



**Stevensville Town Council Meeting
Agenda for
THURSDAY, JULY 25, 2024
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
5. Approval of Bi-Weekly Claims
6. Guests
 - a. Montana Department of Transportation
7. Public Hearings
 - a. 1st Reading: Proposed Ordinance No. 171 an Ordinance Amending Town Code Section 14-35 and Repealing Town Code Section 14-36 Regarding Noxious Weeds
8. New Business
 - a. Discussion/Decision: Ordinance No. 171 an Ordinance Amending Town Code Section 14-35 and Repealing Town Code Section 14-36 Regarding Noxious Weeds (1st Reading)
 - b. Discussion/Decision: Consent to the Mayor's Appointment of Eric Wilson as a Volunteer Firefighter and EMS-Medical Volunteer for the Town of Stevensville Fire Department
 - c. Discussion/Decision: Consent to the Mayor's Appointment of Abbie Motley as a Volunteer EMS Support Person for the Town of Stevensville Fire Department
 - d. Discussion/Decision: Town Council to set a Date and Time for a C.O.W. Meeting to Discuss Planning & Zoning Charges and Fees
 - e. Discussion/Decision: Resolution No. 457c a Resolution of the Town of Stevensville, Town Council Amending Water & Sewer Billing Policies
 - f. Discussion/Decision: Resolution No. 545 a Resolution Adopting a Fee Schedule and Charges for Airport Fees by the Town of Stevensville
 - g. Discussion/Decision: Resolution No. 546 a Resolution Adopting a Fee Schedule and Charges for Building, Electrical, Mechanical & Plumbing Fees by the Town of Stevensville
 - h. Discussion/Decision: Resolution No. 547 a Resolution Establishing Lighting District Taxes for the Town of Stevensville, Montana Fiscal Year 2024-2025
 - i. Discussion/Decision: Resolution No. 548 a Resolution Adopting a User Fee for Bulk Water by the Town of Stevensville
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. 1st Reading: Proposed Ordinance No. 171 an Ordinance Amending Town Code Section 14-35 and Repealing Town Code Section 14-36 Regarding Noxious Weeds



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).

Agenda Item Type:	PUBLIC HEARING
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Greg Overstreet, Town Attorney
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/25/2024
Agenda Topic:	1 st Reading: Proposed Ordinance No. 171 an Ordinance Amending Town Code Section 14-35 and Repealing Town Code Section 14-36 Regarding Noxious Weeds
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/25/2024
Notes:	

ORDINANCE NO. 171

**AN ORDINANCE AMENDING TOWN CODE SECTION 14-35 AND REPEALING
TOWN CODE SECTION 14-36 REGARDING NOXIOUS WEEDS**

WHEREAS, the Town of Stevensville is authorized by MCA 7-22-4101 to levy the cost of removing noxious weeds upon a property owner to whom the Town has given notice to do so;

WHEREAS, no current provision of the Town Code authorizes the levying of such costs;

WHEREAS, no specific statutory provision authorizes the imposition of misdemeanor penalties upon a property owner refusing to remove noxious weeds after notice to do so;

WHEREAS, a provision of the Town Code, Section 14-36, which was adopted in 1973, imposed misdemeanor penalties on a property owner refusing to remove noxious weeds; and

WHEREAS, immediately upon learning of the lack of statutory authority for imposing misdemeanor penalties, the Town Council sought to repeal the misdemeanor provision;

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

Section 1. The Town Code of Stevensville Section 14-35 is hereby amended, and Section 14-36 is hereby repealed as depicted by Exhibit A attached hereto and incorporated by reference herein.

Section 2. This ordinance shall be in full force and effective 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 on this _____ day of _____, 2024.

APPROVED:

ATTEST:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

Passed on second reading by the Town Council of the Town of Stevensville, Montana on this _____ day of _____, 2024.

APPROVED:

ATTEST:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

EXHIBIT A TO ORDINANCE NO. 171

Sec. 14-35. - Notice to destroy and/or remove.

- (a) Whenever noxious weeds are found to exist upon any premises within the municipality, the municipality shall notify by registered mail the owner of the property, or, if no person can be located, the person in control of the premises.
- (b) The notice shall state that the existence of such noxious weeds constitutes a public nuisance and shall order the owner or owners or person in charge to exterminate or cut and remove all such weeds on any lot, place or area within the municipal limits, and upon one-half of any adjacent street or road. The notice shall further inform such property owners, or their agents, that, upon their failure to exterminate or remove such weeds within seven days of the registered notice, the municipality may proceed to ~~file a criminal complaint against said persons in the city court~~ levy the costs of extermination or removal as a special tax against the property.
- (c) In the event the owner or owners of any of said premises neglect to exterminate or remove the noxious weeds therefrom, the municipality may levy the cost of such extermination or removal as a special tax against the property.
- (d) In case personal notice by registered mail cannot be delivered, then the notice shall be published two consecutive days in a prominently displayed advertisement in the official newspaper of the county. The last date of publication shall not be less than five days prior to the date upon which the municipality shall order the weeds exterminated or cut and removed from such property.

~~Sec. 14 36. - Action upon noncompliance with order. —~~

~~Neglect or refusal of any owner or owners or agent thereof to exterminate or remove noxious weeds growing, lying or located upon the property of the owner or upon one half of any road or street lying next to the lands after the time period specified in the notice shall constitute a misdemeanor and shall be punishable as provided in section 1-8.~~

File Attachments for Item:

a. Discussion/Decision: Ordinance No. 171 an Ordinance Amending Town Code Section 14-35 and Repealing Town Code Section 14-36 Regarding Noxious Weeds (1st Reading)



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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Greg Overstreet, Town Attorney
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/25/2024
Agenda Topic:	Discussion/Decision: Ordinance No. 171 an Ordinance Amending Town Code Section 14-35 and Repealing Town Code Section 14-36 Regarding Noxious Weeds (1 st Reading)
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/25/2024
Notes:	

ORDINANCE NO. 171

AN ORDINANCE AMENDING TOWN CODE SECTION 14-35 AND REPEALING TOWN CODE SECTION 14-36 REGARDING NOXIOUS WEEDS

WHEREAS, the Town of Stevensville is authorized by MCA 7-22-4101 to levy the cost of removing noxious weeds upon a property owner to whom the Town has given notice to do so;

WHEREAS, no current provision of the Town Code authorizes the levying of such costs;

WHEREAS, no specific statutory provision authorizes the imposition of misdemeanor penalties upon a property owner refusing to remove noxious weeds after notice to do so;

WHEREAS, a provision of the Town Code, Section 14-36, which was adopted in 1973, imposed misdemeanor penalties on a property owner refusing to remove noxious weeds; and

WHEREAS, immediately upon learning of the lack of statutory authority for imposing misdemeanor penalties, the Town Council sought to repeal the misdemeanor provision;

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

Section 1. The Town Code of Stevensville Section 14-35 is hereby amended, and Section 14-36 is hereby repealed as depicted by Exhibit A attached hereto and incorporated by reference herein.

Section 2. This ordinance shall be in full force and effective 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 on this _____ day of _____, 2024.

APPROVED:

ATTEST:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

Passed on second reading by the Town Council of the Town of Stevensville, Montana on this _____ day of _____, 2024.

APPROVED:

ATTEST:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

EXHIBIT A TO ORDINANCE NO. 171

Sec. 14-35. - Notice to destroy and/or remove.

(a) Whenever noxious weeds are found to exist upon any premises within the municipality, the municipality shall notify by registered mail the owner of the property, or, if no person can be located, the person in control of the premises.

(b) The notice shall state that the existence of such noxious weeds constitutes a public nuisance and shall order the owner or owners or person in charge to exterminate or cut and remove all such weeds on any lot, place or area within the municipal limits, and upon one-half of any adjacent street or road. The notice shall further inform such property owners, or their agents, that, upon their failure to exterminate or remove such weeds within seven days of the registered notice, the municipality may proceed to ~~file a criminal complaint against said persons in the city court~~ levy the costs of extermination or removal as a special tax against the property.

(c) In the event the owner or owners of any of said premises neglect to exterminate or remove the noxious weeds therefrom, the municipality may levy the cost of such extermination or removal as a special tax against the property.

(d) In case personal notice by registered mail cannot be delivered, then the notice shall be published two consecutive days in a prominently displayed advertisement in the official newspaper of the county. The last date of publication shall not be less than five days prior to the date upon which the municipality shall order the weeds exterminated or cut and removed from such property.

~~**Sec. 14 36.** - Action upon noncompliance with order. —~~

~~Neglect or refusal of any owner or owners or agent thereof to exterminate or remove noxious weeds growing, lying or located upon the property of the owner or upon one half of any road or street lying next to the lands after the time period specified in the notice shall constitute a misdemeanor and shall be punishable as provided in section 1-8.~~

File Attachments for Item:

b. Discussion/Decision: Consent to the Mayor's Appointment of Eric Wilson as a Volunteer Firefighter and EMS-Medical Volunteer for the Town of Stevensville Fire Department



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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Jeff Motley, Fire Chief
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/25/2024
Agenda Topic:	Discussion/Decision: Consent to the Mayor's Appointment of Eric Wilson as a Volunteer Firefighter and EMS-Medical Volunteer for the Town of Stevensville Fire Department
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/25/2024
Notes:	



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

July 25, 2024

Fire Chief Jeff Motley has recommended the appointment of Eric Wilson as a volunteer Firefighter and EMS-Medical volunteer to the Town of Stevensville Fire Department.

Eric has successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Motley", is written over a large, stylized, light-colored scribble.

Jeff Motley, Chief
Stevensville Fire Department

File Attachments for Item:

c. Discussion/Decision: Consent to the Mayor's Appointment of Abbie Motley as a Volunteer EMS Support Person for the Town of Stevensville Fire Department



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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Jeff Motley, Fire Chief
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/25/2024
Agenda Topic:	Discussion/Decision: Consent to the Mayor's Appointment of Abbie Motley as a Volunteer EMS Support Person for the Town of Stevensville Fire Department
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/25/2024
Notes:	



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

July 25, 2024

Fire Chief Jeff Motley has recommended the appointment of Abbie Motley as a volunteer EMS Support person to the Town of Stevensville Fire Department.

Abbie has successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Motley", written over a horizontal line.

Jeff Motley, Chief
Stevensville Fire Department

File Attachments for Item:

d. Discussion/Decision: Town Council to set a Date and Time for a C.O.W. Meeting to Discuss Planning & Zoning Charges and Fees



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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/25/2024
Agenda Topic:	Discussion/Decision: Town Council to set a Date and Time for a C.O.W. Meeting to Discuss Planning & Zoning Charges and Fees
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/25/2024
Notes:	Planning & Zoning charges and fees were adopted in FY 21/22.

File Attachments for Item:

e. Discussion/Decision: Resolution No. 457c a Resolution of the Town of Stevensville, Town Council Amending Water & Sewer Billing Policies



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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Utility Billing Department
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/25/2024
Agenda Topic:	Discussion/Decision: Resolution No. 457c a Resolution of the Town of Stevensville, Town Council Amending Water & Sewer Billing Policies
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/25/2024
Notes:	Resolution No. 457b was adopted on March 24, 2022. The following changes are required to continue operations and clarify due dates, payments, lates fees, return check and ACH fees, delinquent and disconnect notices, with water and sewer billing. The policies and procedures policy attached to Resolution No. 457c shows changes being proposed.

RESOLUTION NO. 457c

**A RESOLUTION OF THE TOWN OF STEVENSVILLE, TOWN COUNCIL
AMENDING WATER & SEWER BILLING POLICIES**

WHEREAS, the Town is authorized by MCA 7-13-4301 to establish and maintain and water and sanitary sewer service; and

WHEREAS, the Town Council previously adopted Resolution No. 457b on March 24, 2022, to guide day-to-day operations and decision making for water and sewer billing; and

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, that the attached amendments to Water & Sewer Billing Polices #1, #3, #5, #7, #8, #9, #10, and #12, is hereby adopted.

PASSED AND ADOPTED by the Town Council and Mayor of the Town of Stevensville the 25TH day of July 2024.

APPROVED:

ATTEST:

Bob Michalson, Mayor

Jenelle Berthoud, Town Clerk

STEVENSVILLE MT MUNICIPAL WATER/SEWER
BILLING POLICY AND PROCEDURES

Adopted by Resolution No. 457c, July 25, 2024

1. **Water/Sewer Billing Policy:** The following policy shall govern the provision of municipal water/sewer billing of the Town of Stevensville, MT. The purpose of this policy is to provide consistent customer rules and guidelines. Individuals who have questions regarding the services provided by the Town of Stevensville are encouraged to contact Town Hall at 406-777-5271.

2. **Water/Sewer Billing Information:** Services being provided and billed for in Stevensville, MT consist of water, sanitary sewer. All municipal water/sewer services being billed for are included on one (1) billing for each account. Municipal water/sewer services and this policy both include residential and commercial users. The Town of Stevensville shall maintain account records for each customer that includes the customer's legal name, billing address, account number, service address, current charges, and account history including consumption, past due charges, penalties, and fees.

3. **Water/Sewer Billing Office Hours:** Monday through Friday 8:00 a.m. - 4:00p.m.

4. **Water/Sewer Billing Contact Information:** Mailing address: P.O. Box 30, Stevensville, MT, Phone number: 406-777-5271, Website address: www.townofstevensville.com

5. **Water/Sewer Accounts:** All accounts ~~shall be carried~~ **should have record of** the name of the property owner. The property

owner shall be liable for all water / sewer services supplied to the property, whether property is owner occupied or not, and any charges unpaid shall be collected as authorized by Municipal Code and State Law.

6. **Rate Calculations:** All municipal water/sewer charges shall be calculated in accordance with the specific rate established by ordinance, resolution, or policy as adopted by the Town of Stevensville and applicated to each municipal water/sewer service provided to a customer.

~~7. **Additional Charges:** Billings for extra services. Disconnection or reconnection of services, installation charges, or other special charges shall be billed in accordance with the applicable rate resolution and shall be billed as a separate bill.~~

8. **Town of Stevensville Water/Sewer Service Application:** Any person, firm or corporation desiring to establish water/sewer service shall make applications for said service(s). All new municipal water/ sewer service accounts may only be are placed in the property owner's name and the bill may go to the resident with property owners consent. The owner shall be responsible for the water/sewer billing on the said property. Applicants must be at least eighteen (18) years of age. The application shall be on such form(s) as may or now hereinafter be prescribed by The Town of Stevensville Water & Sewer Department. The application shall include the applicant's name, service address, mailing address, telephone number, driver's license number, and signed agreement form. Property owner and resident information is entered into the towns Utility Billing System, Black Mountain Software (BMS). Each service location shall be considered a separate account. The water & sewer department will not activate new accounts on a service location that has a delinquent account; all accounts must be paid in full prior to establishing future accounts at the same property.

9. **Billing Cycle:** Meters are generally read at the end of each month by the Public Works Department. In the event that a meter

reading cannot be obtained, the consumption will be estimated by the Utility Billing Clerk. Water/Sewer bills are mailed **or emailed** to each user monthly. Water/Sewer bills are mailed **or emailed** on or around the 1st day of each month. The date the bill is created shall be known as the billing date. Water/sewer bills must be received on or before the 25th day of each month. Any bills that remain unpaid at the start of the next billing cycle will be considered delinquent and subject to a non-refundable 5% penalty **of total account balance**. Delinquent fees shall not be refunded.

10. Delinquent Accounts & Disconnection of Service: ~~Notice of water/sewer service billing delinquency will be mailed to each and every delinquent water & sewer account holder by the 5th day of the month following the delinquency. The notified delinquent Water/sewer account holder(s) will be given 15 days to pay the delinquent water/sewer billing, including any and all penalties, or to make arrangements agreed upon by all parties for the payment of the same. If Following the notice of delinquency and the 15-day payment period, delinquent water/sewer billing remains unpaid and no effort has been made to pay the said bill, the Town of Stevensville Public Works Department shall be directed to disconnect the water service from the Town of Stevensville municipal water services. Delinquent~~ **Disconnected** water/sewer service billings remaining unpaid, and over sixty (60) days delinquent, **shall be collected as authorized by Municipal Code 7-13-4309**. ~~turned over for collection. If a delinquent water/sewer service billing remains unpaid and/or has been turned over for collection,~~ Water services will not be reconnected and/or reinstated to the applicable user at any property until all applicable delinquent water/sewer service billings **and** reconnection fees ~~and collection costs~~ have been paid.

11. Reconnecting to Municipal Water/Sewer Services: Once a water/sewer service account has been disconnected from municipal water/sewer services it shall not be reconnected until the applicable delinquent water/ sewer service billing(s),

including penalty has been paid. In addition, a **\$50.00** reconnect fee during business hours (8:00 a.m. - 4:00 p.m. Monday-Friday) or **\$100.00** after business hours shall be charged to the delinquent water/ sewer service account. Following payment of the applicable delinquent water/ sewer service billing(s) and the reconnection fee, the Town of Stevensville Public Works Department will be directed to reconnect the delinquent water/ sewer service account to municipal water/ sewer services.

12. Payments: Town of Stevensville provides residents several options to make payment on their water/ sewer bill: In person - Payment can be made at Town Hall, 206 Buck Street, Stevensville, MT 59870. Drop box -A locking drop box is located on the front of Town Hall for customer use. Debit or credit card payments are accepted over the phone **or on the towns website, www.townofstevensville.com**, there is an additional service fee paid for by the cardholder. ~~Electronic payments—~~ ~~Through the Towns website, customers can set up a payment for their water/ sewer bill wherever there is an internet connection. Payments can be made electronically using a credit or debit card with an additional service fee.~~ Customers that are unable to pay their water/ sewer bill by the due date are encouraged to contact the water/ sewer billing department to arrange a mutually agreed upon payment plan, with the goal of the payment plan being to bring the customer's account current. Water/Sewer staff has the right to reject a proposed payment plan if it is determined not to achieve the goal of bringing a customer's account current. If a customer fails to comply with any term and/or condition contained within the signed **agreed** payment plan, the customer shall be subject to disconnection of service **and a final notice will be posted to the door with a shut off date.** ~~with no additional notice.~~ The Town of Stevensville reserves the right to no longer accept personal checks at any time **and a return check or ACH fee is set at \$40.00 per return.**

13. Water/Sewer Services: In order to supply and maintain the Water

and Sewer Services to the Town of Stevensville: All users of these services, once connected, are required to pay the base rate for each service throughout the year. There are no partial year shut offs, regardless of use: irrigation, repo- foreclosure or empty building rates. All owners of property; commercial, residential, multifamily, town home or condo, are responsible to the Town of Stevensville for the payment of these services. These services are billed monthly, and payments are due monthly.

File Attachments for Item:

f. Discussion/Decision: Resolution No. 545 a Resolution Adopting a Fee Schedule and Charges for Airport Fees by the Town of Stevensville



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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/25/2024
Agenda Topic:	Discussion/Decision: Resolution No. 545 a Resolution Adopting a Fee Schedule and Charges for Airport Fees by the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/25/2024
Notes:	There are no changes to the Stevensville Airport Fees.

RESOLUTION NO. 545

**A RESOLUTION ADOPTING A FEE
SCHEDULE & CHARGES FOR
AIRPORT FEES
BY THE TOWN OF STEVENSVILLE**

WHEREAS, MCA 7-1-4123(7) authorizes local governments to charge reasonable fees for the provision of services; and

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

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

WHEREAS, Airport Fees are as follows:

Land Lease /Construction Permit:	\$50.00/non-refundable
Land Lease Rate:	\$0.14 square foot/annually
Infrastructure Fee:	\$0.65/square foot/one-time
3-phase power site:	\$500.00/one-time
Airport Business License:	\$250.00/annually
Airport User fee:	\$125.00/user
Tie-down Fee (single engine):	\$15.00/month/\$3.00/day
Tie-down Fee (twin engine):	\$25.00/month/\$5.00/day
Commercial Landing Fee:	\$8.00/operation/single engine \$10.00/operation/twin engine \$1.00/thousand pounds over 12,500

NOW THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville, hereby adopts the fees for the Airport with an effective date of the passing of the FY 24/25 Budget.

BE IT FURTHER RESOLVED THAT the adoption of this resolution voids previous resolutions pertaining to Airport Fees .

PASSED AND ADOPTED, dated this 25th day of July 2024, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

g. Discussion/Decision: Resolution No. 546 a Resolution Adopting a Fee Schedule and Charges for Building, Electrical, Mechanical & Plumbing Fees by the Town of Stevensville



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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/25/2024
Agenda Topic:	Discussion/Decision: Resolution No. 546 a Resolution Adopting a Fee Schedule and Charges for Building, Electrical, Mechanical & Plumbing Fees by the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/25/2024
Notes:	There are no changes to the Building, Electrical, Mechanical, & Plumbing Fees.

RESOLUTION NO. 546

**A RESOLUTION ADOPTING A FEE
SCHEDULE & CHARGES FOR
BUILDING, ELECTRICAL, MECHANICAL
& PLUMBING FEES
BY THE TOWN OF STEVENSVILLE**

WHEREAS, MCA 7-1-4123(7) authorizes local governments to charge reasonable fees for the provision of services; and

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

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

WHEREAS, Building, Electrical, Mechanical, & Plumbing Fees are as follows:

See Exhibit A

NOW THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville, hereby adopts the fees for the Building, Electrical, Mechanical, & Plumbing Fees with an effective date of the passing of the FY 24/25 Budget.

BE IT FURTHER RESOLVED THAT the adoption of this resolution voids previous resolutions pertaining to Airport Fees .

PASSED AND ADOPTED, dated this 25th day of July 2024, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

EXHIBIT A

BUILDING FEES

Total Valuation of Project
(materials & labor)

Fee

\$1-\$500	\$35.00 (minimum fee);
\$501-\$2,000	\$35 for the first \$500 + \$6 for each additional \$100 or fraction thereof;
\$2,001-\$20,000	\$125 for the first \$2000 + \$16 for each additional \$1000 or fraction thereof;
\$20,001-\$50,000	\$413 for the first \$20,000 + \$12 for each additional \$1000 or fraction thereof;
\$50,001-\$100,000	\$773 for the first \$50,000 + \$8 for each additional \$1000 or fraction thereof;
\$100,001-\$200,000	\$1, 173 for the first\$100,000 + \$7.00 for each additional \$1,000 or fraction thereof;
\$200,001-\$500,000	\$1,873 for the first \$200,000 + \$6.00 for each additional \$1,000 or fraction thereof;
\$500,001-\$1,000,000	\$3,673 for the first \$500,000 + \$5.00 for each additional \$1,000 or fraction thereof;
\$1,000,000 and up	\$6,173 for the first \$1,000,000 + \$3.50 for each additional \$1,000 or fraction thereof.

NOTE: Plan review fee is 25% of calculated building fee

ELECTRICAL FEES

Residential	
New SFR, dwelling, cabin, etc. 100–200-amp service	\$200.00
New addition, remodel interior rewire	\$100.00
Service change-out or upgrade	\$75.00
Accessory building (garage, barn, shed, greenhouse, etc.) up to 200 amps	\$100.00
201-300 amps	\$200.00
Over 300 amps	\$300.00
Misc. work not considered interior remodel/rewire	\$30.00
Mobile home, RV, modular, etc.	
On rental space with existing service	\$50.00
Private lot with existing	\$75.00

Private lot, new service

\$100.00

Multi-family (duplex through 12 units) \$200 plus
\$75.00 each unit (number of units__x\$75.00= ____+\$200)

Commercial

The total cost of the project (including labor, materials and equipment installed) determines the permit fee according to the fee schedule below. Applicant may be required to show verification/documentation of all costs in order to have permit processed.

Total cost of work {materials+ labor}\$ __	
\$ 1 - \$1,000	\$60.00
\$ 1,001-\$10,000:	\$60 for the first \$1,000 + .006 of remainder
\$10,001 -\$50,000:	\$114 for the first \$10,000 + .015 of remainder
Over \$50,000:	\$714 for the first \$50,000 + .025 of remainder

MECHANICAL FEES

Fees are based on the cost of the mechanical work (labor & materials) to be done

Cost	Permit Fee
\$1- \$10,000	\$50.00_ first \$1,000 plus \$15.00 for each additional \$1,000 or fraction thereof above \$1,000;
\$10,000-\$50,000	\$185.00 first \$10,000 plus \$10.00 for each additional \$1,000 or fraction thereof above \$10,000;
\$50,000 and up	\$585.00 first \$50,000 plus \$5.00 for each additional \$1,000 or fraction thereof above \$50,000;

PLUMBING FEES

Enter how many of each fixture to be installed, add total number of fixtures and enter total as indicated.

- Area drain
- Backflow preventer
- Bar sink
- Bidet
- Car wash sump
- Clothes washer
- Coffee maker
- Dishwasher
- Drinking fountain
- Dental chair
- Floor drain
- Floor sink
- Indirect waste
- Kit sink {domestic}
- Kit sink (comm)
- Lavatory
- Lawn/fire sprinkler

Roof drains
Service/utility sink
Shower
Sump drain
Traps
Urinal
Water closet
Grease trap
Water heater
Ice maker
Wash tray

Each permit fee \$25.00
Water piping repair, replace or alter \$10.00
Drain repair, replace or alteration, \$10.00
Vent piping repair, replace or alteration \$10.00
Fixture or trap repair, replace or alter \$10.00
Fuel gas piping, 1-4 outlets \$10.00 " 5 or more outlets add \$6.00
Water heater replace/repair \$10.00 each
Med gas/vacuum piping, 1-5 outlets \$110.00
"\$10.00 each additional outlet
Water service \$10.00

Subtotal\$_____

Total number of fixtures from list above____ multiply by \$9.00

File Attachments for Item:

h. Discussion/Decision: Resolution No. 547 a Resolution Establishing Lighting District Taxes for the Town of Stevensville, Montana Fiscal Year 2024-2025



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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/25/2024
Agenda Topic:	Discussion/Decision: Resolution No. 547 a Resolution Establishing Lighting District Taxes for the Town of Stevensville, Montana Fiscal Year 2024-2025
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/25/2024
Notes:	Every fiscal year the Town of Stevensville Lighting Districts are reviewed, and changes are made to the taxes for each of those district that the town has under their operation to reflect new levies. The taxes collected are for the sole purpose of paying the Northwest Energy bill for all listed lighting districts.

RESOLUTION NO. 547

**A Resolution Establishing Lighting District Taxes for
the Town of Stevensville, Montana
Fiscal Year 2024-2025**

WHEREAS, MCA 7-12-4301 provides the governing body is authorized to establish special improvements districts for lighting streets.

WHEREAS, the current Lighting Districts are as follows:

Dayton Lighting District
Peterson Lighting District
Geo Smith Lighting District
Creekside Lighting District
Twin Creeks Lighting District

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Stevensville, Montana, do hereby establish the following taxes for each lighting district;

Dayton Lighting District \$4,020.00
Peterson Lighting District \$2,920.00
Geo Smith Lighting District \$4,620.00
Creekside Lighting District \$5,950.00
Twin Creeks Lighting District \$7,600.00

DATED this day 25th of July 2024, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

i. Discussion/Decision: Resolution No. 548 a Resolution Adopting a User Fee for Bulk Water by the Town of Stevensville



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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/25/2024
Agenda Topic:	Discussion/Decision: Resolution No. 548 a Resolution Adopting a User Fee for Bulk Water by the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/25/2024
Notes:	Currently bulk water is sold per 48,000-gallon agreements. A user fee is being established to cover maintenance costs of hydrants and future costs of hydrant locks.

**Bulk Water and Inter-Local Agreement for the use of Town of Stevensville Municipal Water
Obtained from the Municipal Fire Hydrants**

This Inter Local Agreement is made this ___ day of _____, 20____ by and between _____ (and/assigns) to be referred to hereafter as the "Contractor" and the Town of Stevensville to be referred to hereafter as the "town" for the exclusive purpose of obtaining Town of Stevensville municipal water from a hydrant designated by the "Town" for the purpose of:

Terms

1. "Contractor" shall pay a \$75.00 yearly user fee before use of the hydrant.
2. "Contractor" shall obtain water from a fire hydrant located at _____.
3. Fire hydrants shall be operated in the full open positions at all times. The Hydrant Valve shall be operated by slowly turning the first 8-10 turns and likewise closed slowly in the same manner to prevent potential water hammer damage.
4. Flushing hydrants shall be operated similar to a fire hydrant but will require fewer turns. The flushing hydrant may be operated partially open.
5. "Contractor" shall have a backflow device/vacuum breaker installed on the hose/tank prior to obtaining water.
6. "Contractor" shall turn the fire hydrant or flushing hydrant to the full off position, securing the hydrant caps and applicable locking mechanisms after obtaining water.
7. "Contractor" shall then be responsible to report daily usage:
 In Person: 206 Buck Street
 By Phone: 406.777.5271 ext. 104
 E-mail: deputyclerk@townofstevensville.com
8. This Agreement is good for one calendar year and shall expire _____
9. A new agreement must be obtained each new calendar year prior to use of the Town of Stevensville's water.
10. This agreement may be revoked/suspended by either party with written notice to the other party.
11. Town of Stevensville shall keep a running record of all obtained water each month, charges and payments received.

Contractor Information:

Name: _____
Address: _____
Phone: _____
Contact: _____

Signature:

Contractor: _____ Date: _____
Town: _____ Date: _____

RESOLUTION NO. 548

**A RESOLUTION ADOPTING A USER FEE
FOR BULK WATER BY
THE TOWN OF STEVENSVILLE**

WHEREAS, MCA 7-1-4123(7) authorizes local governments to charge reasonable fees for the provision of services; and

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

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

WHEREAS, bulk water rates are set by the current water rate charges, and sold per number of gallons (48,000) and a set water rate charge per 1,000 gallons after that,

WHEREAS, bulk water yearly user fee for use of the hydrant is set at \$75.00 per year.

NOW THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville, herby adopts the user fees for bulk water.

PASSED AND ADOPTED, dated this 25th day of July 2024, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk