



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, JANUARY 09, 2025  
6:30 PM  
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
  - a. Town Council Meeting Minutes for 12/12/2024
5. Approval of Bi-Weekly Claims
  - a. Out of Cycle Claims for December, #19415-#19440
  - b. Out of Cycle Claims for December #19441 & #19443
  - c. Claims #19422, #19444-#19450, #19452-#19462
6. Administrative Reports
  - a. Airport
  - b. Building Department
  - c. Finance
  - d. Fire Department
  - e. Police Department
  - f. Public Works
7. Public Hearings
  - a. 1st Reading: Ordinance No. 172, Amending Chapter 24, Establishing a No Parking Zone at and Around 515 Main Street, Stevensville MT
  - b. 1st Reading: Ordinance No. 173, Repealing Town Code Sections 10-117 - 10-125 and Adopting New Town Code Sections 10-126 - 10-131 Regarding Land Use Variances
  8. New Business
    - a. Discussion/Decision: Ordinance No. 172, Amending Chapter 24, Establishing a No Parking Zone at and Around 515 Main Street, Stevensville MT
    - b. Discussion/Decision: Ordinance No. 173 Repealing Town Code Sections 10-117 - 10-125 and Adopting New Town Code Sections 10-126 - 10-131 Regarding Land Use Variances
    - c. Discussion/Decision: Consent to the Mayors Appointment of Alex Athens to the Airport Board
    - d. Discussion/Decision: Consent to the Mayors Appointment of Brad Condra to the Airport Board
    - e. Discussion/Decision: Installation of Stop Sign located at the Corner of Buck Street, South Bound, and West 2nd Street
    - f. Discussion/Decision: Installation of Stop Sign located at the Corner of Buck Street, South Bound, and West 2nd Street
    - g. Discussion/Decision: RFP for Reservoir Leak Detection (water storage for the town)
    - h. Discussion/Decision: Appointment of Councilperson to Serve on Planning & Zoning Board
    - i. Discussion/Decision: Appointment of Councilperson to Serve on TIFID/TEDD Board
    - j. Discussion/Decision: Appointment of Councilperson to serve on Park Board

- k. Discussion/Decision: Appointment of Councilperson to Serve on the Airport Board
  - l. Discussion/Decision: Reschedule C.O.W. Meeting to Discuss Council Rules, Procedures and Code of Conduct
9. Board Reports
  10. Town Council Comments
  11. Executive Report
  12. Adjournment

## **Welcome to Stevensville Town Council Chambers**

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

## **Guidelines for Public Comment**

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

**Thank you for observing these guidelines.**



**File Attachments for Item:**

- a. Town Council Meeting Minutes for 12/12/2024



## Stevensville Town Council Meeting Minutes

for THURSDAY, DECEMBER 12, 2024, 6:30 PM 206 Buck Street, Town Hall

### CONDENSED MINUTES

#### 1. Call to Order and Roll Call

Mayor Michalson called the meeting to order. Councilmembers Barker, Brown, Nelson and Smith were all present.

#### 2. Pledge of Allegiance

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

Jenelle Berthoud: read into the record public comment (it will be included in the minutes of this meeting)

#### 4. Approval of Minutes

##### a. Town Council Meeting Minutes 11/14/2024

Mayor Michalson: introduced town council meeting minutes for 11/14/2024.

Councilmember Nelson: I make a motion that we approve town council meeting minutes for 11/14/2024.

Councilmember Smith: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council. Public comments? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

##### b. Special Town Council Meeting Minutes (closed session) 11/19/2024

Mayor Michalson: introduced special town council meeting minutes for 11/19/2024.

Councilmember Smith: I move that we approve special town council meeting minutes for 11/19/2024.

Councilmember Barker: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Since it was a closed meeting there is no discussion or public comment. Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0.

#### 5. Approval of Bi-Weekly Claims

a. #19339, approved at the 11/14/24 meeting for \$66.30 should have been \$66.33

Mayor Michalson: informational.

b. Out of Cycle Claims for November, #19366-#19387

Mayor Michalson: introduced out of cycle claims for November #19366-#19387.

Councilmember Brown: make a motion to approve the out of cycle claims for November #19366-#19387. Which is corrected because they were duplicated on the next set.

Councilmember Nelson: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Councilmember Brown: #19371. Chemicals for the water plant. Is that more than a month's supply of chemicals?

Stephen Lassiter, Public works supervisor: about 6-8-10 weeks maybe three months.

Mayor Michalson: chlorine has gone through the roof lately.

Stephen Lassiter: this company is a bit cheaper, and they take back the empties, we do not use as much chlorine in the winter.

Councilmember Nelson: #19372, Tire Rama tire service for public works, just curious on that. Do we have an option to go through Les Schwab or is there a reason that we are not.

Stephen Lassiter: Tire Rama treats us better. They seem to want our business.

Mayor Michalson: I would like to say right below that Councilmember Brown came in earlier today 19373, Ed Sunderland cleaned ditch by Railroad tracks. I did not know about this about a month and a half ago I had a gentleman come into my office and his back yard basement was starting to flood because of the ditch back there was getting backed up so first Cody and Steve went and cleaned out the culvert and thought that it would do it. the problem was even bigger, the guy that came into my office said that Ed cleaned it when he worked here. So, I called Ed, and he said yes, Ed said when Creekside Meadows was built it was a PCI thing, and they had to do something with the storm water so they built that ditch back there so the storm water runs down and so it needs to be cleaned out about every two to three years. Even though it is not our property we have to maintain it. we did not know anything about it and so that is what that bill is about. Any other questions from the public on the out of cycle claims.

#### PUBLIC COMMENT

Jeff Motley: What is the stash pile?

Stephen Lassiter: slash pile.

Jeff Motley: oh, so it is a typo.

Mayor Michalson: any other questions on the claims? Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aue.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

c. Claims #19384-#19414

Mayor Michalson: introduced claims#19384-#19414.

Councilmember Smith: I move that we approve claims #19384-#19414.

Councilmember Nelson: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Councilmember Barker: Go daddy domain will we ever get away from that?

Gina Crowe: You cannot get away from that it has nothing to do with the .gov. it is our domain name.

Councilmember Barker: #19392, Dog waste depo?

Stephen Lassiter: doggie bags, just about a year's worth.

Mayor Michalson: any other comments from the council? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

## 6. Administrative Reports

Mayor Michalson: introduced administrative reports.

### a. Airport

Brian Germaine: in the packet, curtesy car insurance finalized on that.

### b. Building Department

In the packet.

### c. Finance

None.

### d. Fire Department

Chief Motley: in the packet, things that are coming up, radio grant application we are looking to replace our 22 handheld radios. We have developed a leak on the ladder truck, so we will be getting that in for an estimate.

### e. Police Department

In the packet. Chief Boe is out of town, so Mayor Michalson read the report.

### f. Public Works

Stephen Lassiter, Public Works Supervisor: in the packet, we did hire a new man, Kevin. Hope to get him trained up like Glenn. Started on some classes for water and wastewater.

## 7. Public Hearings

a. 2nd Reading: Proposed Additions to Ordinance No. 135 an Ordinance of the Town of Stevensville Traffic Code, Section 10.06.100 (3)

Mayor Michalson: introduced public hearing for the 2<sup>nd</sup> reading, Proposed Additions to Ordinance No. 135 an Ordinance of the Town of Stevensville Traffic Code, Section 10.06.100 (3).

PUBLIC COMMENT

None

8. New Business

a. Discussion/Decision: Additions to Ordinance No. 135 an Ordinance of the Town of Stevensville Traffic Code Section 10.06.100 (3)

Mayor Michalson: introduced new business item a. Additions to Ordinance No. 135 an Ordinance of the Town of Stevensville Traffic Code Section 10.06.100 (3).

Councilmember Barker: I make a motion to approve Additions to Ordinance No. 135 an Ordinance of the Town of Stevensville Traffic Code Section 10.06.100 (3)

Councilmember Brown: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Barker: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

b. Discussion/Decision: Resolution No. 559 a Resolution of the Town Council of the Town of Stevensville, Montana, Providing for the Revisions of the Budget for the Fiscal Year 2024-2025

Mayor Michalson: introduced new business item b. Resolution No. 559 a Resolution of the Town Council of the Town of Stevensville, Montana, Providing for the Revisions of the Budget for the Fiscal Year 2024-2025.

Gina Crowe: provides better

Councilmember Smith: I move that we approve Resolution No. 559 a Resolution of the Town Council of the Town of Stevensville, Montana, Providing for the Revisions of the Budget for the Fiscal Year 2024-2025.

Councilmember Barker: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council? Public comment?

PUBLIC COMMENT

Jeff Motley: is this an amendment?

Gina Crowe: no this was passed in the budget and now we are giving them the appropriate name to the line item.

Mayor Michalson: no more comments. Jenelle, would you please take the vote.

Councilmember Smith: aye.

Councilmember Barker: aye.

Councilmember Nelson: aye.

Councilmember Brown: aye.

Mayor Michalson: passes 4-0

c. Discussion/Decision: Resolution No. 560 a Resolution Establishing a Temporary Contract for Public Works Services for the Town of Stevensville

Mayor Michalson: introduced new business item c. Resolution No. 560 a Resolution Establishing a Temporary Contract for Public Works Services for the Town of Stevensville. We have to have a certified operator to do the sign offs. Cody knows how to do it but is not certified yet.

Councilmember Smith: I move that we approve Resolution No. 560 a Resolution Establishing a Temporary Contract for Public Works Services for the Town of Stevensville.

Councilmember Nelson: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Councilmember Brown: did anybody reach out to any of the other towns that have a certified operator that is local, Darby, Hamilton that could come down and help us out or is this our only shot in the dark?

Mayor Michalson: we would have to probably pay them a lot more, Glen knows the system here and has been here a long time.

Stephen Lassiter: 14 years, we only need one, his name on the paper every week, we fill that out every week and send that in.

Councilmember Brown: how far out are we possibly getting someone certified?

Stephen Lassiter: hopefully March.

Gina Crowe: we are also working on getting Kevin certified as well, and it is the most difficult test to take. We are setting up trainings here.

Stephen Lassiter: March could be too soon, there is also a test in May.

Mayor Michalson: the guy that came up last week and he said that it is hard, like Cody said it is the math, the formulas are hard.

Stephen Lassiter: a lot of terms that you have to be familiar with.

Mayor Michalson: I think that we should be thankful that Glen is willing to come back and do this. He is not here a whole eight hours some days he may just have to come in for a couple of hours.

Stephen Lassiter: I called him today with a question, we would not be able to do this with anyone else.

Mayor Michalson: any other comments from the council or the public? Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0.

d. Discussion/Decision: Department of Commerce, Community Technical Assistance Program Funding for the Town of Stevensville Growth Policy Update

Mayor Michalson: introduced new business item d. Department of Commerce, Community Technical Assistance Program Funding for the Town of Stevensville Growth Policy Update. This made my day a lady called Jenelle one day and she said that she was willing to help out with our Growth Policy, \$30,000.00. We do not have to put out an RFP or anything like that, they are just going to be able to help.

Councilmember Nelson: make a motion that we accept Department of Commerce, Community Technical Assistance Program Funding for the Town of Stevensville Growth Policy Update.

Councilmember Brown: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Councilmember Nelson: the \$30,000 that was mentioned is a grant?

Mayor Michalson: no, it is their money, we will not know about the funding,

Jenelle Berthoud: there will be a few other outside entities that will be helping her with the program and so it is us and I think three other towns that are going to get help.

Mayor Michalson: any comments from the public? Seeing none, Jenelle please take the vote.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Councilmember Brown: aye.

Councilmember Barker: aye.

Mayor Michalson: passes 4-0

e. Discussion/Decision: Master Agreement for Professional Airport Engineering Services Between the Town of Stevensville and Morrison-Maierle, Inc

Mayor Michalson: introduced new business item e. Master Agreement for Professional Airport Engineering Services Between the Town of Stevensville and Morrison-Maierle, Inc. When Will was here, he was looking into this grant, then Brian came in and finished it up. We were on a really strict deadline to get this in and get funds. Brian brought it to the airport board meeting, because of the deadline we did not have time to open it in front of you, and Morrison-Maierle were the only ones.

Councilmember Smith: I move that we approve Master Agreement for Professional Airport Engineering Services Between the Town of Stevensville and Morrison-Maierle, Inc.

Councilmember Barker: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. with your permission Brian, would you like to speak on it.

Brian Germane: M&M has been our engineering company since 2016. They are also have created the master plan for the airport, without them we would be so lost with the grant process and the FAA. I was ecstatic that they wanted to continue with us. I ask that you approve this for the future of the airport.



Craig Thoams: airport board chair. None of this would have happened with out Jenelle and Bob. It was an extremely short time frame, and if Brian would not have stepped up, we would have lost the funding. We are fortunate that Brian stepped up and took this on, M&M, Tyler and Kevin and Diane from the FAA.

Mayor Michalson: any questions from the council?

Councilmember Smith: the two gentlemen that presented to us I was impressed with, and what they have presented.

Councilmember Brown: I do have a couple of questions on this contract agreement. I am not sure if anyone can answer those questions because I do not see any representative from M&M.

Jenelle Berthoud: Tyler was unable to attend this evening.

Councilmember Brown: I guess that they will go unanswered then.

Brian Germane: lets give it a shot, I will try.

Councilmember Brown: page 104, item #7 I would like an explanation on that, it is about task orders. (read item #7) is that stating that if you have a project in, and you have a task order in and this expires in 5 years and they are still working on it that they will honor that task order.

Brian Germane: yes, these task orders are put in 6-10 months before the project is under construction. The task order put in they are including their design service fees and they will continue that work under that task order.

Councilmember Brown: under page 4, 11 of 26. Prepare the required FAA grant applications I now that Tyler does a lot of them, I am wondering if there are other grants available to the airport that you are going to be looking at and will they help with those.

Brain Germane: outside of FAA and the department of aeronautics, no. those are the two different funding entities that we are dealing with.

Craig Thomas: during project's M&M will step up and work with others on their own time.

Councilmember Brown: 2.02, they mentioned an engineering fee, and in different spots 5.06 and 5.07 with interest. Do we know what the engineering fee is?

Brian Germane: those fees vary greatly depending on the size of the project. as low as \$7,000 to \$35,000.

Councilmember Brown: designate in writing a person to act for an owners representative. That is the only place that I saw that, what do they mean by that.

Brian Germane: the person who make the decision for the project. Who can represent the airport and the project.

Councilmember Brown: just wanted to make sure that the town would be making those decisions. Construction documents. We do not have the right to reuse them. So, if we do not use them then we do not get to use them at a later date? 6.07 and 6.08, page 19 of 26 in the packet.

Brian Germane: I am trying to think of an example, I do not think that is a much as the job not going through, it would be for that specific project. I guess that they are saying that if we tried to reuse the same drawings it would not be a good idea, we would have to redesign that project.

Councilmember Brown: that was all of my questions.

Brian Germaine: I do not take an exception to that one, we would not want to reuse the drawings.

Mayor Michalson: any other comments from the council? Any comments from the pubic? Seeing none, Jenelle please take the vote.

Councilmember Brown: no.

Councilmember Nelson: aye.

Councilmember Barker: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-1.

f. Discussion/Decision: Approval of Track Out Of Service Agreement between the Town of Stevensville and Montana Rail Link Regarding RR Crossing at East 2nd Street

Mayor Michalson: introduced new business item f. Approval of Track Out Of Service Agreement between the Town of Stevensville and Montana Rail Link Regarding RR Crossing at East 2nd Street. So, when I first became mayor the first calls that I got was about the crossing, I contacted MT rail link many times through email and then he stopped by the office and talked to Jenelle so then I called him and we had a conversation, in that conversation Ravalli County is already working on removing their crossings and having them paved. So, what does it take to get ours done, the county owns one side of the tracks, and we own the other. (mayor read the options from Trent, email with options was part of the packet). MRL is no longer and now it is called the Washington Corporation. Removal of the crossing is about \$13,000.00.

both tracks about \$30,000.00. (read through the remaining options to the council). Item #1 we thought that it would be the best option, I talked to Robert tonight and this might be in our TIFT district. He is going to look into for us. I just want to get your blessing to get the process going, when that is done, we will bring that back for your approval and where the money is going to come from.

Councilmember Barker: they tried to fix that a while back.

Councilmember Smith: are we paying \$100.00 per month?

Gina Crowe: it is \$100.00 per year.

Mayor Michalson: with the motion can you please stipulate what item number.

Councilmember Nelson: make a motion we approve the Track Out Of Service Agreement between the Town of Stevensville and Montana Rail Link Regarding RR Crossing at East 2nd Street

Councilmember Barker: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Councilmember Nelson: under item #1.

Mayor Michalson: Public comments? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0.

g. Discussion/Decision: Set a C.O.W. Meeting to Discuss Council Rules and Procedures

Mayor Michalson: introduced new business item g. Councilmember Brown has been going back and forth about this and would like to set a time to go through this.

Councilmember Smith: I move that we set a COW meeting and a date to discuss council rules and set a date. Amened it to that date.

Mayor Michalson: set a meeting date January 16<sup>th</sup> at 6:30.

Councilmember Nelson: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. January 16<sup>th</sup> at 6:30 pm. any further discussion? seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

## 9. Board Reports

Councilmember Smith: the airport board, Brian summed up everything, there was some discussion about the property taxes paid at the airport. Also, from what Craig had said earlier, he said that he has not seen a budget come out to the penny in all of his years.

## 10. Town Council Comments

Councilmember Brown: since this is our last meeting for the month, I would like to wish everyone a Merry Christmas and want to thank all the people that made the ceremony for Tunnels to Towers, it was amazing, the house is amazing.

## 11. Executive Report

Mayor Michalson: I did the Turkey Trot, and I raised \$500.00 and a ham to donate to Pantry Partners. I want to thank all of the businesses who gave so generously to this. Next year I hope to double it. I would also like to thank Sean Doyle and the Civic Club and Public Works and their work on Country Christmas and I would like to thank the Fire Department for hanging the lights and having their trucks in the parade. It was packed and it is good for the town of Stevensville. I want to thank Jenelle, Gina, Andrena and Jessica and past employees Glen Beis and Colette Taylor for keeping us on the same side of things this year. I want to thank our police department and public works with storm pick up. I want to thank you for all of that hard work. We had some water and wastewater training here. Jenelle and Gina are looking forward to attending municipal training next year, even though we do not have the money we will find the money. There will be a hearing in front of Judge Lindt on December 18<sup>th</sup> regarding Berta's Farm. I will be on vacation the 23<sup>rd</sup> through the 28<sup>th</sup> and Councilmember Brown will be in charge. I want to give a short review of what you the council did last year. First in foremost you appointed Councilmember Nelson to replace me on the council. You the council revised and approved the

following: personnel policy, purchasing policy, the drug and alcohol policy, the job descriptions that had not been up to date since 2018. You hired a new police chief, two new officers, a public works employee and one fire and court clerk. You appointed numerous cadets and EMT's. you appointed a deputy clerk, Andrena Case, and I want to thank you for being so patient because she is a rock star, she is the one that is making the phone calls and the appointments. You approved and agreed on the John Owens Fishing Access site. You established an on-call policy for public works. you established a two mill levy for disaster funds. You worked through and helped through four major weather events. You approved a surplus sale for numerous items of town property, you approved an airport master plan and an SRO contract with the school. You raised the water rates for the first time in nine years, although unpopular with some of you and many of the town folk it was the responsible thing to do. You appointed a new airport manager; you renewed a contract with our attorney. You approved the 24/25 budget after numerous budget workshops. You have supported the town on their water rights. You approved the Mission Street water main replacement project. you approved the paving on Spring Street and Railroad Ave. You approved a new fee schedule to streamline the process to change things with a resolution. You approved an ordinance to amend town code about noxious weeds. You approved a fee schedule and charges for airport fees, building permits, bulk water and you added a stop sign at E 3<sup>rd</sup> Street and Railroad Ave. I went back and looked at all of the years that I was on the council since 2016, and I will say that this council has done more than any other council since I was there. I am emotional and you should be proud of it, you guys have did a lot. I am proud of this council, the staff and everyone out there.

Councilmember Smith: I want to thank you Bob for bringing this all forward.

12. Adjournment

Councilmember Smith: make a motion to adjourn.

Councilmember Nelson: 2<sup>nd</sup>.

APPROVE:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

## Jenelle Berthoud

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**From:** katesmith59870 <katesmith59870@proton.me>  
**Sent:** Friday, November 15, 2024 3:51 PM  
**To:** Jenelle Berthoud  
**Subject:** Bertas farm - letter for packet as requested

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

As requested, please include in packet. Thank you. -Kate

Your Honorable Mayor and Stevensville Council Members,

At the council meeting of October 24th Sarah Urfer one sided talked her perspective of persecution Berta Farms and her father Frank Piwarski, but what she said was incorrect self serving and not factual and she did not talk about what has happened to get to where we are now.

The Bitterroot Star on November 5th published about her talking but it is highly important for the council and the mayor to know that the history and facts.

The lawsuit on the Montana Supreme Court web site has as a "statement of facts" about the blowing up of dangerous chemicals and some of us in town remember when the hazmat teams and fire department dynamited a clandestine laboratory that Frank was operating, this entire thing is about Frank Piwarski intimidating an entire town for decades and decades!

If Stevensville does not enforce it's own rules now then everyone else in the town will do whatever they want in the future. You should enforce what you started to and do not be swayed by one person's story or lies.

Stevensville won the court battle so enough is enough. There is no permitted dwelling on Berta's Farm and he has been intimidating all of us for decades and it is wrong. Please don't believe sort of pity story as we have heard it over and over and enough is enough. Please

If you are not sure then look up the all the old facts. The place is much more than an eye sore or trash and it is dangerous and frightening so much that no one wants to go there to do what they need to do. So please clean up Berta Farms now! No more excuses! Please.

Thank you.

**File Attachments for Item:**

- a. Out of Cycle Claims for December, #19415-#19440

12/30/24  
09:00:20

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 1/25

Page: 1 of 6  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/24) ****								
19415		179 MONTANA AERONAUTICS DIVISION	7,472.75					
Loan payment for Airport for taxi and runway. Remaining Principal \$14,200								
	A4152	12/02/24 Loan Payment	7,100.00*			5610 490500	610	101000
	A4152	12/04/24 Loan Payment	372.75*			5610 490500	620	101000
*** Claim from another period (12/24) ****								
19416	C	728 HDR ENGINEERING, INC.	10,181.97					
Water Leak Improvement Project. Budget for project is \$464,932, budget remaining is \$168,734.35. This work is for drafting on the as-built drawings for the water main extnesion and preliminary work on the water system SCADA upgrades.								
		1200679119 12/12/24 Water Leak Proj - PM	115.23			5230 430550	900	2 101000
		1200679119 12/12/24 Water Leak Proj -Final Des	10,025.49			5230 430550	900	2 101000
		1200679119 12/12/24 Water Leak Proj-Cons Servi	41.25			5230 430550	900	2 101000
*** Claim from another period (12/24) ****								
19417		228 Norco, Inc.	140.91					
O2 for Ambulance								
		0076702510 12/10/24 O2 for Ambulance	140.91*			1000 420730	220	101000
*** Claim from another period (12/24) ****								
19418		1929 MISSOULA MOTOR PARTS CO.	52.56					
Window washer fluid for PD car. Trailer lights plug and work truck wiper blades. Wiper blades for Police Car								
		845080 12/17/24 Wiper Fluid	5.99			1000 420100	232	101000
		843925 12/10/24 Operating Supplies	9.65*			1000 430200	220	101000
		843925 12/10/24 Operating Supplies	9.68			5210 430510	220	101000
		843755 12/09/24 Operating Supplies	9.66			5310 430610	220	101000
		843755 12/09/24 Wiper Blades PD	17.58			1000 420100	230	101000
*** Claim from another period (12/24) ****								
19419	C	1908 MCNEILL'S TREE SERVICE	375.00					
ISA Board-Certified Master Arborist who surveyed the Town of storm damage caused by the wind storm in August.								
		121724 12/17/24 Arborists	375.00*			1000 430200	350	101000
*** Claim from another period (12/24) ****								
19420		1780 Tear It Up LLC	65.20					
Shredding services for the town.								
		69399 12/17/24 Tear it Up	0.98*			1000 410360	390	101000
		69399 12/17/24 Tear it Up	6.84*			1000 410550	390	101000
		69399 12/17/24 Tear it Up	6.52*			1000 420100	390	101000
		69399 12/17/24 Tear it Up	0.98*			1000 420410	390	101000
		69399 12/17/24 Tear it Up	3.26*			2394 420531	390	101000
		69399 12/17/24 Tear it Up	22.82*			5210 430510	390	101000
		69399 12/17/24 Tear it Up	22.82*			5310 430610	390	101000
		69399 12/17/24 Tear it Up	0.98*			5610 430300	390	101000



\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/24) ****								
19421	E	2000 RICOH USA Inc	133.70					
RICOH Printer Lease 12/05/2024 to 1/04/2025								
		108758518 11/15/24 Printer Lease - Council	6.68*			1000 410100	320	101000
		108758518 11/15/24 Printer Lease - Mayor	6.69*			1000 410200	320	101000
		108758518 11/15/24 Printer Lease - Court	3.34			1000 410360	320	101000
		108758518 11/15/24 Printer Lease - Admin	20.06			1000 410550	320	101000
		108758518 11/15/24 Printer Lease - Bldg Dept	13.37			2394 420531	320	101000
		108758518 11/15/24 Printer Lease - Water	40.11			5210 430510	320	101000
		108758518 11/15/24 Printer Lease - WWTP	40.11			5310 430610	320	101000
		108758518 11/15/24 Printer Lease - Airport	3.34*			5610 430300	320	101000
*** Claim from another period (11/24) ****								
19422	E	2006 RICOH	5.27					
Copies								
		5070546774 12/01/24 Copies- Admin	0.80			1000 410550	320	101000
		5070546774 12/04/24 Copies - Bldg	0.79			2394 420531	320	101000
		5070546774 12/01/24 Copies - Water	1.84			5210 430510	320	101000
		5070546774 12/01/24 Copies - Sewer	1.84			5310 430610	320	101000
*** Claim from another period (11/24) ****								
19423		1626 Yoder Gravel	160.00					
Gravel for roads								
		52915 11/13/24 Gravel for Roads	50.00*			1000 430200	220	101000
		52918 11/13/24 Gravel for Roads	55.00*			1000 430200	220	101000
		52920 11/13/24 Gravel for Roads	55.00*			1000 430200	220	101000
*** Claim from another period (12/24) ****								
19424		23 VALLEY DRUG AND VARIETY	14.76					
Postage for records Request - Berta Farms								
		723178 12/16/24 Records Request Postage	14.76			1000 410550	311	101000
*** Claim from another period (12/24) ****								
19425		6 Eastside Ace Hardware	36.46					
Spray paint for curbs, timber screws for park bench frame.								
		31182/2 11/12/24 Operating Supplies	26.56*			1000 430200	220	101000
		31244/2 11/18/24 Operating Supplies	9.90			1000 460430	220	101000
*** Claim from another period (12/24) ****								
19426		1890 Amanda Lassiter	215.00					
Public Works T-shirts, Sweatshirts.								
		121924 12/19/24 Uniforms for Public Works	71.67			5210 430510	226	101000
		121924 12/19/24 Uniforms for Public Works	71.67			5310 430610	226	101000
		121924 12/19/24 Uniforms for Public Works	71.66*			1000 430100	226	101000

12/30/24  
09:00:20

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 1/25

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\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/24) ****								
19427	E	1061 WESTERN BUILDING CENTER	33.04					
Lumbar for Cemetery Lowering Device								
		1511159722 12/02/24 Operating Supply for Cem	33.04			1000 430900	230	101000
*** Claim from another period (12/24) ****								
19428		2042 DALY-LEACH MEMORIAL CHAPEL	1,000.00					
Lower Device with Roller Attachments for the Cemetery. We will pay half for FY 24-25 and the next half for FY 25-26.								
		121124 12/11/24 Operating supply	1,000.00			1000 430900	212	101000
*** Claim from another period (12/24) ****								
19429	E	1659 CHS Mountain West CO-OP	21.99					
DEF for Public Works Vehicle								
		169778 12/09/24 DEF for Truck	7.32*			1000 430200	220	101000
		169778 12/09/24 DEF for Truck	7.34			5210 430510	220	101000
		169778 12/09/24 DEF for Truck	7.33			5310 430610	220	101000
*** Claim from another period (12/24) ****								
19430		293 Mountain Air Insurance Services	1,487.00					
Insurance for Courtesy Car at the Airport								
		13796 12/26/24 Car Insurance	1,487.00			5610 430300	510	101000
*** Claim from another period (12/24) ****								
19431		2043 Creative Product Source, Inc.	392.10					
Police Stickers to hand out to the kids								
		CPI105407 12/17/24 Police Stickers	392.10*			1000 420100	210	101000
*** Claim from another period (12/24) ****								
19432		593 KG EXPRESS LUBE	94.50					
Oil change for #2001 - Fire Department								
		89612 12/17/24 Oil Change-Fire Dept Vehicle	94.50*			1000 420460	232	101000
19433	E	85 CENTURYLINK	68.99					
Century Link from Dec 22, 2024 to Jan 21, 2025								
		011325 12/22/24 Phone/Internet	68.99			5310 430610	345	101000
19434	E	85 CENTURYLINK	66.33					
Century Link from Dec 22, 2024 to Jan 21, 2025								
		011325 12/22/24 Phone/Internet	66.33			5210 430510	345	101000
19435	E	85 CENTURYLINK	58.16					
Century Link from Dec 22, 2024 to Jan 21, 2025								
		011325 12/22/24 Phone/Internet	58.16			5210 430510	345	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
19436	C	1702 DE Lage Landen Finance Services, Printer Lease Fire Dept and Court for 1/1/2025 - 1/31/2025	82.00					
		588952087 02/01/25 Printer lease Court/FD	41.00			1000 410360	320	101000
		588952087 02/01/25 Printer lease Court/FD	41.00			1000 420410	320	101000
*** Claim from another period (12/24) ****								
19437	C	1711 Office Solutions & Service Printing Charges for Court and Fire Department for period 11/26/2024 to 12/25/2024.	34.89					
		131720 12/26/24 Printing Chgs Court/FD	17.44			1000 410360	320	101000
		131720 12/26/24 Printing Chgs Court/FD	17.45			1000 420410	320	101000
19438	E	2000 RICOH USA Inc RICOH Printer Lease 01/05/2025 to 2/04/2025	133.70					
		108833359 12/17/24 Printer Lease - Council	6.68*			1000 410100	320	101000
		108833359 12/17/24 Printer Lease - Mayor	6.69*			1000 410200	320	101000
		108833359 12/17/24 Printer Lease - Court	3.34			1000 410360	320	101000
		108833359 12/17/24 Printer Lease - Admin	20.06			1000 410550	320	101000
		108833359 12/17/24 Printer Lease - Bldg Dept	13.37			2394 420531	320	101000
		108833359 12/17/24 Printer Lease - Water	40.11			5210 430510	320	101000
		108833359 12/17/24 Printer Lease - WWTP	40.11			5310 430610	320	101000
		108833359 12/17/24 Printer Lease - Airport	3.34*			5610 430300	320	101000
*** Claim from another period (12/24) ****								
19439		348 Snow Mountain Electric Repair for radio in police truck and replace broken radio antennae iin police in police cruiser.	103.00					
		3845 12/08/24 Repairs on radio & antennae	103.00			1000 420100	360	101000
*** Claim from another period (11/24) ****								
19440		228 Norco, Inc. Cylinder Rental for October and November	37.80					
		0042260796 11/30/24 Cylinder Rental PW	12.60*			1000 430200	220	101000
		0042260796 11/30/24 Cylinder Rental PW	12.60			5210 430510	220	101000
		0042260796 11/30/24 Cylinder Rental PW	12.60			5310 430610	220	101000
<b># of Claims</b>			<b>26</b>	<b>Total:</b>	<b>22,467.08</b>			
<b>Total Electronic Claims</b>			<b>11,195.04</b>	<b>Total Non-Electronic Claims</b>	<b>11272.04</b>			

12/30/24  
09:00:20

TOWN OF STEVENSVILLE  
Fund Summary for Claims  
For the Accounting Period: 1/25

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	2,681.12
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	30.79
5210 WATER	
101000 Cash - Operating	330.66
5230 ARPA WATER LEAK REPAIR	
101000 Cash - Operating	10,181.97
5310 SEWER	
101000 Cash - Operating	275.13
5610 AIRPORT	
101000 Cash - Operating	8,967.41
<b>Total:</b>	<b>22,467.08</b>

12/30/24  
09:00:20

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
For the Accounting Period: 1 / 25

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

\_\_\_\_\_  
Stacie Barker, Councilmember

\_\_\_\_\_  
Isaiah Nelson, Councilmember

\_\_\_\_\_  
Cindy Brown, Councilmember

\_\_\_\_\_  
Wallace Smith, Councilmember

\_\_\_\_\_  
Bob Michalson, Mayor

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

**File Attachments for Item:**

b. Out of Cycle Claims for December #19441 & #19443

12/31/24  
 14:28:07

TOWN OF STEVENSVILLE  
 Claim Approval List  
 For the Accounting Period: 12/24

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\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period ( 9/24) ****								
19441	C	728 HDR ENGINEERING, INC.	1,938.21					
Pine Street HDR INV 1200662825 - Professional Services from Aug 24- Sept 24, 2024. This is a pass thru. Spires Property paid the invoice amount of \$1,938.21 ck # 2110. Releasing payment to HDR.								
		1200662825 10/14/24 Pine Street Review from HD	1,938.21			2250 411010	350	101000
19443	C	2041 S&S Auto Body INC	1,718.57					
Repair of the 221 Ford Police Interceptor for when it was struck by a deer.								
		438191 12/12/24 Repairs	1,718.57			1000 420100	360	101000
		<b># of Claims</b>	<b>2</b>	<b>Total:</b>	<b>3,656.78</b>			
			<b>Total Electronic Claims</b>	<b>3,656.78</b>	<b>Total Non-Electronic Claims</b>			

12/31/24  
14:28:07

TOWN OF STEVENSVILLE  
Fund Summary for Claims  
For the Accounting Period: 12/24

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	1,718.57
2250 PLANNING	
101000 Cash - Operating	1,938.21
<b>Total:</b>	<b>3,656.78</b>

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12/31/24  
14:28:08

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
For the Accounting Period: 12 / 24

Page: 3 of 3  
Report ID: AP100A

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

\_\_\_\_\_  
Stacie Barker, Councilmember

\_\_\_\_\_  
Isaiah Nelson, Councilmember

\_\_\_\_\_  
Cindy Brown, Councilmember

\_\_\_\_\_  
Wallace Smith, Councilmember

\_\_\_\_\_  
Bob Michalson, Mayor

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

**File Attachments for Item:**

c. Claims #19422, #19444-#19450, #19452-#19462

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
19442		1436 Maureen M. O'Connor	3,000.00					
	010125	12/01/24 City Judge	3,000.00			1000 410360	350	101000
		*** Claim from another period (12/24) ****						
19444		204 Montana Dept. of Administration	1,300.00					
	06/30/2024	12/31/24 AFR Filing fee- Court (5%)	65.00			1000 410360	350	101000
	06/30/2024	12/31/24 General (15%)	195.00*			1000 410530	350	101000
	06/30/2024	12/31/24 Police (5%)	65.00*			1000 420100	350	101000
	06/30/2024	12/31/24 Fire Dept (5%)	65.00*			1000 420410	350	101000
	06/30/2024	12/31/24 Bldg Dept (5%)	65.00			2394 420531	350	101000
	06/30/2024	12/31/24 Water (30%)	390.00			5210 430510	350	101000
	06/30/2024	12/31/24 Sewer (30%)	390.00			5310 430610	350	101000
	06/30/2024	12/31/24 Airport (5%)	65.00			5610 430300	350	101000
		*** Claim from another period (12/24) ****						
19445		74 STEVENSVILLE RURAL FIRE DISTRICT	51.73					
	161	12/18/24 Meal Split w/Rural	51.73			1000 420410	229	101000
		*** Claim from another period (12/24) ****						
19446	C	1841 Overstreet Law Group	1,468.50					
	123124	12/31/24 Berta Farms	891.00*			1000 411100	352	101000
	123124	12/31/24 Ordinance, Zoning & Variances	577.50*			1000 411100	352	101000
19447	C	1696 First Call Computer Solutions,	2,154.00					
	101877	01/01/25 IT Services - Council	236.93			1000 410100	356	101000
	101877	01/01/25 IT Services - Mayor	60.31			1000 410200	356	101000
	101877	01/01/25 IT Services -Court	60.31			1000 410360	356	101000
	101877	01/01/25 IT Services - Admin	299.41			1000 410550	356	101000
	101877	01/01/25 IT Services - PD	478.19			1000 420100	356	101000
	101877	01/01/25 IT Services - FD	299.41			1000 420410	356	101000
	101877	01/01/25 IT Services - Bldg	60.31			2394 420531	356	101000
	101877	01/01/25 IT Services - Water	299.41			5210 430510	356	101000
	101877	01/01/25 IT Services - WWTP	299.41			5310 430610	356	101000
	101877	01/01/25 IT Services - Airport	60.31			5610 430300	356	101000
		*** Claim from another period (12/24) ****						
19448	C	1754 Construct Montana, LLC	1,898.28					
	1149	01/02/25 Bldg Inspection Fee	1,898.28			2394 420531	350	101000
19449	E	1823 Visa c/o Rocky Mountain Bank	3,830.69					
	CC-305	08/15/24 Batteries for AED's - PD	628.00			1000 202200		101000
#2900						CC Accounting: 1000-	-420100-220	
Stryker								
	CC-305	08/15/24 Batteries for AED's - TH	157.00			1000 202200		101000
#2900						CC Accounting: 1000-	-410550-220	
Stryker								
	CC-356	11/10/24 T-Mobile - Airport	23.72			5610 202200		101000
T-Mobile						CC Accounting: 5610-	-430300-345	
T-Mobile								

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-356	11/10/24 T-Mobile - Chief - 1300	26.10			1000 202200		101000
	T-Mobile			CC Accounting: 1000-		-420100-345		
	T-Mobile							
	CC-356	11/10/24 T-Mobile - Police 2204	26.10			1000 202200		101000
	T-Mobile			CC Accounting: 1000-		-420100-345		
	T-Mobile							
	CC-356	11/10/24 T-Mobile - Police 9550	26.10			1000 202200		101000
	T-Mobile			CC Accounting: 1000-		-420100-345		
	T-Mobile							
	CC-356	11/10/24 T-Mobile - PW - 5989	26.10			5210 202200		101000
	T-Mobile			CC Accounting: 5210-		-430510-345		
	T-Mobile							
	CC-356	11/10/24 T-Mobile - PW - 9620	26.10			5310 202200		101000
	T-Mobile			CC Accounting: 5310-		-430610-345		
	T-Mobile							
	CC-356	11/10/24 T-Mobile Hot Spot PD 8893	23.35			1000 202200		101000
	T-Mobile			CC Accounting: 1000-		-420100-345		
	T-Mobile							
	CC-356	11/10/24 T-Mobile Hot Spot PD 8894	23.35			1000 202200		101000
	T-Mobile			CC Accounting: 1000-		-420100-345		
	T-Mobile							
	CC-356	11/10/24 T-Mobile Hot Spot PD 8895	23.35			1000 202200		101000
	T-Mobile			CC Accounting: 1000-		-420100-345		
	T-Mobile							
	CC-356	11/10/24 T-Mobile Hot Spot Ambulance	18.35			1000 202200		101000
	T-Mobile			CC Accounting: 1000-		-420730-345		
	T-Mobile							
	CC-356	11/10/24 T-Mobile Credit Hot Spot PD	-2.22			1000 202200		101000
	T-Mobile			CC Accounting: 1000-		-420100-345		
	T-Mobile							
	CC-356	11/10/24 T-Mobile Credit Hot Spot PD	-2.22			1000 202200		101000
	T-Mobile			CC Accounting: 1000-		-420100-345		
	T-Mobile							
	CC-356	11/10/24 T-Mobile Credit Hot Spot PD	-2.21			1000 202200		101000
	T-Mobile			CC Accounting: 1000-		-420100-345		
	T-Mobile							
	CC-356	11/10/24 T-Mobile Credit for PD	-26.91			1000 202200		101000
	T-Mobile			CC Accounting: 1000-		-420100-345		
	T-Mobile							
	CC-360	12/25/24 Bitter Root Disposal Court 4805611V411	5.91			1000 202200		101000
	Bitterroot Disposal - 5411-88931			CC Accounting: 1000-		-410360-340		
	CC-360	12/25/24 Bitter Root Disposal Admin 4805611V411	23.70			1000 202200		101000
	Bitterroot Disposal - 5411-88931			CC Accounting: 1000-		-410550-340		

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

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-360 12/25/24	Bitter Root Disposal PD 4805611V411	5.93			1000 202200		101000
		Bitterroot Disposal - 5411-88931			CC Accounting: 1000-	-420100-340		
	CC-360 12/25/24	Bitter Root Disposal FD 4805611V411	5.93			1000 202200		101000
		Bitterroot Disposal - 5411-88931			CC Accounting: 1000-	-420410-340		
	CC-360 12/25/24	Bitter Root Disposal Bldg 4805611V411	5.93			2394 202200		101000
		Bitterroot Disposal - 5411-88931			CC Accounting: 2394-	-420531-340		
	CC-360 12/25/24	Bitter Root Disposal Water 4805611V411	35.55			5210 202200		101000
		Bitterroot Disposal - 5411-88931			CC Accounting: 5210-	-430510-340		
	CC-360 12/25/24	Bitter Root Disposal Sewer 4805611V411	35.55			5310 202200		101000
		Bitterroot Disposal - 5411-88931			CC Accounting: 5310-	-430610-340		
	CC-361 12/25/24	Bitter Root Disposal Street 4805465V411	237.00			1000 202200		101000
		BITTERROOT DISPOSAL 5411-88770			CC Accounting: 1000-	-430200-340		
	CC-361 12/25/24	Bitter Root Disposal WWTP 4805465V411	237.00			5310 202200		101000
		BITTERROOT DISPOSAL 5411-88770			CC Accounting: 5310-	-430610-340		
	CC-363 12/01/24	120124-Specturm-Admin Spectrum Spectrum	53.32			1000 202200		101000
					CC Accounting: 1000-	-410550-345		
	CC-363 12/01/24	120124-Specturm-FD Spectrum Spectrum	27.50			1000 202200		101000
					CC Accounting: 1000-	-420410-345		
	CC-363 12/01/24	120124-Specturm-Court Spectrum Spectrum	27.50			1000 202200		101000
					CC Accounting: 1000-	-410360-345		
	CC-363 12/01/24	120124-Specturm-Water Spectrum Spectrum	80.81			5210 202200		101000
					CC Accounting: 5210-	-430510-345		
	CC-363 12/01/24	120124-Specturm-WWTP Spectrum Spectrum	80.81			5310 202200		101000
					CC Accounting: 5310-	-430610-345		
	CC-363 12/01/24	120124-Specturm-PD Spectrum Spectrum	119.98			1000 202200		101000
					CC Accounting: 1000-	-420100-345		
	CC-363 12/01/24	120124-Pool Spectrum Spectrum	49.99			1000 202200		101000
					CC Accounting: 1000-	-460445-345		
	CC-363 12/01/24	120124-WWTP Office Spectrum Spectrum	39.99			5310 202200		101000
					CC Accounting: 5310-	-430610-345		

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

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-364	12/03/24 2977010-Amazon	53.71			1000 202200		101000
	Amazon					CC Accounting: 1000-	-420730-220	
	AMAZON							
	CC-365	12/03/24 3522884-Cardio Partners	340.20			1000 202200		101000
	Cardio Partners					CC Accounting: 1000-	-420730-220	
	Cardio Partners							
	CC-366	12/03/24 521611000-Cardio Partners	60.57			1000 202200		101000
	Cardio Partners					CC Accounting: 1000-	-420730-220	
	Cardio Partners							
	CC-366	12/03/24 531613000-Cardio Partners	69.30			1000 202200		101000
	Cardio Partners					CC Accounting: 1000-	-420730-220	
	Cardio Partners							
	CC-367	12/10/24 99779036743-Verizon	99.51			5610 202200		101000
	Verizon					CC Accounting: 5610-	-430300-345	
	Verizon Wireless							
	CC-367	12/10/24 99779036743-Verizon	-4.83			1000 202200		101000
	Verizon					CC Accounting: 1000-	-420410-345	
	Verizon Wireless							
	CC-367	12/10/24 99779036743-Verizon	-21.78			1000 202200		101000
	Verizon					CC Accounting: 1000-	-420100-345	
	Verizon Wireless							
	CC-368	12/11/24 ADOBE Acrobat - Admin	33.58			1000 202200		101000
	ADOBE					CC Accounting: 1000-	-410550-330	
	ADOBE							
	CC-368	12/11/24 ADOBE Acrobat- PD	4.80			1000 202200		101000
	ADOBE					CC Accounting: 1000-	-420100-330	
	ADOBE							
	CC-368	12/11/24 ADOBE Acrobat - Water	28.79			5210 202200		101000
	ADOBE					CC Accounting: 5210-	-430510-330	
	ADOBE							
	CC-368	12/11/24 ADOBE Acrobat - Sewer	28.79			5310 202200		101000
	ADOBE					CC Accounting: 5310-	-430610-330	
	ADOBE							
	CC-369	12/05/24 Amazon-Table for meetings	44.97			1000 202200		101000
	Amazon					CC Accounting: 1000-	-411201-220	
	AMAZON							
	CC-369	12/05/24 Amazon-Table for meetings	44.98			1000 202200		101000
	Amazon					CC Accounting: 1000-	-410360-220	
	AMAZON							
	CC-370	12/04/24 Amazon-Battery Back Up	450.54			5310 202200		101000
	Amazon					CC Accounting: 5310-	-430610-220	
	AMAZON							
	CC-371	12/04/24 Amazon-Battery Back Up	119.99			5310 202200		101000
	Amazon					CC Accounting: 5310-	-430610-220	
	AMAZON							

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-372	12/05/24 Amazon-Table for Court	31.99			1000 202200		101000
	Amazon			CC Accounting: 1000-		-410360-220		
	AMAZON							
	CC-372	12/05/24 Amazon-Table for TH	31.99			1000 202200		101000
	Amazon			CC Accounting: 1000-		-411201-220		
	AMAZON							
	CC-373	12/04/24 Amazon-2025 Wall Calendars	18.46			1000 202200		101000
	Amazon			CC Accounting: 1000-		-410550-210		
	AMAZON							
	CC-373	12/04/24 Amazon-2025 Wall Calendars	18.47			1000 202200		101000
	Amazon			CC Accounting: 1000-		-430100-210		
	AMAZON							
	CC-376	12/27/24 Amazon - Medical Gloves	69.29			1000 202200		101000
	AMAZON			CC Accounting: 1000-		-420100-220		
	AMAZON							
	CC-377	12/15/24 Ravalli Electric -Airport/FD	37.75			1000 202200		101000
	Ravalli Electric			CC Accounting: 1000-		-420422-340		
	RAVALLI ELECTRIC CO-OP							
	CC-377	12/15/24 Ravalli Electric -Airport/FD	113.25			5610 202200		101000
	Ravalli Electric			CC Accounting: 5610-		-430300-340		
	RAVALLI ELECTRIC CO-OP							
	CC-378	12/06/24 1276223-Amazon Office Supplies	30.92			1000 202200		101000
	AMAZON			CC Accounting: 1000-		-410360-210		
	AMAZON							
	CC-381	12/30/24 Buy Register Rolls-Water	29.50			5210 202200		101000
	Order 73130			CC Accounting: 5210-		-430510-210		
	Buy Register Rolls							
	CC-381	12/30/24 Buy Register Rolls-Sewer	29.49			5310 202200		101000
	Order 73130			CC Accounting: 5310-		-430610-210		
	Buy Register Rolls							
*** Claim from another period (12/24) ****								
19450	E	852 CENEX FLEETCARD	1,792.00					
	304400CL	12/31/24 Fuel	335.90			1000 430100	231	101000
	304400CL	12/31/24 Fuel	335.90			5210 430510	231	101000
	304400CL	12/31/24 Fuel	335.91			5310 430610	231	101000
	304400CL	12/31/24 Fuel	19.68			1000 420460	231	101000
	304400CL	12/31/24 Fuel	94.50			1000 420460	231	101000
	304400CL	12/31/24 Fuel	53.15			1000 420460	231	101000
	304400CL	12/31/24 Fuel	41.68			1000 420460	231	101000
	304400CL	12/31/24 Fuel	20.71			1000 420730	231	101000
	304400CL	12/31/24 Fuel	191.15			1000 420100	231	101000
	304400CL	12/31/24 Fuel	205.34			1000 420100	231	101000
	304400CL	12/31/24 Fuel	118.33			1000 420100	231	101000
	304400CL	12/31/24 Fuel	39.75			1000 420100	231	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/24) ****								
19452		1979 Robert Michalson	28.68					
	121824	12/18/24 Travel for Meeting	28.68*			1000 410200	370	101000
19453		386 MONTANA RAIL LINK, INC.	125.00					
	472336	01/01/25 Water Xing	100.00			5210 430550	530	101000
	472379	01/01/25 Sewer Xing	25.00			5310 430630	530	101000
19454		1746 Ridgeway Mail Order	450.00					
	22040	01/06/25 Meds for EMS	450.00*			1000 420730	220	101000
19455		1847 Montana State Fire Chiefs	150.00					
	M2015434	01/06/25 Annual membership dues	150.00			1000 420410	330	101000
19456		2046 State of Montana DOJ	10.00					
	2025-0107	01/07/25 Professional Services	10.00*			1000 420100	350	101000
*** Claim from another period (12/24) ****								
19457		34 STEVENSVILLE HARDWARE AND RENTAL	154.34					
	CC-374	12/02/24 16193330-Stevi Hardware	10.79			1000 202200		101000
		Stevensville Hardware				CC Accounting: 1000-	-430900-220	
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-374	12/03/24 16193425-Work Gloves	14.98			1000 202200		101000
		Stevensville Hardware				CC Accounting: 1000-	-430200-220	
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-374	12/03/24 16193425-Work Gloves	15.02			5210 202200		101000
		Stevensville Hardware				CC Accounting: 5210-	-430510-220	
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-374	12/03/24 16193425-Work Gloves	14.98			5310 202200		101000
		Stevensville Hardware				CC Accounting: 5310-	-430610-220	
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-374	12/05/24 16193855- Brass Sweeper Nozzle	5.39			5310 202200		101000
		Stevensville Hardware				CC Accounting: 5310-	-430640-230	
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-375	12/06/24 16194041-Paint to mark Trees	19.78			1000 202200		101000
		Stevi Hardware				CC Accounting: 1000-	-460437-230	
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-383	12/17/24 Stevi Hardware -16196095	23.38			1000 202200		101000
		Stevi Hardware				CC Accounting: 1000-	-411201-230	
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-384	12/12/24 Stevi Hardware -16195277	7.19			1000 202200		101000
		Stevi Hardware				CC Accounting: 1000-	-430900-230	
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-384	12/12/24 Stevi Hardware -16195277	11.06			1000 202200		101000
		Stevi Hardware				CC Accounting: 1000-	-430100-220	
		STEVENSVILLE HARDWARE AND RENTAL INC						



\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-384	12/26/24 Stevi Hardware - 16197478	16.14			1000 202200		101000
		Stevi Hardware				CC Accounting: 1000-430100-231		
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-384	12/26/24 Stevi Hardware - 16197478	15.63			1000 202200		101000
		Stevi Hardware				CC Accounting: 1000-430100-232		
		STEVENSVILLE HARDWARE AND RENTAL INC						
*** Claim from another period (12/24) ****								
19458	C	1696 First Call Computer Solutions,	575.00					
	102366	12/31/24 .GOV - ADMIN	69.00			1000 410550	331	101000
	102366	12/31/24 .GOV - PD	92.00			1000 420100	331	101000
	102366	12/31/24 .GOV - COURT	34.50			1000 410360	331	101000
	102366	12/31/24 .GOV - FD	57.50			1000 420410	331	101000
	102366	12/31/24 .GOV - WATER	92.00			5210 430510	331	101000
	102366	12/31/24 .GOV - SEWER	92.00			5310 430610	331	101000
	102366	12/31/24 .GOV - COUNCIL	92.00*			1000 410100	331	101000
	102366	12/31/24 .GOV - MAYOR	23.00			1000 410200	331	101000
	102366	12/31/24 .GOV - AIRPORT	23.00			5610 430300	331	101000
*** Claim from another period (12/24) ****								
19459	C	1904 Trapper Peak Law, Melanie C	2,121.00					
	1053	01/05/25 Prosecuting Services	81.00*			1000 410364	370	101000
		Travel 12/5,11,20/24						
	1053	01/05/25 Prosecuting Services	30.00			1000 410364	352	101000
	1052	01/05/25 Prosecuting Services	90.00			1000 410364	352	101000
	1054	01/05/25 Prosecuting Services	90.00			1000 410364	352	101000
	1051	01/05/25 Prosecuting Services	420.00			1000 410364	352	101000
	1048	01/05/25 Prosecuting Services	135.00			1000 410364	352	101000
	1049	01/05/25 Prosecuting Services	270.00			1000 410364	352	101000
	1046	01/05/25 Prosecuting Services	90.00			1000 410364	352	101000
	1047	01/05/25 Prosecuting Services	180.00			1000 410364	352	101000
	1050	01/05/25 Prosecuting Services	15.00			1000 410364	352	101000
	1044	01/05/25 Prosecuting Services	105.00			1000 410364	352	101000
	1045	01/05/25 Prosecuting Services	585.00			1000 410364	352	101000
	1055	01/05/25 Prosecuting Services	30.00			1000 410364	352	101000
*** Claim from another period (12/24) ****								
19460		16 MONTANA ENVIRONMENTAL LAB LLC	149.00					
	2412795	12/05/24 Lab Testing Water	62.00*			5210 430540	355	101000
	2412796	12/13/24 Lab Testing Water	15.00			5210 343026		101000
	2412797	12/13/24 Lab Testing Water	15.00			5210 343026		101000
	2412798	12/13/24 Lab Testing Water	15.00			5210 343026		101000
	2413141	12/13/24 Lab Testing Water	15.00			5210 343026		101000
	2413352	12/20/24 Lab Testing Water	27.00*			5210 430540	355	101000

01/07/25  
16:30:23

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 1/25

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Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
19461		16 MONTANA ENVIRONMENTAL LAB LLC	1,118.50					
	2412518	12/02/24 Lab Testing WWTP	216.50			5310 430640	355	101000
	2412802	12/12/24 Lab Testing WWTP	384.00			5310 430640	355	101000
	2413142	12/18/24 Lab Testing WWTP	226.50			5310 430640	355	101000
	2413353	12/26/24 Lab Testing WWTP	226.50			5310 430640	355	101000
	2413581	12/27/24 Lab Testing WWTP	65.00			5310 430640	355	101000
19462	E	2006 RICOH	4.69					
	5070698486	01/01/25 Copies	0.71			1000 410550	320	101000
	5070698486	01/01/25 Copies	0.70			2394 420531	320	101000
	5070698486	01/01/25 Copies	1.64			5210 430510	320	101000
	5070698486	01/01/25 Copies	1.64			5310 430610	320	101000
		<b># of Claims</b>	<b>19</b>	<b>Total:</b>	<b>20,381.41</b>			
		<b>Total Electronic Claims</b>	<b>13,844.16</b>	<b>Total Non-Electronic Claims</b>	<b>6537.25</b>			

01/07/25  
16:30:24

TOWN OF STEVENSVILLE  
Fund Summary for Claims  
For the Accounting Period: 1/25

Page: 9 of 10  
Report ID: AP110

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	13,051.59
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	2,030.22
5210 WATER	
101000 Cash - Operating	1,583.72
5310 SEWER	
101000 Cash - Operating	3,331.09
5610 AIRPORT	
101000 Cash - Operating	384.79
<b>Total:</b>	<b>20,381.41</b>

01/07/25  
16:30:24

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
For the Accounting Period: 1 / 25

Page: 10 of 10  
Report ID: AP100A

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

\_\_\_\_\_  
Stacie Barker, Councilmember

\_\_\_\_\_  
Isaiah Nelson, Councilmember

\_\_\_\_\_  
Cindy Brown, Councilmember

\_\_\_\_\_  
Wallace Smith, Councilmember

\_\_\_\_\_  
Bob Michalson, Mayor

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

**File Attachments for Item:**

a. Airport

## Stevensville Airport Manager's Report

January 2025

1. Maintenance
  - a. No new maintenance items to report
  - b. Snowfalls have continued to be light enough that plowing has been unnecessary
2. CIP Projects for 2025/2026
  - a. Montana Department of Aeronautics annual funding meeting is scheduled for February 5<sup>th</sup> and 6<sup>th</sup> in Helena. A couple Board members and myself have already committed to attending. We'll continue to push to get as many people in attendance as possible.
3. Fuel
  - a. Our short-term fuel solution seemed to have gone away until the week of 12/16. The vendor reached out and indicated that they were still interested and working on it.
4. Airport Board
  - a. Two individuals have submitted board applications. We are still in search of one more.
5. Lease Invoices
  - a. Lease invoices went out just before the end of the year. We have already begun receiving payments.

**File Attachments for Item:**

b. Building Department

# **MONTHLY REPORT**

## **Building Department**

December 2024

<b><u>Permits Issued</u></b>	<b><u>Fees Collected</u></b>
<b><u>Building</u></b> ( 4 permits)	
1. NSFR .....	\$0
2. New/Remodel Commercial Building .....	\$1,077.60
3. Renovation/Remodel .....	\$388.08
4. Demo re-roof, commercial.....	\$75.00
<b><u>Electrical</u></b> ( 2 permits)	
1. NSFR .....	\$0
2. New/Remodel Commercial Building .....	\$150.74
3. Renovation/Remodel .....	\$75.00
4. Demo .....	\$0
<b><u>Mechanical</u></b> (2 permits)	
1. NSFR .....	\$0
2. New/Remodel Commercial Building .....	\$0
3. Renovation/Remodel .....	\$315.00
4. Demo .....	\$0
<b><u>Plumbing</u></b> (0 permit)	
1. NSFR .....	\$0
2. New/Remodel Commercial Building .....	\$0
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0
<b>Total permits issued: 8</b>	<b>Total fees collected: \$2,006.42</b>
<b><u>Activities</u></b>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<b><u>Items of Interest</u></b>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Jenelle Berthoud, Town Clerk



**File Attachments for Item:**

d. Fire Department



# STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – December 2024

## **Calls for the Month of December: 60**

Calls for Stevensville Town: 27

Calls for Stevensville Rural: 33

Mutual Aid: 0

Missed calls: 3

Medical Response: 49

Fire Calls: 6

Motor Vehicle Crash: 5

Total Calls: 60

## **Calls for the Year to Date: 704**

Calls for Stevensville Town: 271

Calls for Stevensville Rural: 414

Mutual Aid: 19

Missed call: 9

Medical Response: 525

Fire Calls: 141

Motor Vehicle Crash: 38

Total Calls: 704

**File Attachments for Item:**

f. Public Works

# TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT December 2024

## UTILITIES REPORT

### Domestic Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	17,680,000	17,172,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 28(not replacing 19 of these, so 9)
- 💧 Not currently replacing means Pine Street, vacant properties, shutoffs, etc.

### Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	6,345,329	5,596,329

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Satisfied Permit reporting, testing and regulatory requirements
- 💧 Continued sludge press

○

## OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Meter reads and billing cycle
- 💧 Daily road grid inspections
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Water and Waste water plants rounds
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 Alley maintenance
- 💧 Downtown risk management inspections
- 💧 Continued replacement of water meters
- 💧 Continued training on dump truck and skid steer
- 💧 Cleaned storm drains on Main St and alley between Main and Church
- 💧 Sent in more resident's water samples to M.E. Labs for lead testing
- 💧 Obtained CDL physical for one employee

**File Attachments for Item:**

- a. 1st Reading: Ordinance No. 172, Amending Chapter 24, Establishing a No Parking Zone at and Around 515 Main Street, Stevensville MT

**ORDINANCE NO. 172**

**AN ORDINANCE AMENDING CHAPTER 24, ESTABLISHING A NO PARKING ZONE AT AND AROUND 515 MAIN STREET, STEVENSVILLE, MT**

**WHEREAS**, the curves at and around 515 Main Street, Stevensville, Montana create a safety hazard when vehicles are parked there;

**WHEREAS**, Town Code § 24-268(a) provides, “No person shall stop, stand or park any vehicle upon such roadway unless such vehicle can be seen by the driver of any other vehicle approaching from either direction within 500 feet and unless drivers approaching from opposite directions are visible to each other when both are at least 500 feet from the vehicle to be stopped, turned or parked, except in cases of justifiable emergency.”;

**WHEREAS**, Town Code § 24-273 provides, “The parking of motor vehicles on particular streets or parts of streets within the municipality is controlled by the regulations of this chapter and other ordinances of the municipality. When appropriate signs are erected, giving indication of such regulations, no driver of a vehicle shall disobey the direction of any such sign.”;

Street	From	To	Side of Street where No Parking Signs are Placed
Main Street	Entrance of Tad Lange Park	Entrance of Stevensville Museum	West side of Main Street Between Tad Lange Park. and 515 Main St.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE, MONTANA:**

Section 1. “No Parking” signs shall be posted at entrance of Tad Lange Park, (South), Main Street to the south property line of 515 Main Street.

Section 2. This ordinance shall be in full force and effect thirty (30) days after public hearing and final adoption by the Town Council.

Passed on First Reading by the Town Council of the Town of Stevensville, Montana this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Approved:

Attest:

\_\_\_\_\_

Bob Michalson, Mayor

\_\_\_\_\_

Jenelle S. Berthoud, Town Clerk

Passed on Second Reading by the Town Council of the Town of Stevensville, Montana this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Approved:

\_\_\_\_\_

Bob Michalson, Mayor

Attest:

\_\_\_\_\_

Jenelle S. Berthoud, Town Clerk



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	Public Hearing
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	1st Reading: Ordinance No. 172, Amending Chapter 24, Establishing a No Parking Zone at and Around 515 Main Street, Stevensville MT
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	The following ordinance will establish a no parking zone between Tad Lange Park and the south property line of 515 Main Street. Montana Department of Transportation has requested an Ordinance be in place before No Parking signs can be installed. This area of Main Street is dangerous to motor vehicles and pedestrians due to the limited distance of site when traveling south bound. Stevensville Town Attorney, Greg Overstreet assisted in the writing of this Ordinance and he has given approval of this document to come to the public for comment and the town council for approval.



**File Attachments for Item:**

b. 1st Reading: Ordinance No. 173, Repealing Town Code Sections 10-117 - 10-125 and Adopting New Town Code Sections 10-126 - 10-131 Regarding Land Use Variances

**ORDINANCE NO. 173**

**AN ORDINANCE REPEALING TOWN CODE SECTIONS 10-117 – 10- 125 AND ADOPTING  
NEW TOWN CODE SECTIONS 10-126 – 10-131 REGARDING LAND USE VARIANCES**

**WHEREAS**, the Town of Stevensville enacted Town Code §§ 10-117 – 10-125 in 2001 regarding land use variances;

**WHEREAS**, the Town of Stevensville amended these sections in 2015;

**WHEREAS**, the Legislature enacted MCA Title 76, Chapter 25, Part 5 in 2023 regarding land use variances;

**WHEREAS**, the 2001 and 2015 Town Code provisions were inconsistent with the 2023 legislation; and

**WHEREAS**, the Town of Stevensville wishes to harmonize its land use variance process to comply with the 2023 legislation;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE, MONTANA:**

Section 1. The Town Code of Stevensville §§ 10-117 – 10-125 are hereby repealed.

Section 2. The Town Code of Stevensville is hereby amended as shown in Exhibit A.

Passed on First Reading by the Town Council of the Town of Stevensville, Montana this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Approved:

\_\_\_\_\_

Bob Michalson, Mayor

Attest:

\_\_\_\_\_

Jenelle S. Berthoud, Town Clerk

Passed on Second Reading by the Town Council of the Town of Stevensville, Montana this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Approved:

\_\_\_\_\_

Bob Michalson, Mayor

Attest:

\_\_\_\_\_

Jenelle S. Berthoud, Town Clerk

## Exhibit A to Ordinance No. 173

### **Sec. 10-117. Board created.**

The board of adjustment is established to act on variance applications as detailed in this division. Said board shall consist of the mayor and town council members.

(Res. No. 168, § 16.90.010, 3-26-2001; Ord. No. 154, § 2, 1-8-2015)

### **Sec. 10-118. Board staff.**

The staff of the town shall be at the disposal of the board to receive and process applications of appeal and to give advice to said council.

(Res. No. 168, § 16.90.020, 3-26-2001; Ord. No. 154, § 2, 1-8-2015)

### **Sec. 10-119. Board powers and duties.**

The board shall set its operating rules in accordance with MCA 76-2-323 and shall have the following powers:

(1) — To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of this chapter or of any ordinance adopted pursuant thereto.

(2) — To authorize upon appeal in specific cases such variance from the terms of this chapter as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship, and so that the spirit of this chapter shall be observed and substantial justice done.

(3) — More specifically, the board may, after public notice and hearing, approve, approve with conditions or deny any request to modify the following requirements of this chapter:

a. — Setback requirements;

b. — Yard requirements;

c. — Area requirements;

d. — Height requirements;

e. — Parking requirements;

f. — Loading requirements;

g. — Expansion or creation of nonconforming uses of land and structures.

(4) — The concurring vote of four members of the board shall be necessary to reverse any order, requirements, decisions or determination of any administrative official, or to decide in favor of the applicant on any matter upon which it is required to pass under this chapter, or to effect any variation of this chapter.

(Res. No. 168, § 16.90.030, 3-26-2001; Ord. No. 154, § 2, 1-8-2015)

**Sec. 10-120. Procedures.**

(a) — Written application for appeals or modifications (variance) shall be filed in the office of the town clerk. Notwithstanding any other provisions of this chapter, a standard fee in the amount established in accordance with section 10-28 shall be paid to the town upon filing of each application for the purpose of defraying expenses incidental to proceedings. No application will be regarded as having been filed until such fee has been paid.

(b) — The board shall cause to be made such investigation of facts bearing on the application as will provide necessary information to ensure that the action on each such application is consistent with the intent and purpose of this chapter. During time of appeal, all construction shall cease and shall not recommence until approved by the board of adjustment.

(Res. No. 168, § 16.90.040, 3-26-2001; Ord. of 5-12-2003; Ord. No. 154, § 2, 1-8-2015)

**Sec. 10-121. Hearing and notice.**

(a) — There shall be a hearing for each application of appeal or modification. Said hearing shall be held at an appointed time and place. Testimony shall be taken by the board from persons interested in said application and from the town planning and zoning board.

(b) — The town clerk shall give public notice of all public hearings to be held before the town board of adjustment as provided in MCA 7-1-2121.

(c) — Said notice shall specify the number, date, time and place of all scheduled public hearings. It shall state the name and address of the applicant, the name and address of the owner of record of the property, a legal description of the property affected, the street address or its location by approximate distances from the nearest major street or road intersection so that the property can be easily identified, and a brief statement of the nature of the hearing.

(d) — In addition to such publication, the town clerk shall post same notice of public hearing on or before the date of the first published notice on the site in question as well as on one or more additional locations, visible to the general public, within the affected area as deemed appropriate by the town clerk or zoning administrator.

(e) — Notice of public hearings shall be made available to all newspapers, radio and television stations serving the jurisdiction for use as a public service announcement.

(f) — Notice shall also be sent by mail on or before the date of the first published notice to the applicant and owners of record or their legal representative of the subject property, as well as to the owners of record of all parcels within 500 feet of the perimeter of the subject property. The number of feet occupied by all public roads, streets, alleys and other public ways shall be excluded in determining the 500-foot requirements. Mailed notice shall also provide a map of the area in question so as to indicate the project's general location and proximity to surrounding properties.

(g) — If, for some reason, a required property owner fails to receive mail notification of a scheduled public hearing, or if one or more of the required posted signs in the area or on the site for which the public hearing is being held is inadvertently removed through no fault of the town, this in no way shall invalidate the legal notice requirement of the scheduled public hearing.

(h) — Notice may also be provided to property owners in any additional area that may be substantially impacted by the proposed variance as determined by the town clerk or the zoning administrator.

(Res. No. 168, § 16.90.050, 3-26-2001; Ord. No. 154, § 2, 1-8-2015)

### **Sec. 10-122. Approval.**

In approving applications of appeal or modifications, the board shall designate such lawful conditions as will secure substantial protection for the public health, safety and general welfare, and shall find as follows:

(1) — Such modifications will not be inconsistent with the intent and purpose of this chapter and/or any adopted master plan.

(2) — That strict compliance with the provisions of this chapter would create unnecessary hardship or unreasonable situation on a particular property due to unusual or extreme topography, unusual shape of the property or the prevalence of similar conditions in the immediate vicinity of the property.

(3) — That such modifications will have minimal adverse effect on abutting properties or the permitted uses thereof.

(4) — That the lawful conditions stated in the approval are deemed necessary to protect the public health, safety and general welfare, which provisions may include:

a. — A time period within which the proposed structure will be erected.

b. — Required landscaping and maintenance thereof.

c. — Requiring the surfacing and marking of off-street parking and loading areas.

d. — Any other conditions as will make possible the development of the town in an orderly and efficient manner and in conformity with the intent and purpose set forth in this section.

(Res. No. 168, § 16.90.060, 3-26-2001; Ord. No. 154, § 2, 1-8-2015)

**~~Sec. 10-123. Conditions of approval.~~**

~~Any approval under this section shall be subject to the terms of the conditions designated in connection therein.~~

~~(Res. No. 168, § 16.90.070, 3-26-2001; Ord. No. 154, § 2, 1-8-2015)~~

**~~Sec. 10-124. Appeals from the board of adjustment.~~**

~~Any person or persons, jointly or severally aggrieved by any decision of the board of adjustment, or any taxpayer, or any officer, department, board or bureau of the municipality, may present to a court of record a petition, duly verified, setting forth that such decision is illegal in whole or in part, specifying the grounds of illegality. Such petition shall be presented to the court within 30 days after the filing of the decision in the office of the board.~~

~~(Res. No. 168, § 16.90.080, 3-26-2001; Ord. No. 154, § 2, 1-8-2015)~~

**~~Sec. 10-125. Time decision effective.~~**

~~The decision of the board of adjustment shall be final as provided in section 10-124, and if a building permit or land use permit is not obtained for the subject property within six months from the day of the board's decision, the variance shall be automatically cancelled and become null and void.~~

~~(Res. No. 168, § 16.90.090, 3-26-2001; Ord. No. 154, § 2, 1-8-2015)~~

**Sec. 126. Application for Variance**

The process of obtaining a variance starts with an applicant making an application to the Town's planning administrator.

(MCA 76-25-502(6).)

**Sec. 127. Criteria for Variance Application**

The five criteria the planning administrator must apply are:

- (1) The variance is not detrimental to the public health, safety or general welfare;
- (2) The variance is due to conditions peculiar to the property, such as physical surroundings, shape, or topographical conditions;
- (3) Strict application of the regulations to the property results in an unnecessary hardship to the owner as compared to others subject to the same regulation and that is not self-imposed;
- (4) The variance may not cause a substantial increase in public costs; and
- (5) The variance may not place the property in nonconformance with any other regulations.

(MCA 76-25-502(4).)

**Sec. 128. Appeal to Planning Commission**

An appeal of the planning administrator's decision can be made to the Planning Commission. A written appeal must be submitted to the Planning Commission within 15 business days of the planning administrator's decision. An appeal must state the facts and raising all grounds for appeal that the party may raise in district court. The Planning Commission can only overturn, in whole or in part, the planning administrator's decision if it is arbitrary, capricious, or unlawful.

(MCA 76-25-503.)

**Sec. 129. Appeal to Town Council**

An appeal of the Planning Commission's decision can be made to the Town Council. A written appeal must be submitted to the Town Council within 15 business days of the Planning



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	Public Hearing
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	1st Reading: Ordinance No. 173, Repealing Town Code Sections 10-117 - 10-125 and Adopting New Town Code Sections 10-126 - 10-131 Regarding Land Use Variances
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	<p>The following ordinance will repeal town code sections 10-117 – 10-125 and replace with sections 10-126 – 10-131 regarding land use variance processes to comply with the 2023 legislation changes.</p> <p>Stevensville Town Attorney, Greg Overstreet brought this change to the attention of the administration and has written this Ordinance, and he has given approval of this document to come to the public for comment and the town council for approval.</p>



**File Attachments for Item:**

a. Discussion/Decision: Ordinance No. 172, Amending Chapter 24, Establishing a No Parking Zone at and Around 515 Main Street, Stevensville MT



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: Ordinance No. 172, Amending Chapter 24, Establishing a No Parking Zone at and Around 515 Main Street, Stevensville MT
<b>Backup Documents Attached?</b>	Ordinance No. 172 is attached to the Public Hearing Section of this agenda.
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	The following ordinance will establish a no parking zone between Tad Lange Park and the south property line of 515 Main Street. Montana Department of Transportation has requested an Ordinance be in place before No Parking signs can be installed. This area of Main Street is dangerous to motor vehicles and pedestrians due to the limited distance of site when traveling south bound. Stevensville Town Attorney, Greg Overstreet assisted in the writing of this Ordinance and he has given approval of this document to come to the public for comment and the town council for approval.

**File Attachments for Item:**

b. Discussion/Decision: Ordinance No. 173 Repealing Town Code Sections 10-117 - 10-125 and Adopting New Town Code Sections 10-126 - 10-131 Regarding Land Use Variances



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: Ordinance No. 173 Repealing Town Code Sections 10-117 - 10-125 and Adopting New Town Code Sections 10-126 - 10-131 Regarding Land Use Variances
<b>Backup Documents Attached?</b>	Ordinance No. 173 is attached to the Public Hearing Section of this agenda.
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	<p>The following ordinance will repeal town code sections 10-117 – 10-125 and replace with sections 10-126 – 10-131 regarding land use variance processes to comply with the 2023 legislation changes.</p> <p>Stevensville Town Attorney, Greg Overstreet brought this change to the attention of the administration and has written this Ordinance, and he has given approval of this document to come to the public for comment and the town council for approval.</p>

**File Attachments for Item:**

c. Discussion/Decision: Consent to the Mayors Appointment of Alex Athens to the Airport Board

**BOARD APPLICATION FORM  
STEVENSVILLE, MONTANA**

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

Name: Alex Athens Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

City: Missoula State: MT Zip: 59803

Email Address: \_\_\_\_\_

Business or Occupation: Outfitter, pilot, ranch manager

Board or Committee applying for: Stevensville Airport Board

✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):  
I am an instrument rated commercial pilot with a flight instructor certificate.  
I am also a hanger owner at the Stevensville Airport.  
I feel that these things give me a special interest in the management of the  
airport and maybe I could be of some value to help the airport run smoothly

✓ Why do you wish to serve on this Board or Committee?  
I wish to serve on this board to help with progress and management of the  
airport. I feel this airport is a huge asset to town and the people of Stevensville.  
I would also like to help promote the use of the airport including flight instruction  
for young people.

✓ Additional information which you feel is pertinent:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: 

Date: 12/7/24

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



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Craig Thomas, Airport Board Chair
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: Consent to the Mayors Appointment of Alex Athens to the Airport Board
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	The Airport Board is down two members at this time and the appointment of Mr. Athens would fill one of those spots.

**File Attachments for Item:**

d. Discussion/Decision: Consent to the Mayors Appointment of Brad Condra to the Airport Board



**BOARD APPLICATION FORM  
STEVENSVILLE, MONTANA**

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

Name: Brad Condra Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

City: Missoula State: MT Zip: 59804

Email Address: \_\_\_\_\_

Business or Occupation: Attorney

Board or Committee applying for: Stevensville Airport Board

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

I am a pilot and attorney. I keep my plane at the stevensville airport and I am interested in the operation of the airport

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

I am interested in the operation of the airport.

- ✓ Additional information which you feel is pertinent:

Signature: 

Date: 12/9/24

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



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Craig Thomas, Airport Board Chair
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: Consent to the Mayors Appointment of Brad Condra to the Airport Board
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	The Airport Board is down two members at this time and the appointment of Mr. Condra would fill one of those spots.

**File Attachments for Item:**

e. Discussion/Decision: Installation of Stop Sign located at the Corner of Buck Street, South Bound, and West 2nd Street

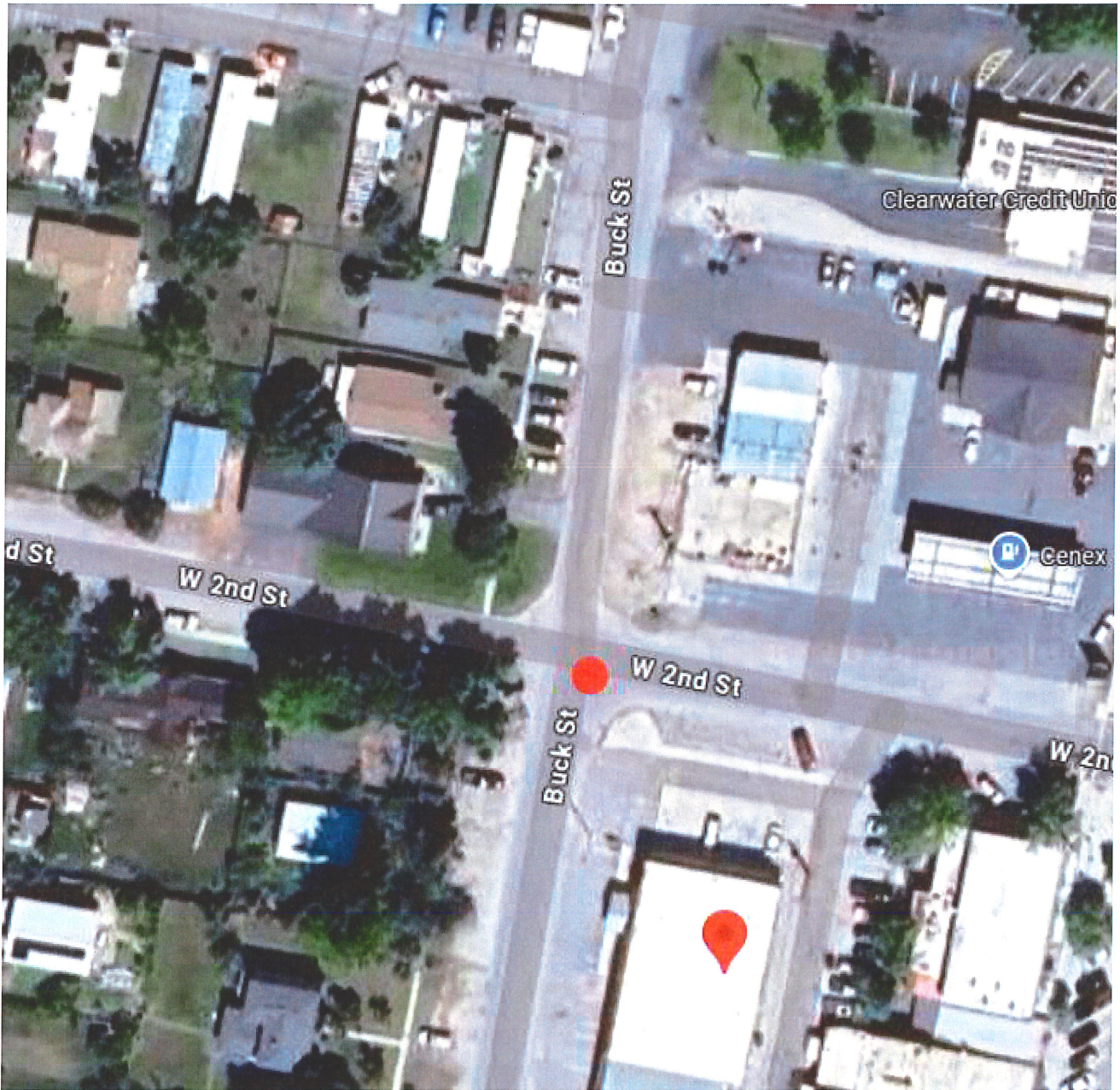


## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	John Boe, Chief of Police
<b>Second Person Submitting the Agenda Item:</b>	Bob Michalson, Mayor
<b>Submitter Title:</b>	Department Head
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: Installation of Stop Sign located at the Corner of Buck Street, South Bound, and West 2 <sup>nd</sup> Street
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	The corner of Buck Street, South bound, currently has a yield sign. Buck Street and West 2 <sup>nd</sup> Street have become very busy street with car travel, delivery trucks and pedestrians. There have been many close calls at this intersection when the yield sign is not being obeyed and cars are pulling out on to West 2 <sup>nd</sup> Street and not yielding to the east and west bond traffic.



**File Attachments for Item:**

f. Discussion/Decision: Installation of Stop Sign located at the Corner of Buck Street, South Bound, and West 2nd Street



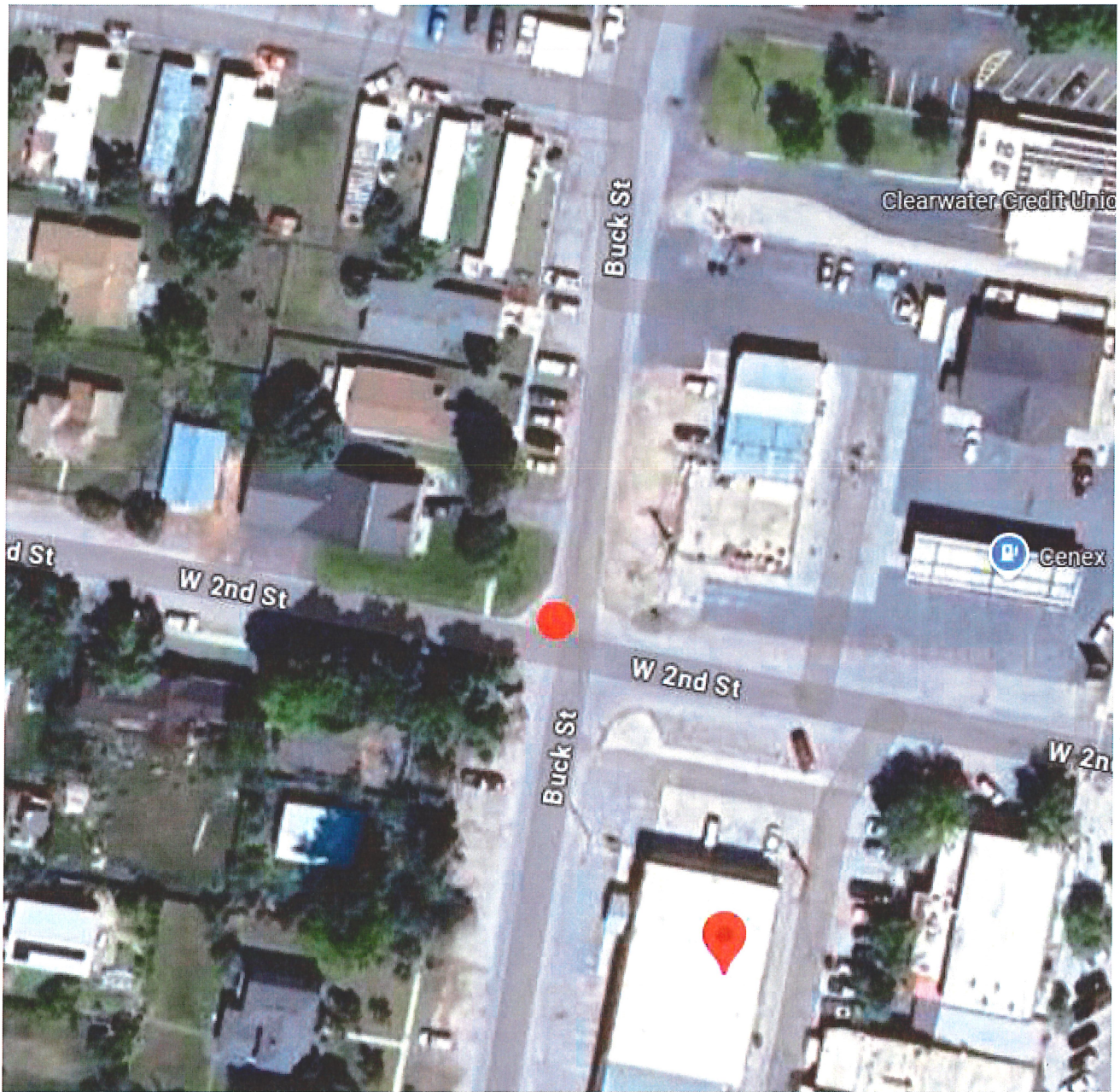
## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	John Boe, Chief of Police
<b>Second Person Submitting the Agenda Item:</b>	Bob Michalson, Mayor
<b>Submitter Title:</b>	Department Head
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: Installation of Stop Sign located at the Corner of Buck Street, South Bound, and West 2 <sup>nd</sup> Street
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	The corner of Buck Street, South bound, currently has a yield sign. Buck Street and West 2 <sup>nd</sup> Street have become very busy street with car travel, delivery trucks and pedestrians. There have been many close calls at this intersection when the yield sign is not being obeyed and cars are pulling out on to West 2 <sup>nd</sup> Street and not yielding to the east and west bond traffic.







**File Attachments for Item:**

g. Discussion/Decision: RFP for Reservoir Leak Detection (water storage for the town)



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: RFP for Reservoir Leak Detection (water storage for the town)
<b>Backup Documents Attached?</b>	Choose an item.
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	In 2019 leak detection was performed at the towns reservoir no decision or conclusion was made on the location of the leak, but that the reservoir is leaking and the recommendation at that time was to replace the reservoir. Performing leak detection at this time will help with identification and next steps needed to prevent water loss.

**File Attachments for Item:**

h. Discussion/Decision: Appointment of Councilperson to Serve on Planning & Zoning Board



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: Appointment of Councilperson to Serve on Planning & Zoning Board
<b>Backup Documents Attached?</b>	Choose an item.
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	In accordance with Stevensville Municipal Code Sec. 2-313. The town council shall select a member of its own body to serve on the Planning & Zoning Board.

**File Attachments for Item:**

i. Discussion/Decision: Appointment of Councilperson to Serve on TIFID/TEDD Board



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: Appointment of Councilperson to Serve on TIFID/TEDD Board
<b>Backup Documents Attached?</b>	Choose an item.
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	In accordance with Stevensville Municipal Code Sec. 2-330 it states that a member of the town council selected by the town council, appointed annually, be appointed to the TIFID/TEDD Board.

**File Attachments for Item:**

j. Discussion/Decision: Appointment of Councilperson to serve on Park Board



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: Appointment of Councilperson to serve on Park Board
<b>Backup Documents Attached?</b>	Choose an item.
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	A member of the town council is appointed by the council to be a town council representative on the Park Board.



**File Attachments for Item:**

k. Discussion/Decision: Appointment of Councilperson to Serve on the Airport Board



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: Appointment of Councilperson to Serve on the Airport Board
<b>Backup Documents Attached?</b>	Choose an item.
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	In accordance with Stevensville Municipal Code Section 3-33, states that one town council member chosen by the council serve on the Airport Board.

**File Attachments for Item:**

I. Discussion/Decision: Reschedule C.O.W. Meeting to Discuss Council Rules, Procedures and Code of Conduct



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	01/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: Reschedule C.O.W. Meeting to Discuss Council Rules, Procedures and Code of Conduct
<b>Backup Documents Attached?</b>	Choose an item.
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	01/09/2025
<b>Notes:</b>	At the 12/12/2024 town council meeting the town council chose a date of 01/16/2025 to hold a C.O.W. Meeting to discuss council rules and procedures. A councilmember will not be able to attend on this date a reschedule of the meeting is needed to accommodate all town council members at the C.O.W. Meeting. An additional item has also been added to this meeting for discussion.