 annual website maintenance										
	65 5% AFR filing fee										
356	Information Technology Se					0	0%	1,200		1,200	*****%
370	Travel	665	1,747	1,115	1,442	3,300	44%	3,845		3,845	117%
	\$2,145 Judge spring and fall conferences										
	600 misc. judicial travel										
	1,100 Clerk spring and fall conferences										
380	Training Services	335	850	850	850	850	100%	1,150		1,150	135%
	\$900 Judge spring and fall conferences										
	250 Clerk spring and fall conferences										
394	Jury and Witness Fees	294	294		12	600	2%	600		600	100%
	Estimate 2 jury trials										
510	Insurance	633	263	263	729	729	100%	827		827	113%
	\$692 PR liability										
	11 E&O										
520	Premiums on Surety Bond	8	8	8	20	8	250%	18		18	225%
	Clerk surety bond										
	Account:	43,351	48,682	50,794	46,881	50,741	92%	47,339	0	47,339	93%

Page: 3 of 31
Report ID: B240B

		Actuals				Current	%	Prelim.	Budget	Final	%
Account	Object	15-16	16-17	17-18	18-19	Budget	Exp.	Budget	Changes	Budget	Budget
410530	Yearly Audit										
350	Professional Services	2,705	2,586	10,450	4,110	4,110	100%	4,080		4,080	99%
	\$4,080 30% annual audit fee										
	Account:	2,705	2,586	10,450	4,110	4,110	100%	4,080	0	4,080	99%
410550	Adminstration										
110	Salaries and Wages	37,697	35,016	36,597	50,043	47,929	104%	48,372		48,372	101%
	80% Clerk wages										
	40% FO wages										
	50% Admin Ass't wages										
120	Overtime Wages				81	1,990	4%			0	0%
	40% FO overtime										
140	Employer Contributions	11,350	11,156	11,281	14,787	14,657	101%	17,919		17,919	122%
141	MMIA Councilmember		234	79		0	0%			0	0%
142	MMIA Retired Employee				240	0	***%			0	0%
210	Office Supplies & Materia	1,076	1,013	454	661	500	132%	1,500		1,500	300%
	Standing Desks										
	Copy paper, pens, etc.										
	Transcription for Clerk										
212	Small Non-capitalized Equ	1,005		702	364	239	152%			0	0%
220	Operating Supplies	76	334	129	138	0	***%	60		60	*****%
	Sympathy/condolence cards and/or flowers										
229	Food	37		3	45	0	***%	45		45	*****%
230	Repair & Maintenance Supp	112			185	0	***%			0	0%
231	Gas, Oil, Diesel Fuel, Gr		149	43	111	60	185%	40		40	67%
	Fuel for Lumina - TH staff use										
232	Motor Vehicle Repair & Ma					0	0%	50		50	*****%
	Lumina oil change										
311	Postage, Box Rent, etc.	288	321	508	1,265	1,280	99%	803		803	63%
	\$23 15% of PO Box 30 annual rent										
	80 15% of annual postage meter lease										
	postage for mailing payments, paychecks, reports, etc.										
312	Computer Software					0	0%	2,500		2,500	*****%
320	Printing, Duplicating, Ty	661	517	651	293	400	73%	193		193	48%
	\$110 10% annual copier manitenance										
	25% envelope printing										
	30% 1099/W2 printing										
	Clerk business cards										
330	Publicity, Subscriptions	2,499	1,880	797	1,334	1,365	98%	1,500		1,500	110%
	MMCT & FOA dues										
350	Professional Services	906	2,193	1,726	2,772	1,474	188%	1,840		1,840	125%
	BMS payroll and direct deposit	\$516									
	BMS accounting and budgeting	554									
	BMS cash receipting	36									
	SSL renewal	23									
	AFR workbook	50									
	15% annual website maintenance	225									
	15% AFR filing fee	195									
355	Codify Ordinances	2,495	775	1,016	775	0	***%	775		775	*****%
	Annual web hosting fee	\$550									
	Annual admin support fee	225									

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 4 of 31
Report ID: B240B

Account	Object	15-16	16-17	Actuals 17-18	18-19	Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
356	Information Technology Se					0	0%	3,600		3,600	****%
360	Repair & Maintenance Serv	140				0	0%			0	0%
370	Travel	299	301	201	205	711	29%	594		594	84%
	Estimated lodging for Municipal Institute		\$552								
	Estimated meals not provided by tuition		42								
380	Training Services	222	233	208	150	623	24%	623		623	100%
	Municipal Institute 50% Finance Officer										
	Municipal Institute 100% Town Clerk										
510	Insurance	1,610	2,997	1,497	1,296	1,296	100%	1,456		1,456	112%
	PR liability 1,227										
	E40 10 Admin Ass't, Clerk, FO										
511	Insurance Deductible					0	0%	1,500		1,500	****%
520	Premiums on Surety Bond	21	21	21	40	21	190%	44		44	210%
	Town Clerk, Finance Officer and 50% Admin. Ass't										
555	Bank Service Charges	294	367		45	0	***%			0	0%
	Account:	60,788	57,507	55,993	74,830	72,545	103%	83,414	0	83,414	115%
410600	Elections										
350	Professional Services	1,569		1,222		0	0%	2,000		2,000	****%
	Account:	1,569		1,222		0	***%	2,000	0	2,000	****%
411100	Legal Services										
350	Professional Services	4,395	4,581	5,772	11,776	5,100	231%	6,500		6,500	127%
	Civil counsel										
352	Legal Services / Prosecut	7,859	11,490	11,482	9,466	11,100	85%	8,500		8,500	77%
	Prosecuting services										
	Account:	12,254	16,071	17,254	21,242	16,200	131%	15,000	0	15,000	93%
411201	Town Hall/Annex Building										
212	Small Non-capitalized Equ	350			81	100	81%			0	0%
220	Operating Supplies	252	92	268	297	90	330%	220		220	244%
	TP, kleenex, paper towels, cleaning supplies										
230	Repair & Maintenance Supp	203	321	296	297	1,063	28%			0	0%
235	Building Repair and Maint		859	158	379	295	128%	500		500	169%
	furnace filters										
311	Postage, Box Rent, etc.				11	0	***%			0	0%
340	Utility Services	5,297	6,095	5,531	6,192	5,277	117%	5,989		5,989	113%
	\$5,778 90% Northwestern Energy										
	180 15% Bitterroot Disposal										
	31 Annual boiler certification										
350	Professional Services	783		21	21	21	100%			0	0%
360	Repair & Maintenance Serv	464	170	140	1,024	952	108%	300		300	32%
	Carpet cleaning for all of main floor										
510	Insurance	213	213	139	140	140	100%	146		146	104%
	\$146 Facility										
940	Machinery & Equipment				-102	0	***%			0	0%
	Account:	7,562	7,750	6,553	8,340	7,938	105%	7,155	0	7,155	90%

Page: 5 of 31
Report ID: B240B

[illegible]

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 6 of 31
Report ID: B240B

Account	Object	Actuals				Current Budget		Prelim. Exp. Budget	19-20	Budget Changes	Final Budget	% Old Budget
		15-16	16-17	17-18	18-19	18-19	18-19					
317	Vehicle Tow-In Services	286	95		83	200	42%		260		260	130%
320	Printing, Duplicating, Ty	744	1,056	575	249	381	65%		575		575	151%
	\$165 annual copier maintenance											
	Misc. printing											
330	Publicity, Subscriptions	4,525	4,698	4,510	4,435	4,215	105%		4,531		4,531	107%
	IACP, MACOP, Nova, Adobe, CJIN, legal notices, Secure Warrant, HomeBase and website											
336	Public Relations				193	500	39%		500		500	100%
	Coffe with a Cop, Stevensville Crime Watch, other community relations revents											
340	Utility Services	3,385	3,932	3,508	2,423	3,467	70%		3,351		3,351	97%
	Verizon											
	Bitterroot Disposal											
	Charter											
	Northwestern Energy											
350	Professional Services	4,662	3,940	2,009	4,186	2,075	202%		4,348		4,348	210%
	BMS Accounting/Budgeting	\$185										
	BMS Payroll/Direct Deposit	172										
	5% AFR filing fee	65										
	New hire physical	550										
	Psychological eval-new hire	140										
	DUI blood draws	520										
	3% MuniCode meetings annual maint	66										
356	Information Technology Se					0	0%		3,600		3,600	*****%
370	Travel	1,167	4,845	1,025		300	0%		300		300	100%
	Out of town meetings, etc. not related to training											
380	Training Services	1,290	2,916	25		0	0%				0	0%
510	Insurance	5,315	5,425	5,504	6,652	6,652	100%		7,420		7,420	112%
	PR liability \$5,999											
	Vehicle 246											
	Equipment 4											
	Facility 78											
	E&O 23											
520	Premiums on Surety Bond	8	8	8	20	8	250%		18		18	225%
	Clerk bond											
940	Machinery & Equipment				5,000	5,000	100%				0	0%
	Vehicle replacement savings plan											
	Account:	189,993	222,495	242,844	190,169	190,521	100%		266,976	0	266,976	140%
420400	Fire Protection & Control											
110	Salaries and Wages	17,310	11,052			0	0%				0	0%
140	Employer Contributions	8,353	5,657			0	0%				0	0%
210	Office Supplies & Materia	287	143			0	0%				0	0%
212	Small Non-capitalized Equ	1,686	7,838			0	0%				0	0%
220	Operating Supplies	1,033	562			0	0%				0	0%
226	Clothing and Uniforms	2,270	2,601			0	0%				0	0%
228	FFR Reimbursement	2,515	2,500			0	0%				0	0%
229	Food	554	243			0	0%				0	0%
230	Repair & Maintenance Supp	681	1,260			0	0%				0	0%
231	Gas, Oil, Diesel Fuel, Gr	2,429	1,520			0	0%				0	0%

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 7 of 31
Report ID: B240B

Account	Object	Actuals				Current Budget	% Exp.	Prelim. Budget	Budget Changes	Final Budget	% Old Budget
		15-16	16-17	17-18	18-19						
232	Motor Vehicle Repair & Ma	670	6,049			0	0%			0	0%
310	Communication & Transport	1,800	1,373			0	0%			0	0%
311	Postage, Box Rent, etc.	293	174			0	0%			0	0%
320	Printing, Duplicating, Ty	294	242			0	0%			0	0%
330	Publicity, Subscriptions	312	733			0	0%			0	0%
336	Public Relations	9	770			0	0%			0	0%
340	Utility Services	275	259			0	0%			0	0%
350	Professional Services	1,553	2,987			0	0%			0	0%
351	Medical Services	121				0	0%			0	0%
369	Other Repair & Maint Serv	3,268	3,749			0	0%			0	0%
370	Travel	364	1,128			0	0%			0	0%
380	Training Services	401	954			0	0%			0	0%
510	Insurance	2,004	1,841			0	0%			0	0%
	Account:	48,472	53,635			0	***%	0	0	0	0%
420401	Fire Protection & Control - EMS										
210	Office Supplies & Materia	11	45			0	0%			0	0%
212	Small Non-capitalized Equ	269	527			0	0%			0	0%
220	Operating Supplies	665	1,831			0	0%			0	0%
230	Repair & Maintenance Supp	255	71			0	0%			0	0%
231	Gas, Oil, Diesel Fuel, Gr	151	883			0	0%			0	0%
232	Motor Vehicle Repair & Ma	67	190			0	0%			0	0%
311	Postage, Box Rent, etc.		29			0	0%			0	0%
320	Printing, Duplicating, Ty	273	225			0	0%			0	0%
336	Public Relations	9	64			0	0%			0	0%
350	Professional Services	35				0	0%			0	0%
369	Other Repair & Maint Serv		380			0	0%			0	0%
370	Travel		247			0	0%			0	0%
380	Training Services	95	135			0	0%			0	0%
510	Insurance	143				0	0%			0	0%
	Account:	1,973	4,627			0	***%	0	0	0	0%
420410	Fire Department - Administration										
110	Salaries and Wages			20,182	16,438	19,391	85%	19,682		19,682	102%
	Fire Chief honorarium										
	Ass't Fire Chief honorarium										
	50% Administrative Assistant										
115	Salaries and Wages - Temp			66,080		0	0%			0	0%
140	Employer Contributions			7,552	6,411	6,546	98%	6,925		6,925	106%
145	Employer Contributions -			7,656		0	0%			0	0%
210	Office Supplies & Materia			207	67	100	67%	75		75	75%
212	Small Non-capitalized Equ				105	0	***%			0	0%
220	Operating Supplies			676	6	0	***%			0	0%
226	Clothing and Uniforms			1,059		0	0%			0	0%
228	FFR Reimbursement			2,500	2,500	2,500	100%	2,500		2,500	100%
	Town's share of annual reimbursement program										
229	Food			586	-52	350	-15%	500		500	143%
	Monthly Training Meals										
231	Gas, Oil, Diesel Fuel, Gr				112	0	***%			0	0%

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 8 of 31
Report ID: B240B

Account	Object	Actuals			Current Budget		% Exp.	Prelim. Budget	Budget Changes	Final Budget	% Old Budget
		15-16	16-17	17-18	18-19	18-19	18-19	19-20	19-20	19-20	19-20
310	Communication & Transport Town's share of county-wide 911 paging system pagers			1,095		0	0%	1,900		1,900	****%
311	Postage, Box Rent, etc. Annual PO box rent #30 \$8 Postage meter lease 27 Annual PO box rent #193 65 Misc. mailing 75			234	161	175	92%	175		175	100%
320	Printing, Duplicating, Ty Annual copier maintenance \$450 Misc. printing 50			375	450	225	200%			0	0%
330	Publicity, Subscriptions ImageTrend annual less SRFD reimbursement \$625 NFPA annual dues 175 Fire Engineering 2-year subscription 60 Chief's Association annual dues 55 All Valley Fire Council annual dues 100 SonicWall anti-virus subscription 15			497	369	198	186%	2,005		2,005	1013%
336	Public Relations			53	60	0	***%	250		250	*****%
338	Firefighter Recruitment			145		0	0%	500		500	*****%
340	Utility Services Charter telephone/internet			263	157	162	97%	162		162	100%
350	Professional Services 10% annual website maintenance 3% Municode meetings annual maintenance 5% AFR filing fee ImageTrend annual fee ImageTrend per call fee			1,983	1,214	0	***%	2,135		2,135	*****%
351	Medical Services Physicals for firefighters			1,021		0	0%	2,410		2,410	*****%
356	Information Technology Se					0	0%	1,200		1,200	*****%
359	Rental Services			45,600		0	0%			0	0%
370	Travel Meetings & training				245	426	58%	300		300	70%
380	Training Services \$250 Staff and Command 250 ImageTrend			800	330	374	88%	500		500	134%
510	Insurance PR liability \$662 Command vehicles 45 Facility 291 E&O 154			1,512	1,024	825	124%	1,276		1,276	155%
520	Premiums on Surety Bond 50% Admin. Ass't				10	0	***%	9		9	*****%
	Account:			160,076	29,607	31,272	95%	42,504	0	42,504	136%
420421	Fire Department - Facilities Station #1										
220	Operating Supplies Sign materials			21		0	0%	300		300	*****%

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- Multi-Year Actuals
For the Year: 2019 - 2020

Page: 9 of 31
Report ID: B240B

Account	Object	15-16	16-17	17-18	18-19	Current Budget	18-19 Budget	19-20 Budget	19-20 Prelim.	Budget Changes	Final	% Old
230 Repair & Maintenance Supp	\$ 23 Amazon	272		200	100	200%	319		319		319	319%
	36" floor squeegie	170										
	10 gal stripping paint	126										
	3 gal paint for doors											
	369 Other Repair & Maint Serv	198			500	0%	300		300		300	60%
	Replace urinal in second-floor bathroom											
	Account:											
420422 Fire Department - Facilities Station #2		491		200	600	33%	919		919		919	153%
	220 Operating Supplies	247		28	50	56%	30		30		30	60%
	Ice Melt											
	230 Repair & Maintenance Supp	92			0	0%						0%
	235 Building Repair and Maint											
	Sign materials											
	340 Utility Services	52		282	305	92%	250		250		250	82%
	25% SRE electricity											
	369 Other Repair & Maint Serv	326			500	0%	250		250		250	50%
	Exterior lighting repairs											
	510 Insurance				109	0%						0%
	930 Improvements Other than B											0%
	Account:	717		7,707	5,000	154%	630		630		630	11%
420440 Fire Department - Fire Prevention		817		281	250	112%	300		300		300	120%
	223 Educational Supplies											
	Account:	817		281	250	112%	300		300		300	120%
420460 Fire Department - Suppression		19,850		1,427	3,500	41%	2,445		2,445		2,445	70%
	212 Small Non-capitalized Egu											
	Hoses (4)											
	Shutoff and nozzle for E2010											
	Nozzle											
	Fire shelter											
	220 Operating Supplies	2,358		1,574	2,500	63%	1,000		1,000		1,000	40%
	Class A foam											
	Misc. supplies											
	226 Clothing and Uniforms											
	1 set PPE											
	Uniform shirts											
	Badges/name tags											
	229 Food											
	230 Repair & Maintenance Supp	16		118	0	***%						0%
	231 Gas, oil, diesel fuel, gr	5,463		3,246	4,500	72%	3,500		3,500		3,500	78%
	232 Motor Vehicle Repair & Ma	5,469		366	4,000	9%	4,000		4,000		4,000	100%
	Oil changes, air filters and lub for 7 vehicles											
	236 Tires and Tubes											
	Tires for E2510 and E2010											
	310 Communication & Transport											
	Town's share of county-wide 911 paging system											
	1,185			2,000	59%							0%

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 10 of 31
Report ID: B2408

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget	Exp.	Budget	Changes	Budget	Budget
						18-19	18-19	19-20	19-20	19-20	19-20
336	Public Relations					100	0%			0	0%
338	Firefighter Recruitment					200	0%			0	0%
350	Professional Services				3,868	7,000	55%			0	0%
351	Medical Services				1,951	4,620	42%			0	0%
360	Repair & Maintenance Serv				328	0	***%	4,050		4,050	****%
	Apparatus maintenance										
	Pump flow test (3)										
369	Other Repair & Maint Serv			2,321	3,745	6,000	62%			0	0%
380	Training Services				429	1,200	36%	1,200		1,200	100%
	FF1/FF2										
510	Insurance				1,818	1,739	105%	1,087		1,087	63%
	\$1,081 Vehicles										
	6 Equipment										
	Account:			35,477	23,897	42,559	56%	26,382	0	26,382	62%
420730	Emergency Medical Services										
212	Small Non-capitalized Equ			735		0	0%			0	0%
220	Operating Supplies			739	-30	0	***%			0	0%
230	Repair & Maintenance Supp			900		0	0%			0	0%
231	Gas, Oil, Diesel Fuel, Gr			309		0	0%			0	0%
232	Motor Vehicle Repair & Ma			514		0	0%			0	0%
320	Printing, Duplicating, Ty			351		0	0%			0	0%
350	Professional Services			1,853		0	0%			0	0%
370	Travel			311		0	0%			0	0%
510	Insurance			385		0	0%			0	0%
	Account:			6,097	-30	0	***%	0	0	0	0%
430100	Public Works Administration										
110	Salaries and Wages	33,415	33,844	33,584	34,018	45,901	74%	59,089		59,089	129%
	1/3 PW Supervisor										
	1/3 PW Ass't										
	1/2 PW Ass't										
	10% Deputy Clerk										
120	Overtime Wages				324	1,689	19%			0	0%
140	Employer Contributions	11,177	9,886	6,689	9,862	11,533	86%	14,421		14,421	125%
210	Office Supplies & Materia				22	0	***%	113		113	****%
	Desk calendars										
	Copy paper										
212	Small Non-capitalized Equ	852	1,083	327	1,725	1,843	94%	1,000		1,000	54%
	Small tools for trucks and shop										
220	Operating Supplies	2,015	1,002	480	1,071	450	238%	450		450	100%
	\$ 450 Welding supplies										
230	Repair & Maintenance Supp	1,167	789	168	114	200	57%	200		200	100%
	Minor vehicle repairs and equipment rental										
231	Gas, Oil, Diesel Fuel, Gr				565	1,750	32%	750		750	43%
232	Motor Vehicle Repair & Ma				1,375	955	144%	1,700		1,700	178%
	\$1,500 Tires for GMC										
	200 Oil & filters										
330	Publicity, Subscriptions				15	7	214%			0	0%

Page: 11 of 31
Report ID: B2408

Account	Object	15-16	16-17	Actuals 17-18	18-19	Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
340	Utility Services	1,276	1,312	1,382	1,608	1,657	97%	1,814		1,814	109%
	Northwestern Energy										
350	Professional Services	318		104	235	465	51%	500		500	108%
	\$400 CDL physicals (4)										
	100 Fire extinguisher annual maintenance										
510	Insurance	1,588	2,130	2,127	2,756	1,256	219%	1,456		1,456	116%
	\$879 PR liability										
	8 E&O										
	340 Facility										
	Account:	51,808	50,046	44,861	53,690	67,706	79%	81,493	0	81,493	120%
430200	Road & Street Services										
212	Small Non-capitalized Equ		248	650	165	183	90%			0	0%
220	Operating Supplies	3,693	5,854	554	401	150	267%	156		156	104%
	\$156 Garbage bags \$25.97x6 (Home Depot)										
230	Repair & Maintenance Supp	4,576	2,339	2,396	1,072	2,593	41%	500		500	19%
	Crosswalk paint										
231	Gas, Oil, Diesel Fuel, Gr	2,700	2,794	2,251	2,487	3,500	71%	3,000		3,000	86%
340	Utility Services	2,291	2,740	2,775	2,183	2,666	82%	2,348		2,348	88%
	Shop electricity										
350	Professional Services	1,734	2,089	2,172	3,607	5,300	68%			0	0%
360	Repair & Maintenance Serv	2,893	755	2,276	1,366	4,000	34%			0	0%
380	Training Services		37			0	0%	500		500	*****
	Billings Road Equipment Training										
510	Insurance	249	298	312	266	266	100%	203		203	76%
	\$203 Vehicles										
	71 Equipment										
820	Transfers to Other Funds					0	0%	2,769		2,769	*****
	BarSAA Match										
940	Machinery & Equipment				21,346	23,333	91%			0	0%
	Account:	18,136	17,154	13,386	32,893	41,991	78%	9,476	0	9,476	23%
430263	Street Lighting										
340	Utility Services	12,520	12,790	11,782	14,194	13,000	109%	13,420		13,420	103%
	Seasonal lights, original Town street lights, ESH - 5th, 5th - Lange Park, add'l										
	Town lighting, 3rd & Park										
	Account:	12,520	12,790	11,782	14,194	13,000	109%	13,420	0	13,420	103%
430610	Administration										
320	Printing, Duplicating, Ty		2			0	0%			0	0%
	Account:		2			0	***%	0	0	0	0%
430900	Cemetery Services										
110	Salaries and Wages	15,332	16,809	2,400	2,400	2,400	100%			0	0%
140	Employer Contributions	3,309	4,036	324	331	323	102%			0	0%
212	Small Non-capitalized Equ			1,361	480	534	90%			0	0%
220	Operating Supplies	305	235	153	69	400	17%	450		450	113%
	\$100 trimmer supplies										
	100 lawn mower blades										
	100 weed spray/grass seed										
	150 sod										

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 12 of 31
Report ID: B240B

Account	Object	Actuals				Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
		15-16	16-17	17-18	18-19						
230	Repair & Maintenance Supp filters	693	533	819	576	250	230%	200		200	80%
231	Gas, Oil, Diesel Fuel, Gr	408	355	168	175	400	44%	200		200	50%
330	Publicity, Subscriptions Cemetery Records Software				970	0	***%	500		500	*****%
340	Utility Services	1,628	1,232	1,217	2,530	1,472	172%	2,117		2,117	144%
	\$1,345 Northwestern Energy										
	400 Burnt Fork Commission										
	372 Union Ditch										
350	Professional Services	1,201				0	0%	2,500		2,500	*****%
	Survey upper cemetery and part of old cemetery										
360	Repair & Maintenance Serv	265	5	298	30	250	12%	250		250	100%
	Blower, mowers and weedeaters maintenance										
510	Insurance	584	251	253	379	379	100%	431		431	114%
	\$ 8 E&O										
	318 PR Liability										
	48 Equipment										
940	Machinery & Equipment				6,560	7,000	94%			0	0%
	Account:	23,725	23,456	6,993	14,500	13,408	108%	6,648	0	6,648	50%
460300	Community Events										
220	Operating Supplies					0	0%	5,000		5,000	*****%
	Fireworks for July 4th										
231	Gas, Oil, Diesel Fuel, Gr					0	0%	275		275	*****%
	Fuel for fireworks retrieval										
340	Utility Services					0	0%	150		150	*****%
	Event power meters										
	Account:					0	***%	5,425	0	5,425	*****%
460430	Parks										
212	Small Non-capitalized Equ	2,094	299	1,475	480	533	90%			0	0%
220	Operating Supplies	1,550	910	1,146	821	400	205%	300		300	75%
	\$100 Doggi-Pot bags										
	100 Trimmer supplies										
	100 Weed spray/grass seed										
230	Repair & Maintenance Supp	2,732	6,198	860	1,101	1,250	88%	350		350	28%
	\$100 Filters (air, oil & hydraulic)										
	100 Blades										
	150 Irrigation repair parts										
231	Gas, Oil, Diesel Fuel, Gr	358	416	223	175	400	44%	200		200	50%
340	Utility Services	2,435	1,900	1,729	2,643	2,200	120%	2,328		2,328	106%
350	Professional Services	7,462	4,507	5,393	5,566	840	663%	2,924		2,924	348%
	\$374 17% MuniCode meetings annual maintenance										
	350 Porta-potty at River Park										
	200 Winterize irrigation										
	\$2000 Parks Master Plan										
360	Repair & Maintenance Serv	272	180	489	326	250	130%	1,000		1,000	400%
	Mowers, weedeaters and chain saw maintenance										
390	Other Purchased Services				9,166	4,915	186%			0	0%

Page: 13 of 31
Report ID: B240B

Account	Object	Actuals				Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
		15-16	16-17	17-18	18-19						
510	Insurance	221	815	843	1,256	1,256	100%	1,000		1,000	80%
	\$856 Facility										
	24 Equipment										
	? Fireworks?										
930	Improvements Other than B					0	0%	3,500		3,500	*****
	Replace Gates										
	Park Restroom Sidewalk										
940	Machinery & Equipment				6,560	7,000	94%			0	0%
	Account:	17,124	15,225	12,158	28,094	19,044	148%	11,602	0	11,602	61%
460437	Forestry and Nursery										
220	Operating Supplies					0	0%	2,000		2,000	*****
	Replacement trees										
350	Professional Services					0	0%	2,200		2,200	*****
	Tree spraying \$1,200										
	Tree pruning 1,000										
	Account:					0	***%	4,200	0	4,200	*****
460450	Spectator Recreation - Pool										
110	Salaries and Wages	19,151	20,611	23,565	20,279	35,936	56%	19,886		19,886	55%
140	Employer Contributions	2,629	3,006	3,620	2,940	5,063	58%	2,743		2,743	54%
212	Small Non-capitalized Equ		4,799	3,403		0	0%			0	0%
220	Operating Supplies	4,241	3,289	2,953	594	2,210	27%	3,400		3,400	154%
	\$1,000 PH Up										
	100 Algae 60										
	1,950 Chlorine										
	350 Test chemicals										
226	Clothing and Uniforms		519	93		100	0%	100		100	100%
	Uniforms for new guard, manager & aerobics instructor										
229	Food			25		0	0%			0	0%
230	Repair & Maintenance Supp	1,696	1,016	2,056	964	345	279%	185		185	54%
	\$ 25 antifreeze for winterizing										
	100 plumbing repair parts/supplies										
	60 paint										
330	Publicity, Subscriptions	251	682	990	623	660	94%			0	0%
340	Utility Services	2,827	2,837	2,058	3,477	2,619	133%	2,970		2,970	113%
	\$2,610 Northwestern Energy										
	360 Charter Communications										
350	Professional Services	3,218	2,075	159	472	175	270%	350		350	200%
	\$309 Rug cleaning										
	500 Misc. services										
360	Repair & Maintenance Serv			2,310	246	297	83%			0	0%
	Heat system rsm										
369	Other Repair & Maint Serv			3,260		0	0%			0	0%
510	Insurance	1,144	1,094	1,072	1,128	1,128	100%	1,102		1,102	98%
	\$790 PR Liability										
	312 Facility										
555	Bank Service Charges			22	96	0	***%	120		120	*****
	Square processing fees										

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 14 of 31
Report ID: B240B

Account	Object	Actuals				Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
		15-16	16-17	17-18	18-19						
930	Improvements Other than B				3,554	5,000	71%			0	0%
	Account:	35,157	39,928	45,586	34,373	53,533	64%	30,856	0	30,856	58%
470280	Code Enforcement										
220	Operating Supplies				18	0	***%			0	0%
	Account:				18	0	***%	0	0	0	0%
510300	Other Unallocated Costs										
780	Intergovernmental TRF to	14,618	94,753			0	0%			0	0%
	Account:	14,618	94,753			0	***%	0	0	0	0%
521000	Interfund Operating Transfers Out										
820	Transfers to Other Funds	238,320	9,774	73,978	639	639	100%			0	0%
900	CAPITAL OUTLAY					0	0%	40,000		40,000	*****%
	Account:	238,320	9,774	73,978	639	639	100%	40,000	0	40,000	6260%
	Fund:	795,153	691,271	817,097	604,987	652,442	93%	732,998	0	732,998	112%

2230 AMBULANCE

420730	Emergency Medical Services										
212	Small Non-capitalized Equ				2,296	1,855	124%			0	0%
220	Operating Supplies				852	3,500	24%	1,000		1,000	29%
	Disposables										
226	Clothing and Uniforms					160	0%	350		350	219%
	Med Vests (5)										
230	Repair & Maintenance Supp					100	0%	100		100	100%
	Decon/cleaning supplies										
231	Gas, Oil, Diesel Fuel, Gr				41	600	7%	600		600	100%
232	Motor Vehicle Repair & Ma				512	600	85%	250		250	42%
	Oil changes										
311	Postage, Box Rent, etc.					25	0%			0	0%
320	Printing, Duplicating, Ty					525	0%			0	0%
336	Public Relations					100	0%	100		100	100%
	Community CPR supplies										
350	Professional Services				569	45	***%			0	0%
370	Travel					300	0%	300		300	100%
380	Training Services				1,255	500	251%	500		500	100%
	Drivers' training										
510	Insurance				380	760	50%	366		366	48%
	s366 Vehicle										
	Account:				5,905	9,070	65%	3,566	0	3,566	39%
	Fund:				5,905	9,070	65%	3,566	0	3,566	39%

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 15 of 31
Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget	Exp.	Budget	Changes	Budget	Budget

2250 PLANNING											
410210	Administration										
110	Salaries and Wages	1,089	755	188	841	4,064	21%	3,195		3,195	79%
	10% of Clerk wages										
140	Employer Contributions	115	63	31	150	921	16%	546		546	59%
210	Office Supplies & Materia	4	7	15		0	0%			0	0%
311	Postage, Box Rent, etc.	30				40	0%			0	0%
320	Printing, Duplicating, Ty					15	0%			0	0%
330	Publicity, Subscriptions	60	32	37	79	30	263%	40		40	133%
	variance notices										
350	Professional Services	2,022	36,162	159	390	88	443%	398		398	452%
	BMS accounting/budgeting										
	BMS payroll/direct deposit										
	\$220 10% Municode meetings annual maintenance										
357	Planning & Zoning Service	3,500				0	0%			0	0%
510	Insurance	52	136	136		0	0%			0	0%
	Account:	6,872	37,155	566	1,460	5,158	28%	4,179	0	4,179	81%
	Fund:	6,872	37,155	566	1,460	5,158	28%	4,179	0	4,179	81%
2310 TAX INCREMENT FINANCE DISTRICT											
410210	Administration										
110	Salaries and Wages	503	500	500	500	500	100%			0	0%
140	Employer Contributions	41	40	63	83	83	100%			0	0%
330	Publicity, Subscriptions	2				0	0%			0	0%
350	Professional Services	1,035		1,352		500	0%			0	0%
510	Insurance	33				0	0%			0	0%
930	Improvements Other than B					0	0%	22,900		22,900	****%
	Storm water repair										
	Cost share-water/waste water capital project										
	Account:	1,614	540	1,915	583	1,083	54%	22,900	0	22,900	2114%
	Fund:	1,614	540	1,915	583	1,083	54%	22,900	0	22,900	2114%
2311 TARGETED ECONOMIC DEVELOPMENT DISTRICT											
521000	Interfund Operating Transfers Out										
820	Transfers to Other Funds			14,325	11,250	11,250	100%	10,038		10,038	89%
	Account:			14,325	11,250	11,250	100%	10,038	0	10,038	89%
	Fund:			14,325	11,250	11,250	100%	10,038	0	10,038	89%

Page: 16 of 31
Report ID: B240B

[illegible]

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 17 of 31
Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget	Exp.	Budget	Changes	Budget	Budget
						18-19	18-19	19-20	19-20	19-20	19-20
369	Other Repair & Maint Serv					0	0%	1,200		1,200	****%
370	Travel		51	512	613	475	129%	3,600		3,600	758%
	IAEI Conference hotel, meals, mileage										
	ICC Conference hotel, meals, mileage										
380	Training Services			404	609	75	812%	3,500		3,500	4667%
	IAEI State Conference registration \$300										
	ICC State Conference registration 500										
510	Insurance	937	536	536	1,153	543	212%	1,284		1,284	236%
	PR liability \$951										
	Facility 146										
	E&O 17										
	Account:	31,501	31,203	43,261	53,174	37,628	141%	55,983	0	55,983	149%
430610	Administration										
320	Printing, Duplicating, Ty		2			0	0%			0	0%
	Account:		2			0	***%	0	0	0	0%
521000	Interfund Operating Transfers Out										
820	Transfers to Other Funds	30				0	0%			0	0%
	Account:	30				0	***%	0	0	0	0%
	Fund:	31,531	31,205	43,261	53,174	37,628	141%	55,983	0	55,983	149%
2410	DAYTON LIGHTING #1 DISTRICT 55										
430263	Street Lighting										
340	Utility Services	3,086	3,191	2,979	3,583	3,275	109%	3,583		3,583	109%
	Account:	3,086	3,191	2,979	3,583	3,275	109%	3,583	0	3,583	109%
	Fund:	3,086	3,191	2,979	3,583	3,275	109%	3,583	0	3,583	109%
2420	PETERSON ADDN LIGHTING #2 DISTRICT 80										
430263	Street Lighting										
340	Utility Services	2,245	2,321	2,166	2,605	2,896	90%	2,606		2,606	90%
	Account:	2,245	2,321	2,166	2,605	2,896	90%	2,606	0	2,606	90%
	Fund:	2,245	2,321	2,166	2,605	2,896	90%	2,606	0	2,606	90%
2430	GEO SMITH LIGHTING #3 DISTRICT 76										
430263	Street Lighting										
340	Utility Services	3,445	3,551	3,306	3,954	3,620	109%	3,954		3,954	109%
	Account:	3,445	3,551	3,306	3,954	3,620	109%	3,954	0	3,954	109%
	Fund:	3,445	3,551	3,306	3,954	3,620	109%	3,954	0	3,954	109%

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 18 of 31
Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget	Exp.	Budget	Changes	Budget	Budget
						18-19	18-19	19-20	19-20	19-20	19-20
2440 CREEKSIDE LIGHTING #4 DISTRICT 77											
430263 Street Lighting											
340 Utility Services		839	1,032	2,502	3,194	2,923	109%	3,195		3,195	109%
Account:		839	1,032	2,502	3,194	2,923	109%	3,195	0	3,195	109%
Fund:		839	1,032	2,502	3,194	2,923	109%	3,195	0	3,195	109%
2450 TWIN CREEKS LIGHTING #5 DISTRICT											
430263 Street Lighting											
340 Utility Services		4,990	5,169	4,841	5,844	5,300	110%	5,844		5,844	110%
Account:		4,990	5,169	4,841	5,844	5,300	110%	5,844	0	5,844	110%
Fund:		4,990	5,169	4,841	5,844	5,300	110%	5,844	0	5,844	110%
2810 POLICE TRAINING & PENSION											
420100 Law Enforcement Services											
110 Salaries and Wages	3,478					0	0%			0	0%
140 Employer Contributions	415					0	0%			0	0%
212 Small Non-capitalized Equ	95	196				0	0%			0	0%
370 Travel	1,003	150	1,732	26	1,000	3%		1,000		1,000	100%
Hotel, food and fuel											
380 Training Services	4,615	1,268	1,008	3,386	5,885	58%		8,000		8,000	136%
Classes, inservice training, etc.											
510 Insurance	82	8			0	0%				0	0%
Account:		9,688	1,614	2,748	3,412	6,885	50%	9,000	0	9,000	131%
Fund:		9,688	1,614	2,748	3,412	6,885	50%	9,000	0	9,000	131%
2811 DOT GRANT FOR DUI TASK FORCE											
420100 Law Enforcement Services											
110 Salaries and Wages	629					0	0%			0	0%
140 Employer Contributions	116					0	0%			0	0%
Account:		745				0	***%	0	0	0	0%
521000 Interfund Operating Transfers Out											
820 Transfers to Other Funds	9					0	0%			0	0%
Account:		9				0	***%	0	0	0	0%
Fund:		754				0	0%	0	0	0	0%

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 19 of 31
Report ID: B240B

Account	Object	Actuals				Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
		15-16	16-17	17-18	18-19						
2820 GAS APPORTIONMENT TAX											
430200	Road & Street Services										
212	Small Non-capitalized Equ					0	0%	6,800		6,800	*****%
	Speed Control Signage										
	New Street Sweeper Brooms										
220	Operating Supplies	3,397				0	0%			0	0%
230	Repair & Maintenance Supp		5,369	16,453		0	0%	4,000		4,000	*****%
	Asphalt for Pot-holes										
350	Professional Services				23,895	0	***%	5,000		5,000	*****%
	Street Paving (Non-Project)										
360	Repair & Maintenance Serv	14,868	8,538	7,090	9,549	0	***%	2,500		2,500	*****%
	Street Striping										
940	Machinery & Equipment					0	0%	4,700		4,700	*****%
	Bobcat replacement										
950	Construction	9,904	105,171			70,588	0%	85,000		85,000	120%
	Phase I Spring/ E 3rd Streets Resurface Project										
	Account:	28,169	119,078	23,543	33,444	70,588	47%	108,000	0	108,000	153%
	Fund:	28,169	119,078	23,543	33,444	70,588	47%	108,000	0	108,000	153%
2821 BaRSAA (HB 473)											
430200	Road & Street Services										
950	Construction					13,412	0%	55,385		55,385	413%
	Phase I Spring/ E 3rd Streets Resurface Project										
	Account:					13,412	0%	55,385	0	55,385	413%
	Fund:					13,412	0%	55,385	0	55,385	413%
2869 HEYER FOUNDATION GRANT											
420460	Fire Department - Suppression										
212	Small Non-capitalized Equ				1,137	1,667	68%	530		530	32%
	FF Wildland Equipment										
	Account:				1,137	1,667	68%	530	0	530	32%
	Fund:				1,137	1,667	68%	530	0	530	32%
2916 COPS GRANT											
420100	Law Enforcement Services										
110	Salaries and Wages	24,171				0	0%			0	0%
140	Employer Contributions	12,733				0	0%			0	0%
510	Insurance	1,347				0	0%			0	0%
	Account:	38,251				0	***%	0	0	0	0%

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 20 of 31
Report ID: B240B

Account	Object	Actuals				Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
		15-16	16-17	17-18	18-19						
521000	Interfund Operating Transfers Out										
820	Transfers to Other Funds		15,011			0	0%			0	0%
	Account:		15,011			0	***%	0	0	0	0%
	Fund:	38,251	15,011			0	0%	0	0	0	0%
2940 ECONOMIC DEVELOPMENT											
410210	Administration										
350	Professional Services				7,550	0	***%			0	0%
	Account:				7,550	0	***%	0	0	0	0%
410550	Administration										
110	Salaries and Wages			348	2,295	1,260	182%	2,880		2,880	229%
	Streetscape maintenance										
140	Employer Contributions			49	330	178	185%	397		397	223%
350	Professional Services	7,199	1,342		16,154	13,000	124%	15,000		15,000	115%
	Wye annexation study - complete project begun in FY19										
	Economic Development Partnership w/ SMSA										
	Remainder of Market Analysis - GRANT										
	Downtown Master Plan Grant - GRANT										
730	Grants to Other Institutions	388,632	102,975	5,179	152,400	157,800	97%	5,000		5,000	3%
	Grants to Others - Increase to 10 at \$500 each										
	Account:	395,831	104,317	5,576	171,179	172,238	99%	23,277	0	23,277	14%
	Fund:	395,831	104,317	5,576	178,729	172,238	104%	23,277	0	23,277	14%
2987 JEAN THOMAS PARK BEAUTIFICATION FUND											
460430	Parks										
212	Small Non-capitalized Equ					0	0%	3,500		3,500	*****%
	Picnic Bench Replacement in Creamery Park - Maintenance Free										
	Account:					0	***%	3,500	0	3,500	*****%
	Fund:					0	0%	3,500	0	3,500	*****%
4000 CAPITAL IMPROVEMENTS											
411201	Town Hall/Annex Building										
932	Improvements Other than B	13,134				0	0%			0	0%
950	Construction		8,625		7,052	15,500	45%			0	0%
	Account:	13,134	8,625		7,052	15,500	45%	0	0	0	0%
420100	Law Enforcement Services										
940	Machinery & Equipment		6,522			0	0%	40,000		40,000	*****%
	PD Vehicle Replacements										
	Account:		6,522			0	***%	40,000	0	40,000	*****%

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 21 of 31
Report ID: B2408

Account	Object	Actuals				Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
		15-16	16-17	17-18	18-19						
420400	Fire Protection & Control										
	226 Clothing and Uniforms	5,731				0	0%			0	0%
	940 Machinery & Equipment	26,855	51,150			0	0%			0	0%
	Account:	32,586	51,150			0	***%	0	0	0	0%
420421	Fire Department - Facilities Station #1										
	930 Improvements Other than B					5,400	0%	11,500		11,500	213%
	Bay Lighting Updates										
	Apparatus Door Widening										
	Volunteer Day Room (50% w/ assoc)										
	Account:					5,400	0%	11,500	0	11,500	213%
420460	Fire Department - Suppression										
	940 Machinery & Equipment		1,300	71,658		0	0%			0	0%
	Account:		1,300	71,658		0	***%	0	0	0	0%
420730	Emergency Medical Services										
	940 Machinery & Equipment			20,650		0	0%			0	0%
	Account:			20,650		0	***%	0	0	0	0%
430100	Public Works Administration										
	212 Small Non-capitalized Equ	2,880				0	0%			0	0%
	360 Repair & Maintenance Serv	4,179				0	0%			0	0%
	940 Machinery & Equipment		11,347			0	0%			0	0%
	Account:	7,059	11,347			0	***%	0	0	0	0%
430200	Road & Street Services										
	940 Machinery & Equipment					0	0%	4,700		4,700	*****%
	Bobcat Replacement										
	Account:					0	***%	4,700	0	4,700	*****%
460430	Parks										
	930 Improvements Other than B	1,900				0	0%			0	0%
	950 Construction				7,685	5,000	154%			0	0%
	Account:	1,900			7,685	5,000	154%	0	0	0	0%
460450	Spectator Recreation - Pool										
	930 Improvements Other than B	6,908				0	0%			0	0%
	Account:	6,908				0	***%	0	0	0	0%
521000	Interfund Operating Transfers Out										
	820 Transfers to Other Funds	6,079			29,000	21,600	134%			0	0%
	Account:	6,079			29,000	21,600	134%	0	0	0	0%
	Fund:	67,666	78,944	92,308	43,737	47,500	92%	56,200	0	56,200	118%

Page: 22 of 31
Report ID: B240B

Page: 23 of 31
Report ID: B240B

[illegible]

Page: 24 of 31
Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		15-16	16-17	17-18	18-19	Budget	Exp.	Budget	Changes	Budget	Old
						18-19	18-19	19-20	19-20	19-20	19-20
370	Travel	806	837	678	836	1,520	55%	2,000		2,000	132%
	Trainings in Bozeman, Great Falls, Helena and Missoula										
380	Training Services	917	743	665	660	900	73%	1,200		1,200	133%
	New employee and other training										
500	Help 4 You Assistance	298	833	954	1,164	983	118%	1,259		1,259	128%
	\$104.88 per month										
510	Insurance	5,177	4,644	4,656	4,810	4,561	105%	5,370		5,370	118%
	\$4,007 PR liability										
	156 Vehicles										
	37 Equipment										
	437 Facility										
	19 E&O										
520	Premiums on Surety Bond	31	31	31	15	0	***%	33		33	*****%
	50% UB Clerk										
940	Machinery & Equipment				22,470	23,333	96%	9,405		9,405	40%
	Bobcat Replacement										
	Account:	180,704	181,518	197,597	202,489	196,075	103%	205,702	0	205,702	105%
430530	Source of Supply & Pumping (Wells)										
212	Small Non-capitalized Equ				244	2,750	9%			0	0%
220	Operating Supplies	148	8,450	110	400	270	148%	200		200	74%
	\$200 Drying tubes										
230	Repair & Maintenance Supp	1,037		2,155	599	200	300%	2,200		2,200	1100%
	\$2,000 CL2 and Ortho										
	200 Tubing and fittings										
340	Utility Services	52,049	53,791	52,778	62,741	58,750	107%	60,160		60,160	102%
	\$59,625 Northwestern Energy										
	535 CenturyLink										
350	Professional Services	1,935	2,217	7,500	5,480	1,000	548%	20,000		20,000	2000%
	Well pump service										
360	Repair & Maintenance Serv	1,592	1,767	1,153	6,037	1,488	406%	5,000		5,000	336%
510	Insurance	757	757	757	765	765	100%	797		797	104%
	\$796 Facility										
910	Land					0	0%	250,000		250,000	*****%
930	Improvements Other than B				42,199	1,000,000	4%	25,000		25,000	3%
	Water Storage Project										
940	Machinery & Equipment					0	0%	95,500		95,500	*****%
	Well Field Pump Replacements										
	Account:	57,518	66,982	64,453	118,465	1,065,223	11%	458,857	0	458,857	43%
430540	Purification and Treatment (Plant)										
210	Office Supplies & Materia		4			0	0%			0	0%
212	Small Non-capitalized Equ				1,688	0	***%	4,000		4,000	*****%
	SCADA computer										
220	Operating Supplies	7,772	1,728	12,991	13,961	12,930	108%	14,000		14,000	108%
	CL2 - Ortho										
230	Repair & Maintenance Supp	1,542	1,218	270	752	200	376%	1,000		1,000	500%
231	Gas, Oil, Diesel Fuel, Gr		164	42		476	0%	200		200	42%
340	Utility Services	2,634	1,189	2,392	3,718	2,885	129%	3,202		3,202	111%
	\$ 479 Rocky Mountain Internet										
	2,221 Northwestern Energy										
	502 CenturyLink										

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 25 of 31
Report ID: B240B

Account	Object	Actuals				Current Budget	% Exp.	Prelim. Budget	Budget Changes	Final Budget	% Old Budget
		15-16	16-17	17-18	18-19	18-19	18-19	19-20	19-20	19-20	19-20
350	Professional Services	2,700		2,413	1,517	4,000	38%	870		870	22%
510	Insurance	2,182	2,182	2,182	2,204	2,204	100%	2,293		2,293	104%
92,293	Facility										
	Account:	16,830	6,485	20,290	23,840	22,695	105%	25,565	0	25,565	113%
430550	Transmission & Distribution (Lines)										
220	Operating Supplies		4,442	8,501	42,079	6,060	694%	23,904		23,904	394%
	Meter head replacements (100 x \$239.04 each)										
230	Repair & Maintenance Supp	17,433	16,823	12,579	6,055	1,105	548%			0	0%
340	Utility Services	1,605	1,651	1,544	1,855	1,633	114%	1,712		1,712	105%
91,579	Northwestern Energy										
100	Underground pipeline (Feb 20 - Jan 21)										
33	Underground pipeline (Dec 19 - Nov 20)										
350	Professional Services	17,338	-11,465			11,000	0%	3,500		3,500	32%
	Street patching										
360	Repair & Maintenance Serv		814	300	8,621	11,750	73%	5,000		5,000	43%
	Reservoir leak repair										
510	Insurance					99	0%			0	0%
	Account:	36,376	12,264	22,924	58,610	31,647	185%	34,116	0	34,116	108%
	Fund:	291,428	267,249	305,264	403,409	1,315,640	31%	724,240	0	724,240	55%
5220	WATER PROJECT										
430500	Water Utilities										
350	Professional Services	17,467	513			0	0%			0	0%
950	Construction	74,877				0	0%			0	0%
	Account:	92,344	513			0	***%	0	0	0	0%
521000	Interfund Operating Transfers Out										
820	Transfers to Other Funds	170,000				0	0%			0	0%
	Account:	170,000				0	***%	0	0	0	0%
	Fund:	262,344	513			0	0%	0	0	0	0%
5250	WATER BOND PRINCIPAL & INTEREST										
490200	Revenue Bonds										
610	Principal	31,901	31,901	31,901	31,901	35,170	91%	35,237		35,237	100%
620	Interest	59,107	59,107	59,107	59,107	55,838	106%	55,771		55,771	100%
	Account:	91,008	91,008	91,008	91,008	91,008	100%	91,008	0	91,008	100%
521000	Interfund Operating Transfers Out										
820	Transfers to Other Funds	566,116				0	0%			0	0%
	Account:	566,116				0	***%	0	0	0	0%
	Fund:	657,124	91,008	91,008	91,008	91,008	100%	91,008	0	91,008	100%

Page: 26 of 31
Report ID: B240B

[illegible]

Page: 27 of 31
Report ID: B240B

Account	Object	Actuals				Current Budget 18-19	% Exp. 18-19	Prelim. Budget 19-20	Budget Changes 19-20	Final Budget 19-20	% Old Budget 19-20
		15-16	16-17	17-18	18-19						
350	Professional Services	6,804	7,928	14,597	13,605	12,669	107%	9,654		9,654	76%
\$1,407	50% BMS utility billing										
1,032	30% BMS payroll/direct deposit										
1,108	30% BMS accounting/budgeting										
268	40% BMS cash receipting										
26	annual fire extinguisher maintenance										
4,080	30% annual audit fee										
450	30% annual website maintenance										
390	30% AFR filing fee										
133	CDL physicals 1/3 of 4										
356	Information Technology Se					0	0%	6,000		6,000	*****%
360	Repair & Maintenance Serv	456	2,459	2,258	1,470	4,000	37%	4,000		4,000	100%
	Pumps & equipment										
370	Travel	511	464	97	561	1,470	38%	1,650		1,650	112%
\$450	Bozeman meals, fuel & hotel										
425	Great Falls meals, fuel & hotel										
250	Helena meals, fuel & hotel										
75	Missoula meals & fuel										
450	CEC project										
380	Training Services	305	107	25	107	800	13%	1,200		1,200	150%
	New employee and other employee training										
500	Help 4 You Assistance	639	1,783	2,043	2,492	2,106	118%	2,696		2,696	128%
	\$224.64/month										
510	Insurance	5,126	4,575	4,593	4,708	4,360	108%	5,208		5,208	119%
\$3,809	PR liability										
156	Vehicles										
437	Facility										
109	Equipment										
19	E60										
520	Premiums on Surety Bond	31	31	31	15	0	***%	33		33	*****%
	50% UB Clerk										
940	Machinery & Equipment				22,470	23,333	96%	9,405		9,405	40%
	Bobcat Replacement										
	Account:	170,401	179,928	166,929	204,258	201,430	101%	203,243	0	203,243	101%
430630	Collection & Transmission - Main Lines										
220	Operating Supplies	1,954	55	53	26	200	13%	100		100	50%
	Couplers/saddles										
230	Repair & Maintenance Supp	6,109	1,958	5,139	2,499	3,970	63%	4,200		4,200	106%
\$3,500	Degreaser/root killer										
500	Manhole repair rings										
200	Misc. r&m parts										
340	Utility Services	92	92	92	92	92	100%	258		258	280%
\$200	809' storm drain (Dec 19 - Nov 20)										
33	Underground sewer pipeline (Dec 19 - Nov 20)										
25	Underground sewer pipeline (Feb 20 - Jan 21)										
350	Professional Services	3,054		1,500	1,892	17,750	11%	3,500		3,500	20%
\$3,500	Street patching										
360	Repair & Maintenance Serv	60	12,701	8,675	6,877	8,750	79%	9,000		9,000	103%
\$9,000	Jetting sewer mains										

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 28 of 31
Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		15-16	16-17	17-18	18-19	Budget	Exp.	Budget	Changes	Budget	Budget
						18-19	18-19	19-20	19-20	19-20	19-20
510	Insurance					228	0%			0	0%
	Account:	11,269	14,806	15,459	11,386	30,990	37%	17,058	0	17,058	55%
430640	Treatment and Disposal - Plants										
212	Small Non-capitalized Equ	13,738	9,878	994	17,616	20,024	88%			0	0%
220	Operating Supplies	1,438	8,556	3,492	5,446	4,058	134%	4,200		4,200	103%
	54,000 Chemicals										
	100 Water for testing										
	100 Misc. supplies										
230	Repair & Maintenance Supp	7,695	5,550	4,642	2,202	200	***%	4,500		4,500	2250%
	33,000 Sludge press repair/maint parts										
	1,500 UV lamps										
231	Gas, Oil, Diesel Fuel, Gr		246	153		476	0%	200		200	42%
	Generator fuel, blower oil, synthetic oil and gear oil										
330	Publicity, Subscriptions		1,500			0	0%			0	0%
340	Utility Services	49,660	49,331	46,513	55,387	51,481	108%	54,690		54,690	106%
	553,382 Northwestern Energy										
	828 CenturyLink										
	380 Bitter Root Disposal										
350	Professional Services	15,472	14,223	14,844	16,221	21,700	75%	18,500		18,500	85%
	3,500 Sludge pump rebuild										
	5,000 Sludge hauling										
	10,000 Engineering										
360	Repair & Maintenance Serv	22,142	4,257	3,351	9,236	7,191	128%	10,000		10,000	139%
	Equipment repairs										
510	Insurance	8,560	8,560	9,550	9,646	9,646	100%	10,033		10,033	104%
	510,032 Facility										
940	Machinery & Equipment				11,169	10,000	112%			0	0%
	Account:	118,705	102,101	83,539	126,923	124,776	102%	102,123	0	102,123	82%
	Fund:	300,375	296,735	305,492	342,572	357,196	96%	322,424	0	322,424	90%
5320	SEWER PROJECT										
430600	Sewer Utilities										
350	Professional Services	194,035	81,616			0	0%			0	0%
950	Construction	3,180,256	217,628			0	0%			0	0%
	Account:	3,374,291	299,244			0	***%	0	0	0	0%
521000	Interfund Operating Transfers Out										
820	Transfers to Other Funds	140,200				0	0%			0	0%
	Account:	140,200				0	***%	0	0	0	0%
	Fund:	3,514,491	299,244			0	0%	0	0	0	0%

Page: 29 of 31
Report ID: B240B

[illegible]

04/01/20
17:29:54

TOWN OF STEVENSVILLE
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2019 - 2020

Page: 30 of 31
Report ID: B240B

Account	Object	Actuals				Current Budget		Prelim. Budget	Budget Changes	Final Budget	% Old Budget
		15-16	16-17	17-18	18-19	18-19	18-19				
356	Information Technology Se					0	0%	1,200		1,200	****%
360	Repair & Maintenance Serv			1,164	4,357	4,600	95%	1,375		1,375	30%
	Annual AWOS contracted service										
370	Travel	212	480	107	327	200	164%	250		250	125%
	Aviation conference travel & lodging										
380	Training Services	42	110	120	150	120	125%	150		150	125%
	Aviation conference registration (2)										
510	Insurance	2,623	2,618	2,656	4,208	2,509	168%	2,719		2,719	108%
	\$ 193 PR liability										
	671 Vehicles										
	454 Facility										
	16 E&O										
	37 Equipment										
	1350 Mountain Air - liability										
900	CAPITAL OUTLAY		-27,200			0	0%			0	0%
940	Machinery & Equipment					0	0%	6,500		6,500	****%
	Account:	13,712	-12,072	18,115	26,017	19,030	137%	27,269	0	27,269	143%
490500	Other Debt Service Payments										
610	Principal	7,885	7,885	14,985	10,381	10,381	100%			0	0%
620	Interest	918	674	1,052	1,306	1,306	100%			0	0%
	Account:	8,803	8,559	16,037	11,687	11,687	100%	0	0	0	0%
521000	Interfund Operating Transfers Out										
820	Transfers to Other Funds	24,544				0	0%			0	0%
	Account:	24,544				0	***%	0	0	0	0%
	Fund:	47,059	-3,513	34,152	37,704	30,717	123%	27,269	0	27,269	89%
5620	AIRPORT PROJECT										
430300	Airport										
330	Publicity, Subscriptions	58				0	0%			0	0%
350	Professional Services	8,990	282,132		158,097	167,800	94%			0	0%
950	Construction	222,000	1,790,579		20,830	0	***%	215,000		215,000	****%
	Runway project										
	Account:	231,048	2,072,711		178,927	167,800	107%	215,000	0	215,000	128%
	Fund:	231,048	2,072,711		178,927	167,800	107%	215,000	0	215,000	128%
7120	FIREMEN'S DISABILITY										
510300	Other Unallocated Costs										
780	Intergovernmental TRF to	3,553	3,571	3,888	4,012	3,708	108%	4,000		4,000	108%
	Account:	3,553	3,571	3,888	4,012	3,708	108%	4,000	0	4,000	108%
	Fund:	3,553	3,571	3,888	4,012	3,708	108%	4,000	0	4,000	108%

Grand Total:	7,062,760	4,311,745	1,953,852	2,204,558	3,209,319	2,718,707	0	2,718,707
--------------	-----------	-----------	-----------	-----------	-----------	-----------	---	-----------

EXHIBIT “A-5”

EXHIBIT “A-5”



Master Customer Agreement

Beyond delivering reliable computer solutions to our customers, First Call's goal is to create and maintain a satisfying business relationship for both parties.

First Call and our customers should be allies working together to benefit one another, not opponents trying to overcome the other. A Master Customer Agreement is nothing more than a tool to help the organizations satisfy one another.

This Agreement must be signed by both parties one time prior to Agreements, Orders or Statement of Works being fulfilled.

This MASTER CUSTOMER AGREEMENT (the "Agreement") is entered into as of Dec 12, 2019 ("Effective Date") between First Call Computer Solutions ("FCCS") and Law of Stevensville ("Customer").

1. **SCOPE OF AGREEMENT.** This Agreement serves as a master agreement and applies to Customer's Service and Product purchases or subscriptions from FCCS. No Product or Services will be provided under this Agreement alone, but may require the execution of a "Services Agreement", "Product Order", or "Statement of Work" (collectively the "Services"). The parties hereby further agree that the parties may execute multiple Services under this Agreement. In the event of any conflict between the terms of the Services and those of this Agreement, the terms of the Services will prevail.

2. **TERM AND TERMINATION.** This Agreement will begin on the Effective Date and will continue until each Services expires or is terminated. FCCS may: (a) terminate a specific Order if Customer fails to pay any applicable fees due for that Services within 30 days after receipt of written notice from FCCS of non-payment; and/or (b) terminate this Agreement or any Services if Customer commits any other material breach of this Agreement and fails to cure such breach within thirty (30) days after receipt of written notice from FCCS. If any Services are terminated, Customer will promptly pay FCCS for Services rendered, and expenses incurred through the termination date. FCCS may terminate any license granted for a Deliverable (as defined below) if (i) Customer does not pay FCCS for that Deliverable in accordance with this Agreement, or (ii) if Customer materially breaches any part of Section 4 of this Agreement.

3. **PAYMENT AND DELIVERY.** Customer will pay FCCS all fees due upon receipt of an invoice specifying the amounts due ("Fees"). If payment is not received on or before any invoice due date, FCCS reserves the right to charge an administrative fee calculated at a minimum rate of one and one-half percent (1.5%) per month from the date due until paid in full. Customer shall pay all expenses, including actual attorneys' fees, incurred by FCCS or its representatives in enforcing its rights under this Agreement, provided that FCCS is successful on the merits. Unless otherwise stated in Services, Customer agrees to pay or reimburse FCCS for all actual, necessary, and reasonable expenses incurred by FCCS in performance of such Services, which are capable of verification by receipt. FCCS will submit invoices to Customer for such fees and expenses either upon completion of the Services; or at stated intervals, in accordance with the applicable Services.

4. PROPRIETARY RIGHTS AND CONFIDENTIALITY.

4.1. **Work Product Ownership.** The parties acknowledge and agree that any works, ideas, systems, programming code, or other materials prepared and delivered by FCCS (collectively the "Work Product") in the course of providing Services will not be considered "works made for hire" under the copyright laws of the United States and that all rights, title and interests with respect to such materials shall remain with FCCS. Customer shall be entitled to use said Work Product only as a licensee of FCCS, which license shall remain in effect during the term of this Agreement.

4.2. **Mutual Confidentiality.** This Section sets out the terms for identification of information which is considered confidential and proprietary by a party (the "Discloser"), and restrictions against use and disclosure of such Confidential Information after disclosure to the other party (the "Recipient").

- (a) **Definition.** The term "Confidential Information" means all proprietary or confidential information that is disclosed to the Recipient by the Discloser, and includes, among other things (i) any and all information relating to products or services provided by a Discloser, its customer-related and financial information, source and executable code, flow charts, drawings, techniques, specifications, development and marketing plans, strategies, forecasts, and sales and marketing materials; (ii) the Product; and (iii) the terms of this Agreement. Confidential Information does not include information that Recipient can show:

(A) was rightfully in Recipient's possession without any obligation of confidentiality before receipt from the Discloser; (B) is or becomes a matter of public knowledge through no fault of Recipient; (C) is rightfully received by Recipient from a third party without violation of a duty of confidentiality; or (D) is or was independently developed by or for Recipient.

- (b) **Disclosure Restrictions.** Recipient may not disclose Confidential Information of Discloser to any third party without the prior written consent of Discloser and shall make reasonable attempts to prevent any



Master Customer Agreement

unauthorized disclosure by its employees, agents, contractors and consultants.

5. ALLOCATION OF RISK

5.1. Disclaimer of Damages. EXCEPT FOR VIOLATIONS OF SECTION 4, NEITHER PARTY, NOR ITS AFFILIATES AND LICENSORS, ARE LIABLE TO THE OTHER PARTY, OR ITS AFFILIATES OR LICENSORS, FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE WORK PRODUCT (INCLUDING WITHOUT LIMITATION LOST PROFITS, LOST COMPUTER USAGE, AND DAMAGE OR LOSS OF USE OF DATA), EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND IRRESPECTIVE OF THE NEGLIGENCE OF EITHER PARTY OR WHETHER SUCH DAMAGES RESULT FROM A CLAIM ARISING UNDER TORT OR CONTRACT LAW.

5.2. Limitation of Liability. EXCEPT FOR VIOLATIONS OF SECTION 4, FCCS'S LIABILITY FOR DIRECT DAMAGES ARISING OUT OF OR RELATING TO THIS AGREEMENT IS LIMITED TO THE GREATER OF THE AMOUNT PAID OR PAYABLE BY CUSTOMER FOR THE APPLICABLE WORK PRODUCT OR SERVICE IN THE MONTH PROVIDED

5.3. Injunctive Relief. Both parties acknowledge that their violation of Section 4 may cause the other party immediate and irreparable harm. In the event of such breach, the breaching party agrees that the other party may seek, in addition to any and all other remedies available at law, an injunction, specific performance or other appropriate relief.

6. SERVICES-SPECIFIC TERMS.

6.1. All Necessary Rights. If, as part of FCCS's performance of Services, FCCS is required to use, copy or modify any third party system (hardware, software or other technology) provided or licensed to Customer, then prior to FCCS's performance of such Services, Customer will acquire all rights necessary for FCCS to perform such Services.

6.2. Limited Warranty. FCCS warrants that the Services performed will be of a quality conforming to generally accepted practices that are standard within the IT services industry for a period of thirty (30) days from completion of the Services under the applicable Statement of Work. Customer's exclusive remedy and FCCS's entire liability under this warranty will be for FCCS to re-perform any non-conforming portion of the Services within a reasonable period of time, or if FCCS cannot remedy the breach during such time period then refund the portion of the fee attributable to such nonconforming portion of the Services. This warranty will not apply to the

extent Customer, its contractors or agents have modified any Deliverable, unless otherwise authorized by FCCS in writing. **THIS WARRANTY AND CONDITION IS IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS. THERE ARE NO OTHER EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

6.3. Hardware or Software. Customer may, from time to time, purchase/acquire or subscribe Hardware and/or Software ("OEM Product") from FCCS in whole or in part of Services. In such cases, FCCS is acting as a reseller for a third party. All restrictions, and other terms pertaining to the OEM Product are found only in the applicable agreement provided by the original equipment manufacturer (OEM) of the OEM Product (the "OEM Agreement"), and such OEM Agreement is only between Customer and the OEM. Services providing OEM Product shall only be effective upon written acknowledgment and acceptance of such Services by FCCS.

(a) **NO WARRANTY.** EXCEPT FOR WARRANTIES PROVIDED BY THE OEM IN THE OEM AGREEMENT, THE OEM PRODUCT IS PROVIDED "AS IS", WITH ALL FAULTS. FCCS SPECIFICALLY DISCLAIMS ALL WARRANTIES, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT AND QUIET ENJOYMENT.

6.4. Change Management. The scope of the Services provided by FCCS is defined in the agreement for Services. Any change in the scope of the Services must be mutually agreed in writing by both parties. Any changes in the scope of work for the Services may be subject to a change in the associated price for the services.

7. INSURANCE AND RELATIONSHIP

7.1. Insurance. FCCS will provide and maintain during its rendition of the Services, but only for losses arising out of FCCS's work for Customer:

- (a) Worker's Compensation and related insurance as prescribed by the law of the state applicable to the employees performing such Services.
- (b) Employer's liability insurance; Comprehensive/commercial general liability insurance;
- (c) Comprehensive motor vehicle liability insurance, including coverage for owned, hired, leased, and rented vehicles.

7.2. Independent Contractor. Nothing in this Agreement will be construed to make either party an employer, employee, agent or partner of the other, and this Agreement will not be construed to create rights,



Master Customer Agreement

express or implied, on behalf of or for the use of any party other than FCCS and Customer. All of the Services performed by FCCS will be performed as an independent contractor. FCCS will perform such Services under the general direction of Customer, but FCCS will have sole discretion to determine the manner, method and means of performing such Services subject to the provisions of this Agreement and applicable Statement of Work.

7.3. Non-Solicitation or Hiring. Customer understands that FCCS has gone through considerable time and expense in training, orienting, and equipping its employees with the knowledge and experience to perform their duties. To protect its relationships with its customers, FCCS has restricted its employees from soliciting FCCS customers after said employee is no longer employed by FCCS. Customer also agrees that it shall not retain any former employee of FCCS, without the prior written consent of Company, to perform any Services which are substantially similar to those provided by FCCS. Customer understands that a violation of this provision by Customer may also be deemed a tortious interference with FCCS' employment contract with its employee.

7.4. Mutual Indemnity. Each party will indemnify, defend and hold harmless the other party from all claims, liabilities or expenses for physical damage to real property or tangible personal property and bodily injury, including death, to the extent caused by the negligence or willful misconduct of the indemnifying party's employees or contractors arising out of this Agreement and while at the Customers premises. The foregoing indemnities are contingent upon the party seeking indemnity giving prompt written notice to the indemnifying party of any claim, demand or action, and cooperating with the indemnifying party in the defense or settlement of any such claim, demand or action.

8. MISCELLANEOUS/OTHER PROVISIONS.

8.1. Severability. Should any provision of this Agreement be invalid, or unenforceable, the remainder of the provisions will remain in effect. In the event of a dispute, the prevailing party in any litigation or arbitration will be entitled to recover its attorneys' fees and cost incurred from the other party.

8.2. Notices. Unless otherwise provided, notices to either party will be in writing to the address indicated above, or as later amended, and deemed effective when received.

8.3. Pricing. First Call is not liable for pricing errors. If an order is placed for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your

authorization for the additional charge, or assist you with return of the product.

8.4. Verification. Upon FCCS's written request, Customer will provide FCCS with a certification signed by an officer of Customer verifying that Product is being used pursuant to the terms of this Agreement, including without limitation the licensed capacity of the Product. FCCS may, at its expense, audit Customer's use of Product to confirm Customer's compliance with this Agreement. Any such audit will be conducted during regular business hours at Customer's facilities and will not unreasonably interfere with Customer's business activities. If an audit reveals that Customer has underpaid Fees to FCCS, Customer will pay such underpaid Fees. If the underpaid Fees exceed five percent (5%) of the Fees paid, then Customer will also pay FCCS's reasonable costs of conducting the audit.

8.5. Assignment. Customer may not assign this Agreement or any rights granted in this Agreement to any third party, except with the prior written consent of FCCS.

8.6. No Waivers. Failure of a party to require performance by the other party under this Agreement will not affect the right of such party to require performance in the future. A waiver by a party of any breach of any term of this Agreement will not be construed as a waiver of any continuing or succeeding breach.

8.7. Force Majeure. Any delay or failure of any party to perform any obligation under this Agreement caused by governmental restrictions, labor disputes, storms or natural disasters, emergency, or other causes beyond the reasonable control of the party, will not be deemed a breach of this Agreement. This provision does not apply to the payment of monies or any breach of Section 4.

8.8. Entire Agreement. This Agreement, together with each Service, constitutes the entire agreement between Customer and FCCS, and supersedes any prior or contemporaneous negotiations or agreements, whether oral or written, concerning this subject matter. This Agreement, and each Service, may be modified only in a mutually signed writing between Customer and FCCS. In the event of a conflict between this Agreement, any Service, the terms of the Service will control, followed by the terms of the applicable Service and then this Agreement.

8.9. Referencing. Customer agrees that FCCS and its Affiliates may refer to Customer as a customer of FCCS, both internally and in externally published media.



Master Customer Agreement

8.10. Governing Law. ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THE SERVICES, WORK PRODUCT AND/OR THIS AGREEMENT WILL BE VENUED IN THE STATE OF MONTANA FOURTH JUDICIAL DISTRICT, MISSOULA COUNTY. THE PARTIES AGREE THAT SAID COURT SHALL HAVE JURIDICSION OVER ANY SUCH CLAIMS AND IS THE PROPER VENUE FOR ANY DISPUTES ARISING UNDER THIS AGREEMENT.

8.11. Survival. Sections 2, 4, 5, 6 and 7 will survive the termination or expiration of this Agreement. The prevailing party in any litigation proceeding is entitled to recover, from the other party, its reasonable attorneys' fees and necessary costs incurred in such proceeding.

This Agreement is effective only upon execution by FCCS and Customer. Each party hereto warrants and represents that this Agreement constitutes the legal, valid and binding obligation of such party as of the Effective Date.

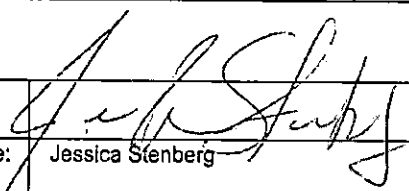
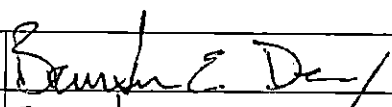
First Call Computer Solutions		Customer	
Signature:		Signature:	
Printed Name:	Jessica Stenberg	Printed Name:	Brandon E. Dewey
Title:	vCIO	Title:	Mayor
Date:	12/12/2019	Date:	12-12-2019

EXHIBIT "A-6"

EXHIBIT "A-6"



Town of Stevensville Purchasing Policy

Purpose: The Town of Stevensville takes care to ensure that we comply with federal and state laws and Town ordinances for all expenditures. The public can rely on us to make fair, competitive, and open purchasing decisions that are in the best interest of the Town.

Policy:

1. General Provisions:

- a) No employee will personally benefit from a contract or purchase entered into by the Town of Stevensville.
- b) No employee will use Town funds for personal purchases of any nature.
 - i) Authorized personal use of Town-provided cell phone, data devices, and internet usage is allowed in certain cases, according to the Town's phone and internet usage policy.
- c) No employee will receive a commission, profit, gratuity, or gift as a result of any contract or purchase made by the Town.
- d) Itemized receipts and invoices are required for all purchases. Details must be shown to ensure the public can determine EXACTLY what is being paid for, including individual units purchased and/or hours of service and the associated rate for each.
- e) All boards, committees, or other recognized entities of the Town of Stevensville wherein a Town employee is the authorized approver of the board's purchases must comply with this purchasing policy.



Town of Stevensville Purchasing Policy

2. Transaction with employees and related parties:

- a) The Town does not contract with or purchase goods or services from employees or employee-owned businesses.
- b) The Town does not contract with or purchase goods or services from a business owned by an employee's spouse, ex-spouse, mother, father, sister, brother, child, step-child, or adopted child.
- c) Waiver of these employee and related-party restrictions can only be granted by the Town Council BEFORE the purchase or contract has been entered into. Such a waiver requires a publicly advertised hearing for that specific purpose, along with consideration of the circumstances and factors outlined in MCA 7-5-4109.
- d) Provisions for annual review and disclosure of employee-vendor relationships will be developed by the Treasurer, with disclosures on file in the Town Clerk's office.

3. Credit Card transactions: Use of credit card accounts can be advantageous to the Town. We seek to take advantage of the convenience of these accounts.

- a) Items charged to credit card accounts are subject to all existing purchasing and approval requirements.
- b) Cash advances are prohibited.

4. Meal and food purchases: Meal and food purchases are subject to all existing purchasing and approval requirements.

- a) All meal and food purchases must have receipts.
- b) Town of Stevensville Per Diem amounts follow the established State of Montana rates.
- c) The purchase of alcohol and tobacco with Town funds is prohibited.



Town of Stevensville Purchasing Policy

5. Information technology software and hardware purchases: Computers, servers, telephones, cell phones, personal data devices, printers, etc. All technology-related purchases, both hardware and software, must be approved by the Mayor prior to purchase.

6. Prevailing wage requirements: Certain "public works construction contracts and other Town non-construction contracts over \$25,000 must pay Montana's prevailing wage. Refer to Section 18-2-401 MCA for definitions of these services.

7. Documentation and selection of vendors:

a) Purchasing goods: i.e. supplies, materials, equipment, or other assets. The Town seeks the lowest life-cycle costs when comparing like goods. Estimated useful life and maintenance costs must be documented whenever they are factored into purchasing decisions.

i) Purchases up to \$500 per Department. The department may purchase at the Department Supervisor's authorized signatory's discretion.

ii) \$501 - \$1,500 per Department. The department may purchase at the Department Supervisor's authorized signatory discretion. For new vendors, the Department Supervisor will get a minimum of two phone quotes (or other documentation, i.e. catalog price lists, online price listings, etc.) for the item. For existing vendors, the Department Supervisor will do an annual review of vendor pricing vs. their competition. Documentation must accompany the claim submitted for approval.

iii) \$1,501 - \$25,000 per Department. A minimum of two written quotes (on vendor's stationary) is required. Documentation must accompany the claim submitted for approval. For existing vendors, the Department Supervisor will do an annual review of vendor pricing vs. their competition.

For purchases contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's need only get approval by the Mayor prior to purchasing.



Town of Stevensville Purchasing Policy

For purchases not contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's must obtain prior purchase approval from the Mayor and the Town Council.

iv) \$25,001 - \$79,999. A minimum of three written quotes on vendor's stationary is required. Documentation must accompany the claim submitted for approval.

For purchases contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's need only get approval by the Mayor prior to purchasing.

For purchases not contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's must obtain prior purchase approval from the Mayor and the Town Council.

v) \$80,000 and up. All items in this range must follow the formal advertisement process as outlined in MT MCA 7-5-4302. All purchases in this category must receive prior Town Council approval.

b) Purchasing services: Contracts for services are awarded to the lowest most-responsible vendor or bidder. When determining which vendor or bidder is the lowest most responsible you may take into consideration generally available information regarding their skill, ability, their integrity to do faithful, conscientious work, and promptly, fulfill the contract according to its letter and spirit. (Including: qualifications, available Staff, references, delivery date, inspection, testing, quality and workmanship, etc.). All contracts for services must be approved by the Town Council.

i) For all Architectural, Engineering, and Land-Surveying services: Advertised Requests for Proposals or Requests for Qualifications must be made for services costing over \$20,000. Refer to Section 18-8-201 MCA for the procedures required for selection of these vendors.



Town of Stevensville Purchasing Policy

ii) **Other Professional Services:** as per the Town's policy, any contract must be approved in advance by the Town Council. In regards to contracting for other professional services, including non-construction services as defined in Section 18-2-401 (9) MCA:

- Professional services totaling up to \$1,500 per agreement
 - The department may purchase at the Department Supervisor's authorized signatory's discretion
- Professional Services totaling between \$1,501 - \$25,000 per agreement:
 - At least three written quotes must be accumulated, with the lowest most-responsible vendor selected

For purchases contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's need only get confirmation by the Mayor prior to purchasing.

For purchases not contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's must obtain prior purchase approval from the Mayor and the Town Council.

- Professional Services totaling \$25,001 or more per agreement:
 - A published Request for Proposals must be made, with the lowest most-responsible vendor selected

For purchases contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's need only get confirmation by the Mayor prior to purchasing.

For purchases not contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's must obtain prior purchase approval from the Mayor and the Town Council.

ii)



Town of Stevensville Purchasing Policy

ii) **Government Services (GSA, WSCA, etc.) Procurement:** Supplies, equipment, and other professional services may be purchased from another government entity (including government purchasing programs) without bids or advertisements when done so at a substantial savings to the Town.

- It should be noted that these purchasing arrangements are often, but not always the lowest price available.
- Requirements for prevailing wages must still be met for public works construction contracts and non-construction contracts over \$25,000. Refer to Section 17-2-401 MCA for definitions of these services.

iii) **Special Cases for Sole Source Purchases:** In the case of some of the Town's information technology, building mechanical, public works utility, and other infrastructure, it is in the best interest of the Town to maintain a compatible and reliable system provided by a single vendor. For cases where:

- There is only one source for the supply or service item, or
- Only one source is acceptable or suitable for the supply or service item, or service item.

Refer to specific dollar amount purchasing authority guidelines to determine Department Supervisor purchasing authority limits.

8. Approval of purchases: Payment for any goods or service purchased by the Town must be approved by the Town Council as part of the bi-weekly claims process. The following must appear on each claim submitted to the Treasurer:

- Authorizing signature: must be the Department Supervisor.
- To verify receipts of goods, packing slip and/or other shipping documents must be submitted to the Treasurer.

9. Emergency purchasing provisions: In the case of an emergency or disaster declared under Section 10-3-401 MCA, these purchasing rules may be temporarily suspended.

10. Violations of this policy: Violations of this policy are subject to disciplinary action in accordance with the Personnel Policy.

EXHIBIT “A-7”

EXHIBIT “A-7”

Stevensville Town Council Meeting
Minutes for
THURSDAY, JANUARY 09, 2020
7:00 PM

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

3. Approval of Minutes

- a. December 12, 2019 Public Hearing
- b. December 12, 2019

Councilmember Holcomb made the Motion to approve the December 12th Public Hearing and December 12th meeting minutes. The Motion was then seconded by Councilmember Devlin. Mayor Dewey called for public comment, then called for the vote, starting with councilmember Holcomb "Aye," Devlin "Aye," Vick "Aye," Michalson "Abstain." Motion passes, 3-0 with one Abstained vote.

4. Approval of Bi-Weekly Claims

- a. Claims #15689-15706

Council members, Finance Officer and Mayor Dewey had discussion on questions from council, including claims #1568, the Building Dept Verizon bill; #15697, Owens Law Firm, the yearly budget and the need for the attorney to be present at every meeting; #15695, First Call Computer Solutions, IT service; #15705, Ravalli County Finance, paging equipment; #15704, Premier Paints, paint for the park benches which was a boy scout project where the labor was donated.

Mayor Dewey called for the vote from council on the claims, starting with councilmember Vick "Aye," Michalson "Aye," Devlin "Aye," and Holcomb "Aye." Motion passes 4-0.

5. Administrative Reports

- a. Airport Manager's Report

Craig Thomas reported for the airport, introducing Katie Coleman-Assad, whom was present tonight. She is interested in becoming the new airport manager with her flight instruction experience, while working toward a Master's Degree in Aeronautics.

- b. Building Department Report

The Building Inspector's report has been provided in the packet, with eight total permits issued in the month of December, totaling \$2,938.63.

- c. Finance Report

The Finance Officer reported for the finance department including the Budget verse Actual. The purchase of a backhoe will be discussed later in the evening. He also gave an update on the progress with Jennifer Cote.

- d. Fire Department Report

EXHIBIT "A-8"

EXHIBIT "A-8"

01/02/20
18:58:59

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 1/20

Page: 1 of 4
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15689	E	230	Verizon Wireless	413.80					
	Dec 19	12/18/19	Cell Phone - Mayor	37.39			1000 410200	340	101000
	Dec 19	12/18/19	Cell Phone - PD	182.05			1000 420100	340	101000
	Dec 19	12/18/19	Cell Phone - BD	110.15			2394 420531	340	101000
	Dec 19	12/18/19	Cell Phone - H2O	32.64			5210 430510	340	101000
	Dec 19	12/18/19	Cell Phone - Sewer	32.65			5310 430610	340	101000
	Dec 19	12/18/19	Cell Phone - Airport	18.92			5610 430300	340	101000
			*** Claim from another period (12/19) ****						
15690		1061	WESTERN BUILDING CENTER	18.99					
	15089194	12/26/19	Door Threshold	18.99			1000 411201	235	101000
			*** Claim from another period (11/19) ****						
15692		1695	DPHSS EMSTS	35.00					
	11/01/19		EMS Service License Fee	35.00			1000 420410	330	101000
			*** Claim from another period (12/19) ****						
15693		690	Core & Main LP	1,610.33					
	L613506	12/09/19	1006-44 4 CONCX	6.68*			5210 430550	220	101000
	L628367	12/09/19	MM 1" Meeter Gal 3G	978.99*			5210 430550	220	101000
	L640430	12/11/19	3/4x100MM 1.5' MJ Gal 3G	604.71*			5210 430550	220	101000
	L652329	12/12/19	3/4x1/8 THK Rubber Washer	19.95*			5210 430550	220	101000
15694		957	FIRE APPARATUS REPAIR, LLC	1,743.31					
	5308	01/12/20	ONSPOT Chain Assy / Labor	1,743.31*			1000 420460	232	101000
			*** Claim from another period (12/19) ****						
15695		1696	First Call Computer Solutions,	4,200.00					
	64357-DR	12/13/19	Admin-OnBoarding Fee	630.00			1000 410550	356	101000
	64357-DR	12/13/19	PD-On Boarding Fee	630.00			1000 420100	356	101000
	64357-DR	12/13/19	C-On Boarding Fee	210.00			1000 410360	356	101000
	64357-DR	12/13/19	BD-On Boarding Fee	210.00*			2394 420531	356	101000
	64357-DR	12/13/19	FD-On Boarding Fee	210.00			1000 420410	356	101000
	64357-DR	12/13/19	Sewer-On Boarding Fee	1,050.00			5310 430610	356	101000
	64357-DR	12/13/19	Water-On Boarding Fee	1,050.00			5210 430510	356	101000
	64357-DR	12/13/19	Airport-On Boarding Fee	210.00			5610 430300	356	101000
			*** Claim from another period (12/19) ****						
15696		107	HACH CO.	352.48					
	11775199	10/28/19	KTO:Phosver 3 Phosphate RGT	319.00			5210 430540	220	101000
	11775199	10/28/19	Freight	33.48			5210 430540	220	101000
			*** Claim from another period (12/19) ****						
15697		1667	Owens Law Firm, PLLC	2,549.52					
	2798	01/02/20	PROSECUTING ATTY SERVICES	1,049.76			1000 411100	352	101000
	2797	01/02/20	TOWN LEGAL SERVICES	1,499.76*			1000 411100	350	101000

EXHIBIT "A-9"

EXHIBIT "A-9"

Stevensville Town Council Meeting
Minutes for
THURSDAY, FEBRUARY 27, 2020
7:00 PM

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Councilmembers Michalson, Vick and Devlin were present. Councilmember Holcomb had an excused absence. Staff and members of the public were also present.

2. Pledge of Allegiance

3. Public Comments (Public comment from citizens on items that are not on the agenda).

Stacie Barker, 104 Winslett Ave.

Spoke about Nicole Court Housing Project, a low-income housing unit, including changing hands, surveying of the land and permits required for this project.

Mark Adams, 610 E. 2nd Street.

Expressed concern about the Town of Stevensville Fire Dept. and the Rural Fire Dept.'s Inter-Local Agreement. For several reasons, including the ISO rating, which raises homeowners' insurance, he would like this agreement to be completed.

Dave Thorson, 106 Winslett Ave.

Wrote a letter to the Council and Mayor several months ago; Opposes any low-income housing units being built because of the increase in crime activity and very concerned about flooding in house crawl-spaces.

4. Approval of Minutes
- a. February 6, 2020 Board of Adjustments
 - b. February 13, 2020 Council Meeting

Councilmember Michalson made a motion to approve minutes from February 6, 2020 Board of Adjustments and the February 13, 2020 Council Meeting. The motion was seconded by Councilmember Vick. Mayor Dewey called for Public Comment before calling on the vote; Motion passes 3-0 vote.

5. Approval of Bi-Weekly Claims
- a. Claims #15681-15806

Councilmember Michalson made a request to see the agreement from First Call. Councilmember Vick made a Motion to fulfill that request. Mayor Dewey requested the Financial Officer to provide that information, as requested. Councilmember Michalson asked about Claims # 15780, including the trash bags, forestry supply pants. Mayor Dewey clarified those purchases.

Discussion continued after the Finance Officer provided the agreement of services to Councilmember Michalson on First Call. The process was started before the budget was

approved, and the agreement was included in the FY20 Budget and signed after the FY20 Budget was approved.

Councilmember Vick made a motion to delay the approval of Claim #15796 until March 12th meeting. The motion was seconded by Councilmember Michalson. Mayor Dewey called for Public Comment before calling for the vote, and the motion passed, 3-0.

Discussion continued on the current claims in front of Council tonight, including the Claim # 15780, for the Building Department's travel expenses for an international training conference; Then, continued with Claim #15808, Shipping for Gator.

Councilmember Devlin made a motion to approve the remaining claims. The motion was seconded by Councilmember Vick. Mayor Dewey called for Public Comment before calling on the vote; Motion passes 3-0 vote.

6. Administrative Reports

7. Guests

8. Correspondence

a. Letter from Attorneys Worden Thane P.C., Re: Sewer Lane Issues- 108 Main St.

The Correspondence is very lengthy; therefore, it will not be read outloud, the entire document is in the packet online, and the issue lies in MMIA's hands at this point.

9. Public Hearings

10. Unfinished Business

11. New Business

a. Discussion/Decision: Annual Review of Position Descriptions requested by Councilmember Michalson

Mr. Mayor explained Councilmember Michalson submitted an agenda item, previously and he obliged to allow us time to put these together in a structured, organizational chart, in your packet tonight, with the ability to access each position within that chart by clicking on that position. The chart is not active to navigate in the packet, but it is through the Town's website. Councilmember Michalson would like to take this agenda item to a COW meeting, as Councilmember Holcomb has requested. Councilmember Vick would like to make a secondary motion and delay the item to include it with item C. of New Business. The motion was seconded by Councilmember Michalson. Mr. Mayor called for discussion on the seconded motion, then called for Public Comment. Mayor Dewey called for the vote on the secondary motion and the motion passes, 3-0.

The original motion on the floor was then withdrawn.

b. Discussion/Decision: Town Attorney to be at Council Meetings only when approved by Mayor and Town Council President (Michalson/Holcomb)

Councilmember Michalson stated to Mr. Mayor, per the discussion on Tuesday, himself and staff feel more comfortable with the attorney being present during meetings. During that meeting, the Mayor stated that meetings in the past have gotten a little out of hand, and himself, Mr. Michalson stated then that he did not agree with that, and looking at the budgetary, we are over budget; Also, it's not the city attorney's job to keep the peace, as it's the Mayor's job to enforce council rules, and if he cannot do that, maybe the Chief of Police needs to be here.

Mayor Dewey agreed, it is not the Town Attorney's job to keep the peace but yet an available resource for the Council's decisions. It is more helpful to have him here, witnessing the meetings, rather than having to repeat the meetings in a non-biased way. The tenure of the council and administration is early to be making this decision and the Mayor would like to entertain that maybe after being here a full year, come back to this question after everyone feels more comfortable. Mayor Dewey reminded everyone that before the Council was appointed, members of the community expressed the desire to have the attorney present at our meetings. Mr. Mayor reminded Council that half of the attorney's bill for legal services is for prosecution; Mayor Dewey reiterated, as of today, we are not over budget in the General Fund. Discussion continued on the attorney's presence and the budget. The attorney stated that it is the town's business how they would like him to provide legal services.

Councilmember Vick made the motion to have Town Attorney present only when approved by the Mayor and Town Council President. The motion was seconded by Councilmember Michalson. Councilmember Devlin asked about other options until July, the next budget cycle, as both parties are never going to agree when the attorney needs to be present; Concerned, as to what that balance includes, or that determining factor. The Town attorney spoke about the options.

Mayor Dewey called for Public Comment.

Patrick Shourd, 507 Central Ave.

In favor of Mr. Owens' presence for Council's resource until that cost savings is determined.

Stacie Barker, 104 Winslett Ave.

Wondering where the budget amendment is from moving money around. The Council should know where the money is coming from.

Dawn Geiger, 222 Turner St.

Expressed that she has failed to see why the attorney not being here would be an emergency, if Council needed an answer, he could be called, as the attorney is not a doctor.

Mayor Dewey called for the vote and the motion passes, 3-0.

- c. Discussion/Decision: Schedule a Committee of the Whole Meeting to review Town of Stevensville Purchasing Policy (Michalson/Holcomb)

Councilmember Vick made a motion to schedule a COW Meeting to discuss agenda items a. & c. on Thursday, March 19th @ 6:30pm. The motion was seconded by Councilmember Michalson. Mayor Dewey called for Public Comment before calling on the vote; Motion passes 3-0 vote.

12. Executive Report

Mr. Mayor delivered his Executive Report, which is available online. Clarification was delivered on plans, not yet received at Town Hall for what is being called "Nicole Court." 3rd Street Improvement Project was also discussed, with residents being included on hopefully a neighborhood meeting. The Town was awarded a grant to complete the emergency generator at Town Hall. The organization/job description chart has been completed.

13. Town Council Comments

Councilmember Michalson spoke about the timeline of the inter-local agreement and the Council is done with it, as it is in the Mayor's hands.

Councilmember Devlin asked about the alley vacate and its progress. She will not be attending the March 27th Town Council Meeting due to family health matters.

14. Board Reports

15. Adjournment

Meeting adjourned at approximately 8:05 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

EXHIBIT "A-10"

EXHIBIT "A-10"

02/20/20
13:51:33

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 2/20

Page: 3 of 7
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice	Vendor #/Name/ #/Inv Data/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
			*** Claim from another period (1/20) ****									
15790			1659 CHS Mountain West CO-OP	2.99								
	UV4	129902	01/31/20 Washer Build Blue	2.99			5210		430510	231		101000
			*** Claim from another period (1/20) ****									
15792			1249 Montana Interactive	25.00								
	2473560	12/31/19	Court Clerk DMV Subscription	25.00			1000		410360	330		101000
			*** Claim from another period (1/20) ****									
15794	E		852 GENEX FLEETCARD	813.36								
	189615CL	01/31/20	Airport - Fuel	0.00			5610		430300	231		101000
	189615CL	01/31/20	FD - Fuel	79.99			1000		420460	231		101000
	189615CL	01/31/20	Amulance - Fuel	16.49			2230		420730	231		101000
	189615CL	01/31/20	PD - Fuel	305.93			1000		420100	231		101000
	189615CL	01/31/20	PW Admin - Fuel	42.28			1000		430100	231		101000
	189615CL	01/31/20	Road & Streets - Fuel	38.63			1000		430200	231		101000
	189615CL	01/31/20	Parks - Fuel	13.06			1000		460430	231		101000
	189615CL	01/31/20	Cemetery - Fuel	13.06			1000		430900	231		101000
	189615CL	01/31/20	Water - Fuel	151.96			5210		430510	231		101000
	189615CL	01/31/20	Sewer -Fuel	151.96			5310		430610	231		101000
15795			1709 Division of Motorist Services	10.00								
	Jan 2020	01/02/20	Driver license Records Reque	10.00			1000		420100	350		101000
15796			1696 First Call Computer Solutions,	2,100.00								
	64977	02/01/20	Admin-Monthly Fee	315.00			1000		410550	356		101000
	64977	02/01/20	PD-Monthly Fee	315.00			1000		420100	356		101000
	64977	02/01/20	C-Monthly Fee	105.00			1000		410360	356		101000
	64977	02/01/20	BD-Monthly Fee	105.00*			2394		420531	356		101000
	64977	02/01/20	FD-Monthly Fee	105.00			1000		420410	356		101000
	64977	02/01/20	Sewer-Monthly Fee	525.00			5310		430610	356		101000
	64977	02/01/20	Water-Monthly Fee	525.00			5210		430510	356		101000
	64977	02/01/20	Airport-Monthly Fee	105.00			5610		430300	356		101000
			*** Claim from another period (1/20) ****									
15797			1710 Les Schwab	4,832.40								
	Jan 2020	02/15/20	Tires for Vehicle 2010	2,416.20			1000		420460	236		101000
	Jan 2020	02/15/20	Tires for Vehicle 2510	2,416.20			1000		420460	236		101000
			*** Claim from another period (1/20) ****									
15798			16 MONTANA ENVIRONMENTAL LAB LLC	1,016.80								
	1913299	01/03/20	Sewer testing -01/03/20	155.20			5310		430640	350		101000
	2000008	01/07/20	Sewer testing -01/07/20	122.20			5310		430640	350		101000
	2000193	01/16/20	Sewer testing -01/16/20	360.00			5310		430640	350		101000
	2000417	01/21/20	Sewer testing -01/21/20	158.20			5310		430640	350		101000
	2000692	01/28/20	Sewer testing -01/28/20	160.20			5310		430640	350		101000
	2000197	01/09/20	Water testing -01/02/20	61.00			5210		430510	350		101000

EXHIBIT "A-11"

EXHIBIT "A-11"

Stevensville Town Council Meeting
Minutes for
THURSDAY, MARCH 12, 2020
7:00 PM

Mayor Dewey read the Guidelines for Public Comment, reminding the audience that everyone's voices will be heard but to please refrain from disrespectful comments.

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Councilmembers Michalson, Vick, Devlin and Holcomb were present. Staff and members of the public were also present.

2. Pledge of Allegiance

Councilmember Vick made a Motion to suspend council rules and bring up Agenda item, 11. (a.) to the top of the Agenda.

a. Discussion/Decision: Resolution No. 471, A Resolution Suspending Councilmember Robert Michalson for Unbecoming Conduct

The Motion was then Seconded by Ms. Holcomb. Mayor Dewey called for Council Discussion, then Public Comment before calling for the vote; 4-0. Motion passes to move that item to the top of the Agenda.

Councilmember Vick made a Motion to withdraw Resolution 471 from the record. The motion was then seconded by Councilmember Holcomb. Councilmember Vick apologized to the people he represents and fellow Councilmembers, as this was not handled correctly as adults; This situation should have been handled at the lowest level as possible. A week ago, he did feel that Mr. Michalson had "wronged" him; He will give him the benefit of the doubt; Mr. Vick believed that what he had highlighted in the packet is what he was to signing to, not what was in the entire purchasing policy. He would like to make a secondary Motion to discuss how grievances from council members and staff members should be handled against council members, within the policy, as currently our policy is vague. He would like to see this topic discussed at the COW meeting scheduled 3/19/2020. The secondary Motion was Seconded by Councilmember Holcomb.

Mayor Dewey called for Council discussion on the secondary Motion, then Public Comment on deferring the conversation to the COW meeting?

Joe Moore, 514 Central. This type of behavior, described in the resolution was brought up at January's meeting, when the appointment of Council President was brought up. We have ongoing litigations for the same type of problems.

Councilmember Devlin, agreed having a discussion on the resolution. She was at a point of giving another council member the benefit of the doubt, after hearing what staff and other departments heads had to say. But after receiving text messages, herself from Councilmember Michalson, she has a hard time deferring the conversation when an elected official is to

represent the town. It is the duty of Council to make sure staff and department heads do not have to work in a hostile work environment. She was willing to give the benefit of the doubt until today.

Councilmember Michalson asked Ms. Devlin if she was aware of the roles and duties of a council member. Councilmember Michalson stated that there is a grievance process in the personnel policy. He stated making phone calls and emails to the Finance Officer. Mayor Dewey stated this is not the time to defend one self.

Mayor Dewey made it aware to Council there is a Motion on the floor as to whether or not Council wants to undertake a conversation regarding grievances against the Council, within the Council, from staff at a COW meeting next week, March 19th.

Mayor Dewey called for the vote on the secondary Motion; Deferring the conversation to the COW meeting, scheduled for March 19, 2020. Mayor Dewey called for the Vote:

Councilmember Holcomb "I," Vick "I," Devlin "No," Michalson "I." Motion passes 3-1.

The primary motion on the floor: Withdraw Resolution 471 from the Record. Mayor Dewey called for Council discussion, then Public Comment.

Raymond Smith, 326 Valley View. Regarding the resolution, this is a false and inflammatory resolution put forward tonight. This resolution should have never made it this far. The Mayor stating, he consoled with the attorney over this, which is a lie. Mr. Smith stated this is illegal on so many levels, going to the paper and causing hostility. It is time for Council member Vick and Devlin, and Mayor Dewey should resign. Mr. Smith spoke about the Town's grievance policy. He stated, again that they need to resign due to the hassle and embarrassment.

Steve Gibson. Wants to applaud Mr. Vick for withdrawing this resolution. He supports withdrawing the resolution and there are statues that need to be followed.

Joe Moore, 514 Central. Spoke about the history being prudent to this resolution.

Lewis Barnett, 319 College Street. He will be speaking about the grievances at the COW meeting.

Jim Crews, 316 9th Street. Supports withdrawing the resolution, mistakes have been made along the way and this is an illegal resolution, not following the Code of Conduct, Personnel Policy or state law.

Councilmember Michalson stated the Code of Conduct has not been implemented or enforced because it has not been signed by council, therefore, enforcing the Code of Conduct is irrelevant.

Mayor Dewey explained that Mr. Michalson was on Council when the Code of Conduct was adopted. That was a year ago; Just because a piece of paper was not signed does not mean

that you were not aware or that it cannot be enforced. When a Resolution is adopting a policy, that policy should be adhered to.

Councilmember Holcomb spoke about the Code of Conduct, that there is no policy on requesting information and she had no knowledge of this until the agenda came out.

Councilmember Devlin asked Mayor Dewey and Town Attorney if there is a policy set in place for a grievance from an employee to Council member. It was explained that a grievance is filed to someone in a supervisory position. An employee can file a grievance against a department head, they can file a grievance against the Mayor but they cannot file a grievance against a council member because a grievance, grieves a decision in regards to the policy. If a supervisor makes a decision to enforce a policy, and the employee does not like the decision, they can grieve that decision. When it comes to behavior of an elected official, who is not a supervisor, those two legislative branches do not have a process for grievances between the two; That said, we rely on complaints. For example, Employee sends an email, explaining "Councilmember X" did "Y," the only way they have to relay the message is to go to their supervisor, which ends in the Mayor's office. The Mayor's office has no disciplinary role with council.

Mayor Dewey called for the Vote on the withdraw of Resolution 471, starting with Councilmember Vick, "I," Holcomb "I," Devlin "No," and Michalson "I." Motion passes 3-1.

We will reconvene for the COW meeting on 3/19 and bring this item to the agenda.

3. Public Comments (Public comment from citizens on items that are not on the agenda)

Raymond Smith, 326 Valley View. The reason we are here tonight is because the Mayor has failed to do his due diligence.

Carolyn Mickens, 211 Buck St. Spoke about Resolution No. 455, the vacate of alley of Block 17.

Jim Kalkofen, 287 Birch St. Praised the work being done on the walking path between the town and the highway, including the repaired benches. Spoke about future development near the current Creekside housing development and any future developments.

4. Approval of Minutes

a. February 27, 2020 Council Meeting

Councilmember Michalson made a motion to approve the minutes; Seconded by Ms. Devlin.

Mayor Dewey called for the vote and the motion passes, 3-0-1, Councilmember Holcomb Abstained from voting because she did not attend the meeting.

5. Approval of Bi-Weekly Claims

a. Claims #15796, 15812-15846

Councilmember Michalson made a Motion to suspend council rules and move claim #15796 below to New Business "b." The motion was then Seconded by Councilmember Devlin. Mayor Dewey called for the vote and the motion passes, 4-0.

With that claim exception, leaves #15812-15847 to be approved by council this evening. Councilmember Devlin made the Motion to approve Claims #15812-15847; The Motion Seconded by Ms. Holcomb.

Clarification for Ms. Holcomb on #15812: Yearly, sewer system permit

Clarification for Mr. Vick on #15822: Phone records request from Verizon

Mr. Michalson asked for clarification from the Mayor, on Verizon's request, which is still in litigation. MMIA requested further phone records through attorneys, which cost the Town \$30 for that request.

Councilmember Holcomb brought the discussion of shopping locally. It was reassured that Town Hall does shop locally unless a major price difference drives purchases elsewhere.

Mayor Dewey called for the vote and the motion passes, 4-0.

6. Administrative Reports

a. Airport Manager

Ms. Coleman-Assad presented the Airport Monthly Activity Report, including attending a conference which focused on students getting involved in aeronautics. Craig Thomas gave thanks to those supporting the new projects at the airport.

b. Building Department

The Building Department Monthly Report is provided in the packet.

c. Finance

Finance Officer, Mr. Underwood provided the Budget verse Actual for the year. This included the percentage of the budgets for the year.

d. Fire Department

The Fire Department's Monthly Report is included in the packet. This includes 52 calls for the month of February, totally 96 so far for the year.

e. Police Department

Chief Marble presented the Police Department Activity Report. Calls for Service in February were 75, totaling 153 so far for the year. Chief introduced Officer Ellington.

f. Public Works Department

Mr. Thomas presented the Public Works Activity Report, with 11,901,000 gallons of water produced and 5,000,000 gallons of water treated in the month of February.

7. Guests

8. Correspondence

9. Public Hearings

- a. Annexation of a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

Council considered action on November 7 & 19, 2020 on a right of first refusal for a 26.06-acre parcel of land adjacent to the Town's existing well field. Although the administration supported exercising the Town's right of first refusal and acquiring the property, Council decided to relinquish the right of first refusal to the buyer, Jesse Reeves.

The Town's attorney is working to complete the contract, which will allow for annexation while securing an easement.

Mayor Dewey called for Public Comment.

John Kellogg, on behalf of Jesse Reeves. The proposed annexation and C-2 zoning was explained, with an included map to help council and citizens understand Mr. Reeves' plans of housing development for his family. C-2 was originally intended to be a buffer between the commercial downtown and the residential zoning. C-2 is appropriate for what he intends to do with the property, building his family a home and his construction business. The annexation territory is currently within the service area of the Town of Stevensville. With annexation, the Town would be able to protect its rights of the well field. Currently all the water rights are currently in the water-rights attorney's hands.

Jim Crews, 316 9th St. Encourages not to pass this land incorporation as C-2 zoning because C-2 zoning is meant to be a buffer between commercial and residential districts; Has a problem putting a commercial property next to a well field. Also concerned about the water rights, and the water rights attorney not being present.

Vicki Motley, 318 9th St. It is in the best interest of the Town to annex the property in, to protect the well fields, which protects the water.

With no further Public Comment, the Public Hearing portion was closed.

10. Unfinished Business

- a. Discussion/Decision: Easement Contract with Jesse Reeves for future well field infrastructure

Councilmember Vick made a motion to table item "a;" Ms. Devlin seconded that motion.

John Kellogg inquired about a timeframe, as Mr. Reeves is on hold until council makes that decision. No timeframe was known at this time.

Mr. Vick does not feel comfortable moving forward on annexation without a contract from the attorney, with those terms of easement.

Mayor Dewey clarified that the intent of the contact was to grant annexation with an exchange of an easement to the property; What that contract looks like right now is unknown. We have not negotiated what that easement looks like right now. The attorney is going to have to spend time on this uncommon issue, while the Town will try to be sensitive to Mr. Reeves' timeline.

Mr. Michalson does not want to move forward without something in writing.

Mayor Dewey called for Public Comment on tabling this agenda item.

Steve Gibson. Agrees that this is not the time to move forward, supporting the motion of tabling.

With no more comments, Mayor Dewey called for the vote; motion passes unanimously, 4-0.

Jim Crews, 316 9th St. Stated that if Council decides to table an agenda item, they need to establish a date in which the agenda item will be further discussed.

This was agreed on, Mr. Vick's timeline's intent was when the contract was completed.

- b. Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

Councilmember Holcomb made a motion to table the item, along with item Unfinished Item "a," until the contract was completed. Ms. Devlin seconded that motion.

Jim Crews, 316 9th St. When you table something, and also state, when a contract comes forward, that leaves an open-ended date. If you table it with a date or even 15-30 days, that gives a timeline for the person writing the contract.

Councilmember Vick made a secondary Motion to his original motion to table this agenda item until April 9, 2020 meeting. The secondary motion was seconded by Council member Holcomb. Mayor Dewey called for Council discussion, then Public Comment.

Jesse Reeves, Asked the Council to please consider this in a timely manner as his family has time-sensitive life-plans, as far as selling and building their new home. Sonner an agreement could be reached, the better. Looking back to the protecting the water rights, its for fish and wildlife.

Mayor Dewey took the vote on the motion to bring forward a contract before council on April 9th meeting. The Motion passed unanimously, 4-0.

Mayor Dewey explained the original Motion. Council member Holcomb made the Motion to table Resolution No. 470 until April 9th meeting. The Motion was seconded by councilmember Devlin. With no more council discussion and no further Public Comment, Mayor Dewey called for the vote and the Motion passes, 4-0.

- c. Discussion: Review of special audit from May 2019 through July 2019

Mayor Dewey requested the Finance Office, Mr. Underwood give a briefing on this. Mr. Underwood explained that Ms. Cote is finished with the first two months, and has provided a status on those two months, provided in the packet. So far, everything has been done up to an auditing standard, for those two months. Council would like an overview when it is done.

(10-minute recess)

11. New Business

b. Discussion/Decision: Agreement with First Call Computer Solutions for managed IT services

Jessica Stenberg, Virtual Chief Information Officer from First Call Solutions, provided an overview of what services First Call currently provides for the Town. This includes a 3 yr. contract, with a 12 month "dating period," and this can be cancelled at any time within that 12-month period by either party. Currently, the Town now has a firewall to protect the resources and information in which it currently houses. It also protects the network traffic with programs which it uses, such as Black Mountain. She did state that most of the computers running, currently are still running on Windows 7, not the updated Windows10, and Windows 7 will no longer be supported by Microsoft.

Councilmember Michalson made a motion to reject First Call Computer Solutions contract. The motion was seconded by Council member Holcomb.

Councilmember Holcomb did ask about the \$4,200 claim, back in the January, and it was approved. I was told it was for 2 months of service, for a monthly charge. She stated, shame on Council for not asking any more questions.

Mr. Michalson does not agree with the contract because he has done his due-diligence by not agreeing to IT services.

Attorney, Mr. Owens clarified that IT services were included in the FY20 Budget, which Council did approve.

Conversation continued between Council and Mayor Dewey about IT services.

Councilmember Vick was not pleased with a contract signed without Council approval, although he is aware of the need for IT services. Ms. Devlin asked for the attorney's opinion on the issue. Right now, there is non-binding agreement with the Town, with either party, able to discontinue services. This is a comprehensive issue and trying to find a route to move forward would be the best alternative.

MMA agrees with the attorney, the Council established the Purchasing Policy. This purchase was in the FY20 Budget and follows the Purchasing Policy.

First Call's representative went into detail about the insecurities and potential violations prior to First Call's onboarding.

Mr. Michalson has a problem going from \$373/yr to a 3/yr contract, which makes him mad to have problems such as leaking water but Council is being told they need IT services.

Mayor Dewey brought the discussion back to referencing the Agenda item, as to whether Council rejects the contract, then asked Council if they have anything else, before opening the floor for Public Comment.

Councilmember Vick agrees that IT services are needed but would like the Town to accept bids. Knowing who was on Council when the Budget was passed, he feels it would have been accepted but the route which was taken was not the right way.

Raymond Smith, 326 Valley View. Based on merit, he understands IT, part of the issue we chose Go Daddy based on the recommendation from the Mayor at the time. The Town took that recommendation then, now this service is being recommended.

Jim Crews, 316 9th St. Every citizen should be able to see the contract, and wondering if Council has seen that 8-page document before now. Wondering if the town attorney has reviewed the document, and aware of Montana Code. If everything isn't done proper, it's not legal. He does not see that the attorney's opinion is written, making it apart of the record.

Patrick Shourd, 507 Central Ave. After hearing the attorney's opinion, its Council's job to protect the Town. We just televised on Facebook that our whole system is vulnerable.

Steve Gibson, This is a pretty large line item, and there was no conversation at the time of the budget. On the Council at the time of the Budget, if this would have gone before Council at that time, it probably would have gone through. He is concerned about the difference between purchases following the Purchase Policy, and purchases approved by Council being a Contract.

Stacie Barker, 104 Winslett Ave. She has a problem with a dept head not knowing the IT was not in their budget. There is a lot of money coming out of that department which can be used other ways. As a tax payer, she has a problem paying for a contract the Council did not approve.

Raymond Smith, 326 Valley View. Previously, before the break, we were discussing a contract, now we are at this point, a sign contract was signed prior to anything. Again, we are looking at a contract for the first time, based on false information which was provided at the last meeting. Now we are discussing something which the attorney hasn't got quite all the information.

Jim Crews, 316 9th St. When he was Mayor, the Council cannot assign powers to an officer of the town that isn't allowed by the state legislator. The Town Council cannot assign duties to the Mayor to sign a contract, only the state legislator can do that.

Raymond Smith, 326 Valley View. Wondering, with the contract, if there was a fee associated with cancelling it.

-It was clarified, no there is not a fee for cancelling within the first 12-month window.

Lew Barnett, 419 Wallace. Everyone needs tech these days but the communication problem between the council and the Mayor; If this was discussed at the Budget Hearings, all of this could have gone away.

Finance Officer, Reminded everyone that there are two different actions being discussed, one is cancelling the current IT provider and the other is the town's need for IT services.

Raymond Smith, 326 Valley View. He agrees with Mr. Underwood for the need for IT services, although he disagrees with the process which was taken. There should be bids. If First Call is the only bidder, fine, and if there are multiple bidders, great. He thinks Council should cancel the contract and be open for bids.

Councilmember Vick asked his fellow councilmembers if any of them would have an issue with tabling this issue and putting out an RFP. Ms. Devlin, assured we would still be covered. First Call assured, the town can stay covered for however long you want and as long as you are within the 12-month period.

Mayor Dewey explained why he chose First Call as the vendor.

The Public Works Director explained that the IT services are needed for the water plant.

Ms. Devlin wondered why, when the budget was going around, with this in the budget, why Council is wondering about it now, and didn't ask questions then.

Ms. Holcomb stated that the reason she voted "No" on the budget was because it changed too many times. She does not remember seeing it in the budget.

Steve Gibson. It may have been in the budget but it was not discussed in the budget process. This needs to be done right.

Craig Thomas. There is a process and there is a need. Regardless of how the process goes, there is a need.

Without further Public Comment, Mayor Dewey called for the Vote, starting with Councilmember Michalson; He continued discussion that there is a lot we can do with that money in a 3-year period. Councilmember Holcomb, this is not how you run a town. People voted us to this table, we can't just fix mistakes.

The motion on the table is to reject the contract; Councilmember Holcomb "I," Vick "I," Devlin "No," Michalson "I." Motion passes 3-1.

Next item is Approval of Claim #17956, totaling \$2100.00.

Councilmember Michalson made the motion to reject Claim #17956. Motion dies from Lack of Second.

Councilmember Vick, referenced back to what the attorney advised; Approving the claim does not free anyone from responsibility for that bill. A service was received, we should pay for it. With that, he feels First Call Solutions should be paid.

Councilmember Vick made a Motion to approve Claim # 15796. The Motion was Seconded by Councilmember Devlin. Mayor Dewey called for the Vote and Motion Passes: 4-0.

- d. Discussion/Decision: Land Use Agreement for the Stevensville Airport with the U.S. Forest Service

Councilmember Holcomb made the Motion to Approve the Land Use Agreement for the Stevensville Airport with the U.S. Forest Service. That Motion was then Seconded by Ms. Devlin. Mayor Dewey called for Council Discussion, then Public Comment before calling for the Vote. Motion Passes: 4-0.

- e. Discussion/Decision: Resolution 458a, A Resolution amending the membership of the ad hoc Climate Action Advisory Board

Mr. Vick would like the membership to be broadened, to any citizen in town.

Councilmember Vick made the Motion to Approve Resolution 458a, A Resolution amending the membership of the ad hoc Climate Action Advisory Board. That Motion was then Seconded by Ms. Holcomb. Mayor Dewey called for Council Discussion, then Public Comment before calling for the Vote. Motion Passes: 4-0.

- f. Discussion/Decision: Mayor's Appointment of Patrick Shourd to the Park Board

Councilmember Vick made the Motion to Approve the Appointment of Patrick Shourd to the Park Board. The Motion was then Seconded by Ms. Devlin. Mayor Dewey called for Council Discussion, then Public Comment before calling for the Vote. Motion Passes: 4-0.

Councilmember Vick wanted it on the record that his desire is to fully follow the RFP process for IT Services.

12. Executive Report

Mayor Dewey asked for Council's input/direction if the Town were to be affected by COVID-19. The administration has mitigated those risks with increased disinfecting. He advised that we will follow any measures the state requires but with the unknown, he would like to know how Council would like business to continue if a Council meeting is unable to happen on a normal schedule. Ms. Holcomb is OK with the Finance Office paying the bills if the claims are regularly emailed out to Council. Mr. Michalson suggested a special meeting or an emergency meeting. Mr. Vick suggested an audio meeting; Mayor Dewey assured that we do have the capabilities to do so if needed. Discussion continued about measures in place as far as employees and public safety.

13. Town Council Comments

Mr. Vick asked, given this, at most it takes 45 days for an RFP, would Council be will to allow 50 days, 20 days for RFP, and 30 days to bids? Council agreed to have this placed on the next Council Agenda.

Mr. Michalson is deeply saddened that he came in the beginning of the year, attempted to get along w/ the Mayor but as soon as he started doing his job, next thing he knows, he has 2 Council members against him and the attorney, not willing to speak over the phone, the newspaper reporting about him; He is shocked & addressed the attorney, that he should be ashamed of himself.

Mayor Dewey requested that he refrain from attacking an individual.

14. Board Reports

15. Adjournment

Mayor Dewey adjourned the meeting at 10:20pm.

EXHIBIT “A-12”

EXHIBIT “A-12”

REQUEST FOR PROPOSALS (RFP)
MANAGED IT SERVICES
TOWN OF STEVENSVILLE, MONTANA

The Town of Stevensville is requesting bids for IT managed services. The organization has historically worked with an outside IT provider and incurred services on an as needed basis. The Town has identified the need for a comprehensive 3rd party IT service in order to meet the growing digital operations of the municipality including the IT and security needs of local police/criminal justice, water, wastewater, airport, fire department and community pool.

Vendors understand that in addition to serving the operational IT needs of the Town, that the organization also needs to improve its cybersecurity and continuity posture given its role in criminal justice, key local infrastructure and data sets: personal/financial/payment information.

Full details for this request for proposals can be viewed on the Town's website at www.townofstevensville.com by clicking on BIDs/RFPs.

Proposals are due via email to Finance Officer Robert Underwood at robert@townofstevensville.com by 5:00pm on March 27, 2020.

BR Star: 3/25/2020

EXHIBIT "A-13"

EXHIBIT "A-13"



ADMINISTRATION

Managed IT Services RFP

Introduction

The Town of Stevensville is requesting bids for IT managed services. The organization has historically worked with an outside IT provider and incurred services on an as needed basis. The Town has identified the need for a comprehensive 3rd party IT service in order to meet the growing digital operations of the municipality including the IT and security needs of local police/criminal justice, water, wastewater, airport, fire department and community pool.

Vendors understand that in addition to serving the operational IT needs of the Town, that the organization also needs to improve its cybersecurity and continuity posture given its role in criminal justice, key local infrastructure and data sets: personal/financial/payment information.

Scope of Work requested

- Managed Security – Hardware, Software and Services
 - o Firewalls
 - o Windows Patch Management
 - o Advanced Endpoint Antivirus
 - o Remote Monitoring and Alerting
 - o Office Patch Management
 - o 3rd Party Application Updates
 - o Wireless Access Points
 - o IT Admin Account Administration
- Backups/Business Continuity
 - o Backup hardware, software and offsite cloud storage
 - o File Recovery services
 - o System recovery services
- Standards Alignment
 - o Annual Audit and Gap Analysis
 - o Formal Technology Gap Review and Solution Recommendations
 - o Budget recommendations for infrastructure upgrades/replacements
- Help Desk
 - o Onsite
 - o Remote
- Onboarding

Requirements

The Town of Stevensville is requesting a fix bid, flat fee monthly agreement price. Ala carte or time and materials proposals will not be reviewed.

IT Service Provider must be headquartered within 60 minutes travel of the Town of Stevensville.



ADMINISTRATION

Managed IT Services RFP

IT Service Provider must be a certified partner with the following technologies:

- Microsoft
- Office 365

IT Service Provider must have worked with other Montana small governments: cities, towns, county etc.

Baseline

Number of users: 47

Number of Windows PC's and Servers requiring management: 18

Number of physical locations requiring a firewall: 5

Number of physical locations requiring secure wireless: 4

Backup storage requirements: 8TB

Email provider: Office 365

Timeline

Please provide materials and quote via email to Finance Officer Robert Underwood at robert@townofstevensville.com by close of business on March 27, 2020. The Town of Stevensville will review responses with the Town Council and set next steps with the responding vendors.

Other

Please state all fees including upfront, monthly fixed fees and hourly rates for any non-covered services available.

Please state the terms of the contract and any penalties for early termination.

Please provide 3 references of other Montana small government organizations currently consuming managed services from your firm.

Please provide a breakdown of your current staffing:

- Help Desk/Field Support
- Projects
- Account Managers and or vCIO's
- IT administrators/administration
- Software Specialists
- Web Developers
- Other

Please provide short bios of the firm's principles and key management team. Please provide proof of insurance.

If there are other Advanced Cybersecurity services available, please provide a list of services/capabilities as an addendum and any projected costs.

EXHIBIT “A-14”

EXHIBIT “A-14”

Warning: A person who knowingly signs a name other than the person's own to this petition, who signs the person's name more than once upon a petition to recall the same officer at one election, or who is not, at the time of signing this petition, a qualified elector of the state of Montana entitled to vote for the successor of the elected officer to be recalled or the successor or successors of the officer or officers who have the authority to appoint a person to the position held by the appointed officer to be recalled is punishable by a fine of no more than \$500 or imprisonment in the county jail for a term not to exceed 6 months, or both, or a fine of \$500 or imprisonment in the state prison for a term not to exceed 10 years, or both.

Recall Petition

To the Honorable Regina Plettenberg, Ravalli County Election Administrator: We, the undersigned qualified electors of the Town of Stevensville, Montana respectfully petition that an election be held as provided by law on the question of whether Brandon E. Dewey, holding the office of Mayor, should be recalled for the following reasons:

Mayor Brandon Dewey on 12-12-19 signed a contract for Services with First Call Computer Solutions totaling \$79,800.00 that had not been authorized by the Stevensville Town Council in accordance with § 7-3-203(7) MCA. The Mayor's action circumvented the requirements of § 7-3-203(7) MCA, § 2-399 thru 403 of the Stevensville Municipal Code (SMC) and the Town of Stevensville Purchasing Policy Section 7.b) and 7.b) ii). The Mayor assumed the Power to Make Contracts, a Power that is assigned to the Stevensville Town Council via § 7-3-203(7), § 7-5-4301, § 7-5-4121(2) MCA and § 2-59 SMC. The Mayor's action resulted in bypassing the competitive bid and contract award process. The Town Council was not allowed to participate in the contract award process and the City Attorney was not afforded the opportunity to review the contract prior to the signing by the mayor per § 7-4-4604(3) MCA. The Mayor's actions resulted in denying Citizens the Right of Participation, Article II, Part II, Section 8, and the Right to Know, Article II, Part II, Section 9 of The Constitution of the State of Montana, thereby violating his Oath of Office.

By his/her signature, each signer certifies: I have personally signed this Petition, I am a qualified elector of the Town of Stevensville, Ravalli County, State of Montana; and my residence and post office address are correctly written after my name.

Signature	Post Office Address	Printed Last Name
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		