



**Stevensville Town Council Meeting
Agenda for
THURSDAY, DECEMBER 08, 2022
6:00 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 11/10/2022
 - [b.](#) Special Town Council Meeting Minutes 11/22/2022
5. Approval of Bi-Weekly Claims
 - [a.](#) Claims (paid out of cycle) #18053-#18083
 - [b.](#) Claims #18084-#18107
6. Administrative Reports
 - [a.](#) Airport
 - [b.](#) Building Department
 - [c.](#) Finance
 - [d.](#) Fire Department
 - [e.](#) Police Department
 - [f.](#) Public Works
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
11. New Business
 - [a.](#) Discussion/Decision: Confirmation of Stevensville Police Officer Todd Schafer
 - [b.](#) Discussion/Decision: Consent to the Mayor's Appointment of Nancy Lowell to the TIFD/TEDD Board
 - [c.](#) Discussion/Decision: Consent to the Mayor's Appointment of Jim Crews to the Park Board
 - [d.](#) Discussion/Decision: Suspension of Town Council Rules to Cancel the December 22, 2022, Town Council Meeting in Observance of the Christmas Holiday and Authorizing Claims to be Paid out of Cycle
 - [e.](#) Discussion/Decision: Approve the Presented Amount Allocated for NewFields to Complete the Water Rights Global Permit Application
 - [f.](#) Discussion/Decision: Request for Qualifications for a Town Prosecutor for the Town of Stevensville and the Stevensville City Court
 - [g.](#) Bike Path
 - [h.](#) Bike Path and Bike Route/Lanes in the Town
 - [i.](#) Discussion/Decision: Master Agreement for Planning Services by Morrison-Maierle for the Stevensville Airport
 - [j.](#) Discussion/Decision: Task Order #1- Stevensville Airport Master Plan Update
14. Board Reports

13. Town Council Comments
12. Executive Report
15. 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 11/10/2022

Stevensville Town Council Meeting Minutes

for THURSDAY, NOVEMBER 10, 2022, 6:00 PM 206 Buck Street, Town Hall

1. Call to Order and Roll Call

Mayor Gibson called the meeting to order, Councilmembers Barker, Brown and Michalson were present. Councilmember Wolff has an excused absence.

2. Pledge of Allegiance

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

Jim Tadvick, 509 Mission Street: I just want to compliment the city crew over the last few days for clearing the street.

Leslie Tadvick, 509 Mission Street: I want to thank the police department for coming up to check on us at the voting and your SRO agent coming over and making sure that everything was going the way that it should go.

Will Rove, Skydive Montana: more of a question for the board than a comment from the last meeting, we had a question about liability for Skydive Montana and spoke with our attorney with revised liability waivers. Do we bring those directly to the town or do we bring them to the board first. And do you want Skydive Montana to pay for his time to review them or is that a town issue.

Mayor Gibson: that is okay, what the town approved was to investigate and look into so when the time comes and there is a proposal to do it

Will: where I was going was do I bring it to the town attorney to look over.

Mayor Gibson: either a council person or the board can request an agenda item and that is when that would be done.

4. Approval of Minutes

a. Town Council Meeting Minutes 09/22/2022

b. Special Town Council Meeting Minutes 09/28/2022

c. Town Council Meeting Minutes 10/13/2022

d. Town Council Meeting Minutes 10/27/2022

Mayor Gibson: if it is okay with the council can we just group these as one?

Councilmember Michalson: I don't have a problem with that.

Mayor Gibson: so, we will just go through.

Councilmember Michalson: I would like to make a motion to approve the town council meeting minutes and also the special town council meeting minutes of 9/22/22 through 10/27/22.

Councilmember Barker: 2nd.

Mayor Gibson: we have a motion and a 2nd. Are there any questions about the minutes?

Councilmember Michalson: 9/22/22 meeting minutes, item four aye on all of the votes. Page 9 item 11, put in the MCA 3-11-202. Page 12, item 12 on the executive report I was hoping for a \$100,000. \$100,000 what? I listened to the audio, and he was talking about the audit so that should be in there.

Councilmember Michalson: 9/28/22 page 14 item 4, is there are any roll, not role.

Councilmember Michalson: 10/27/22 page 39 item c, 20-40 Councilmember Brown says I had several things on reading. Item d, second paragraph. Mayor Gibson says not matter, and it should say no.

Councilmember Barker: page 39, Tim Smead I nothing to "go" with, it should be to page 40 councilmember Wolff, it says loke, it should say look, I mean, I would like to know.

Mayor Gibson: we have a motion and a 2nd, any public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0.

5. Approval of Bi-Weekly Claims

a. Claims #18025-#18052

Mayor Gibson: introduced approval of claims #18025-#18052.

Councilmember Barker: I make a motion to approve #18025-#18052.

Councilmember Michalson: 2nd.

Mayor Gibson: motion and a 2nd. Council discussion?

Councilmember Barker: # 18035 airport master plan? Is this part of the requirement for the master plan? Just an estimate is \$3,200.00?

Pam Sosa, Finance Officer: yes.

Mayor Gibson: that comes out of the grant, correct.

Pam Sosa: yes.

Councilmember Barker: that just seemed like a lot of money for an estimate.

Mayor Gibson: any further questions on the claims? Public comment on the claims? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0.

6. Administrative Reports

Mayor Gibson: the administrative reports are in there and at any time if you have questions, we will get that to the appropriate department head to answer those questions.

a. Airport

b. Building Department

c. Finance

d. Fire Department

e. Police Department

f. Public Works

7. Guests

NONE

8. Correspondence

Mayor Gibson: with the correspondence Councilmember Wolff has requested that we read her letter at the council comment period time.

NONE

9. Public Hearings

a. Discussion/Decision: Resolution No. 513, a Resolution Amending the Budget for Fiscal Year 2022/2023

Mayor Gibson: introduced public hearing, Resolution No. 513, a Resolution Amending the Budget for Fiscal Year 2022/2023.

Councilmember Michalson: make a motion to approve Resolution No. 513, a Resolution Amending the Budget for Fiscal Year 2022/2023.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a 2nd, Robert and Pam are here to answer any questions you may have. You can go through item by item, I think what you will find basically, and Robert can explain, you missed some zeros, the money is there. If you have questions about any of them, they are here to answer those question.

Councilmember Michalson: I met with Robert and Pam on this very subject and I think I asked you Robert to go line by one so that it was a matter of public record.

Robert Underwood, Contracted Finance Officer: the first one is to increase the appropriations for the general fund of \$181,654.00 that money is basically to increase for the auditor expense, and we had missed the insurance bill that had gone up roughly thirty grand. There is a \$28,000 insurance increase and for some reason the program did not calculate the employer contributions. Then on the bottom of that we are transferring \$543,169.00 from the CARES money into the general fund. That is to cover the insurance increase, auditor increase, utility increases and some other expenditures in the general fund. Basically, that is just moving CARES money out of that fund and into the general fund.

Mayor Gibson: most of this is one time and as you know the audit is three years behind, the first is two years for the audit and the third is less, but it is more than in the past due to it not being done. We also have the water rights on going with the attorney Ross Miller and Newfields and that is one time, we are hoping soon. I say February and Jenelle says June. Again, that is one-time expenditures, the water rights.

Robert Underwood: that is the first part any questions with that? The second part is the ambulance cash balance comes up negative every year, we have expenditures, but we do not have any revenue. During the budget, \$6,000 shifted into there, but they were already in the whole from last year so \$7,500.00 would bring them up for the year. We have to do that every year, but this is a double, this year and last year. That is coming out of the CARES money too. Then we have the building code enforcement fund we just allocated \$26,000.00 to that and that is because we forgot to do Tim Netzley's professional development piece. When he goes out and inspects, he gets a portion of the money off the top of it.

Councilmember Michalson: Robert, so that basically is his wages?

Robert Underwood: that is what that is. The next one was the BARSA account, last year they went over on the 3rd and 5th Street projects by \$21,000.00 so we had to put back into that account to make it zero. The next one is the water fund we need to increase the appropriations by \$329,826.00 and that was a couple of one-time expenditures that we missed, one is master meters we have a meter problem and we needed to put another \$10,000 in there. An extra \$20,000 for the utilities, they are really high. Insurance increase and \$280,000 for the ARPA grant, we did not have that in there, so we needed to make that match.

Mayor Gibson: excuse me, to go back to the ARPA grant, which was approved some time ago, we were able to do the match in two years instead of having to put it all into one. in my understanding Pam, we are spending their money first.

Pam Sosa: correct.

Mayor Gibson: so, that is why that looks like that. Our intent is to get with Mr. Kruse and the HDR person in the next month and start putting out with an RFP and the bid process so that this can happen in the spring. The main parts of it are, fix the leaks, and look at the storage water. There is no use waiting to do that bid, because we are not going to do that work in the winter and obviously all of that money will be spent in this fiscal year.

Robert Underwood: we already allocated \$200,000.00 of the ARPA money it was supposed to go in the water fund, so we just need to transfer another \$80,000 to make that match. All in all, we have to the increase of appropriations by about \$508, 413.00 in all of these funds here. Correction when I was talking about the \$26,000 that is actually the planning code and needed to bring that up. The \$26,078.00 was for Tim Netzley, we just did not have it in the budget. In the water bond fund, we just did not put the payments in there, there is money in the fund we just did not allocate enough for the payments. Sewer bond fund we just missed a zero, so we had to add another \$43,725.00. Correction for the sewer fund and the sewer bond is \$47,600. And the last one is \$300,000 for the airport grant for the master plan. That is basically a pass through we have already budgeted our 10% from the airport budget, \$32,500.00.

Mayor Gibson: any other questions regarding that? Public comment?

PUBLIC COMMENT

Leslie Tadvick: is there any money left?

Robert Underwood: that was the next question. At the end of the year normally it is about \$2.4 million the whole time, it has gone up when we got the CARES, at the end of this year in all of the funds we should be at about \$2.1 million. We have gone down a bit, but we have a lot of expenditures this year.

Mayor Gibson: we are fine this year, we will see what happens next year, we have some fire expenditures see what the revenue does. I think that we are okay, it was just some mistakes.

Councilmember Barker: one more question, we know that the ARPA grant will have to pay for that match for two years and we are sure that it is for two years, that we have two years to pay it.

Robert Underwood: when you have to appropriate the money, because of how the years are matched, it is when they start. You may have to pay the \$280,000 this year or we may not and then roll over to next year.

Councilmember Barker: I just want to make sure that we have it, then when it is time to pay it and we don't have it.

Robert Underwood: that is why we put it in.

Mayor Gibson: we don't know when it is going to be spent, simply speaking we get \$750,000.00 we match \$750,000.00 for \$1.4 million. Any other questions, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0

10. Unfinished Business

a. Discussion/Decision: Second Reading of Ordinance No. 150, an Ordinance Amending Chapter 24- Traffic and Vehicles to Read J-Turns are prohibited on Main Street from the North Town Limits to the South Town Limits

Mayor Gibson: introduced unfinished business a. second reading of the J-Turns on the reading.

Councilmember Michalson: I make a motion to approve the second reading of Ordinance No. 150, an Ordinance Amending Chapter 24- Traffic and Vehicles to Read J-Turns are prohibited on Main Street from the North Town Limits to the South Town Limits

Councilmember Brown: 2nd

Mayor Gibson: motion and a 2nd. Any comments? Any further discussion?

Councilmember Michalson: I think that Mac wanted to get up.

Chief Mac Sosa: basically, the change was adding 2 signs to the seven signs. I did a calculation; the difference roas to \$2,310.00 overall. Instead of the \$1,645.00 and again no cost to the town.

Councilmember Michalson: the money for the signs where is that going to come out? Public Works, or your budget?

Chief Mac Sosa: no, from the Chili cook off, we haven't spent much of that, it will either come from there or try to get it from other sources.

Mayor Gibson: with that, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0

11. New Business

a. Discussion/Decision: Suspension of Town Council Rules to Cancel the November 24, 2022, Town Council Meeting in Observance of the Thanksgiving Holiday, and Authorizing Claims to be Paid out of Cycle

Mayor Gibson: introduced new business item a.

Councilmember Michalson: I will make a motion to suspend Town Council Rules to Cancel the November 24, 2022, Town Council Meeting in Observance of the Thanksgiving Holiday, and Authorizing Claims to be Paid out of Cycle

Councilmember Barker: 2nd.

Mayor Gibson: there is a motion and a 2nd. Further discussion? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0. The town hall will be closed on the Friday after Thanksgiving, if people want to take that day off, they have to take leave.

12. Board Reports

Councilmember Brown: the airport board meeting on the first. Robert and Pam were guests. There was another, Bob Michalson was there to present the information on the grant for a courtesy car. They are talking about it.

Mayor Gibson: what we have suggested to the board if they want to come back and explain what courtesy car versus maintenance car is. Right now, the courtesy car is parked here the keys are here.

Councilmember Brown: and also, there was discussion about the fees that are posted on the website that are not seeming to being collected. The Big Sky Jumpers would like us to review those, the airport board to review their fees, hopefully that is on the next meeting. Then also I did volunteer to help Tim, Robert said that he would help, try to get everything squared away with the leases, who is in what hanger, is the lease still valid and try to get that nailed out, they did want Tim Smead to take care of the 11 some hangers that they have not heard from and hopefully that will happen. And Kelly's group the 99 group did get the airport runways painted.

13. Town Council Comments

Jenelle Berthoud, Town Clerk: read a letter from Councilmember Wolff stating her end of term on the Town Council. (Letter will be included in the minutes of this meeting)

Councilmember Michalson: this is regarding agenda items, moving forward I would hope that if there is one agenda item with one council signature on it and if there are two councilmembers that have signed an agenda item there would be no excuse for it to not be on the agenda. It does not matter if a department head or whatever doesn't like it. It doesn't matter if some businessmen in town doesn't like it, they can come to the meeting and voice their concerns right at the podium just like everyone here. So, I would ask respectfully from now on that if there is two signatures on a council agenda that it goes in front of the council.

Councilmember Barker: Councilmember Barker read a letter during council comments. (This letter will be included in the minutes of this meeting)

Mayor Gibson: I would just like to say as far as the airport, it might have been different timelines, but everything brought from the airport at some point has been brought before the council.

Councilmember Barker: this is council comments so.

Mayor Gibson: I am just clarifying the only thing that I am aware of from the airport board is the Ordinance change that has been under review by the attorney. Last meeting was like the airport board night.

14. Executive Report

Mayor Gibson: I am going to have Jenelle go through the timelines to replace Councilmember Wolff. Jenelle, would you go through that.

Jenelle Berthoud, Town Clerk: sure, public notice was published in the Bitterroot Star in the November 9th paper and then it will be posted a second time in the paper on the 16th the 19th becomes the tenth day from Councilmember Wolff's end of term which is a Saturday. So, the 21st is the last day to receive applications at 5:00 pm. and the council meeting, special town council meeting has been scheduled for November 22nd at 5:30. For your guys to review those applications.

Mayor Gibson: Jenelle you contacted the council to ask each of them to give you three questions. Just like the last time, depending on how many people apply, we will take them alphabetically we will do them one at a time, first person will come in and the other persons will wait in the hall.

15. Adjournment

APPROVE:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

November 4, 2022

REVISED LETTER

Dear Stevensville Town Mayor, Town Council, and Town Administration,

I am submitting this revised letter to advise you of my decision to end my term effective today 11-4-2022 as a Town Council Member. After much thought and consideration I feel that due to personal health reasons I must resign. I have learned so much in my tenure about local government and hope I served the town and my fellow Council Members well and diligently. It's been wonderful working with a Council and Town Directors and staff during difficult times and I feel there has been great headway in keeping the town headed on the right path.

As there is no second meeting this month due to Thanksgiving, this will serve to be an adequate notice before the next meeting December 8, 2022. I request that Town Clerk Jenelle Berthoud read this letter during Council Comments at the end of the November 10, 2022 meeting.

Thank you all for allowing me to do a most important job. I hope to still be involved by attending meetings in the future and will stay interested in what is happening in the best little western town in Ravalli County.

Sincerely,
Marilyn Wolff

cc: Mayor Gibson, Council Members Bob Michaelson, Stacie Barker, Cindy Brown, Town Hall Staff

November 10,2022

Council Members, Mayor & Staff,

After attending the last council meeting I was a little disheartened by how some of the citizens and town employees were treated at the last meeting. After watching the video. Some were heckled for comments that were made. Maybe we all laughed a little but this is happening way to much to and way to often. I feel this is not the place for heckling. If you have comments to make to citizens or staff these comments should be keep to ourselves not in front of or to our citizens of the town or just don't make the comment at all.

These comments could be hurtful and disrespectful. We are representatives of the town and we need to show them the respect they deserve. If you are not sure what I'm talking about maybe, you should take the time to watch the video for yourself.

As a council member I feel we are skipped over or not heard. We all have a right to speak even if it's something that some don't want to listen to. We all deserve to time to speak and not feel like we are being shoved aside or ignored. Again we are representatives of the town and deserve respect.

It was also brought to my attention that Boards and citizens have brought agenda items forth to be put on upcoming Council Meetings and these folks have not had the opportunity to be heard. When are we going to start putting these items forth so the council can get things done? The airport board is just one of the many examples. I finally asked what they were doing and was told that they have asked many times for items to come forward and as council we have not seen but very few items. Another example is citizens within the town that have put agenda items in as well. Many of these items may be petty or serious to some. However we are not taking these folks serious.

Lets work as a team and starting getting stuff done and show what we REPRESENT THE CITIZENS OF STEVENSVILLE. Remember there is no I in TEAM. We are a whole team and lets respect all.

Sincerely,
Council Member Ward 1 S
Stacie Barker

File Attachments for Item:

b. Special Town Council Meeting Minutes 11/22/2022

Stevensville Special Town Council Meeting Minutes for

TUESDAY, NOVEMBER 22, 2022

5:30 PM 206 Buck Street, Town Hall

CONDENSED MINUTES

1. Call to Order and Roll Call

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

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

3. New Business

a. Discussion/Decision: Town Council Vacancy in Ward 1 (Review of Applications)

Mayor Gibson: introduced new business item a. The following questions were brought together by the councilmembers. We will take the applicants alphabetically and then when they are done, they can stay in the room while the next applicant is interviewed.

1. What skill set can you bring to the council?
2. What makes you stand out from the other candidate(s) running for council?
3. Some people in our community say that we have traffic problems. What do you think? How would you mitigate those concerns or change the situation?
4. What do you see as the biggest issue that the town is facing?
5. What projects would you like to see accomplished while you are on council?
6. If you could change one thing in our zoning code, what would it be and why?
7. As a member of council what is your role in local government?
8. What is your vision of Stevensville in the next 2-4 years as far as growth goes?
9. How do you plan to involve residents in our decision-making process in our town?

*Councilmembers made notes on the applicants answers to the questions.

Applicant Scott Butler was interviewed first by the council.

Mr. Butler answered the nine questions that the town council asked.

Applicant Nancy Lowell was interviewed second by the council.

Ms. Lowell answered the nine questions that the town council asked.

Applicant Wallace Smith was interviewed thirdly by the council.

Mr. Smith answered the nine questions that the town council asked.

PUBLIC COMMENT

Mark Adams, 610 E 2nd Street: I would strongly recommend that the council "hire" if you will, Nancy Lowell. I have known Nancy for the last 60 years. She is a pillar of this community and not only that she will represent the ward that she is in to the best of her ability. Because she has so much experience she will know when things are about to run off the rails.

John Munk, 401 Central Street: I would also promote Nancy. I enjoy both of the candidates and what they had to say. I am sure that you are going to take that into consideration. I have known Nancy since I had her as a student in school, so it has been a few years.

Jim Crews, 316 9th Street: I can't endorse any of the candidates because my wife is on the council, but I encourage you to do as a councilmember is to weigh the benefits of the person you might be thinking of selecting, we need somebody in this town that can not be intimidated because councilmembers have a tendency to be intimidated. You have to be able to stand up and do what is right you also have to be a student of the law every ordinance that we have in this town councilmembers have to read every single one of them. Councilmembers have to look at the town and see that things are getting done. Councilmember has no direct interface with the employee without going through the mayor. The mayor is their supervisor, the councilmembers can talk to the employees, but they can not tell them what to do. If they are asked to help, they can help. These people right here, he is their boss you have no authority over the employees. To be able to communicate with the staff is important and the staff to communicate with the council. One thing to understand is that listening is not your turn to speak you have to pay attention to what is being said and think about it a little bit.

Jenelle Berthoud, Town Clerk: Read letters of recommendation from citizens. (These letters will be included in the minutes of this meeting).

Councilmember Michalson: I will start, all three candidates the simple fact that you all three came forward to serve the Town of Stevensville says a whole lot. In my six plus years in serving on the council it has been a ride, including myself I have left a time or two for reasons that we all know now. Mr. Butler hit the nail on the head there is not a lot of trust, it slowly has to come back, and it has to come back through us. There are a lot of people that still don't trust local government here for whatever reason it is going to take years to gain that trust back, and the fact that you three came forward and want to serve the Town of Stevensville tells me that you have a good heart for it. I looked at the applications and I looked at my years of service, I have six years of service Ms. Brown has a year of service, Stacie has five years of service on the council Mr. Gibson has one year on the council and one year as the mayor under his belt so that is two and our staff has, Pam has one Jenelle has 4 or 5 years and if you add all those years together it comes to nineteen years and there is a lady that is a candidate here that served nineteen years in our local government and that to me means a lot, the history and everything so with that I would like to make a motion to nominate Nancy Lowell to represent Ward 1 for the Town of Stevensville for the next year.

Councilmember Barker: 2nd.

Mayor Gibson: we have a motion and a 2nd. Do we need to go to public comment again?

Councilmember Michalson no.

Mayor Gibson: Is there further discussion from the council?

Councilmember Brown: all of the candidates I have to say were pretty much equal in my book. I want to say thank you very much for stepping forward and coming forward to put your name in the hat I know this job just not even completing a full year it has been very eye-opening experience. It does weigh on your conscience a lot making these decisions and if it is the right one or not. That is probably another one tonight, is picking a person it is a big decision to me I want to know that all of you for the most part were pretty much equal on my end.

Councilmember Barker: thank you all again for coming tonight and putting your name in the hat, it is a big job, it is not easy sitting up here like the others have said there was a time where I resigned as well, but know I am here to serve the community and everyone of you had put in there was listening to the public listening to what they had to say and that is huge having that open book, being there when somebody has something to say. You all had also different ideas on how you would like to see the town proceed which is awesome, I like that. I just wish you all the best of luck and we will make that decision.

Mayor Gibson: with that Jenelle we have a motion and a 2nd to nominate Nancy Lowell, would you please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Mayor Gibson: 3-0, Nancy can you come tomorrow at 9:00 to be sworn in?

Nancy Lowell: sure.

Mayor Gibson: we have to put the documents together and with that we are adjourned.

4. Adjournment

APPROVE:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

Jenelle Berthoud
Stevensville Town Clerk
206 Buck Street
Stevensville, MT 58970

November 15, 2022

Re; Letter Of Recommendation Wally Smith

Dear Ms. Berthoud,

I write to commend Mr. Wally Smith to you to fill a vacancy on the Stevensville City Counsel.

Wally is a man that has earned my respect on many levels in my association with him. He is a man of morals and reason. A rare individual in today's world, who displays a keen ear to listening to others perspectives and viewpoints, allowing for their reasoning to be expressed.

Wally displays compassion for the individual with a heart for offering a hand up, to assist in the strengthening of the individual though his servant's heart.

In group or committee settings I have enjoyed Wally's ability to lighten tense discussions with his well-timed wit and humor, along with his ability to form pointed questions to move discussions along in a productive vein.

Again, I commend Mr. Wally Smith to you to fill the available seat. I firmly believe that Stevensville will be richer through having Wally serve to strengthen the town counsel.

Respectfully,

Doug Bohn
334 Blue Grouse Ln.
Stevensville, MT 59870

Jenelle Berthoud

From: 4067777399@vtext.com
Sent: Saturday, November 12, 2022 3:10 PM
To: Jenelle Berthoud
Subject: [EXTERNAL] Mayor Steve Gibson, Stevensville Town Council I...

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mayor Steve Gibson,
Stevensville Town Council

It is my honor to recommend and endorse Pastor Wallace Smith for the Townjenelle@townofstevensville.com Council seat.

I have known him for the past 3 years and he has been a good friend and fishing buddy.

I have come to knowjenelle@townofstevensville.com w his faithfulness to any endeavor he sets his mind to.

He is experienced in running churches and non-profit ministries.

jenelle@townofstevensville.com It is my opinion that he would make a good Councilperson with strong conservative values.

Sincerely
Robert Cantrell

Jenelle Berthoud

From: Bill Lussenheide <bill.lussenheide@verizon.net>
Sent: Sunday, November 13, 2022 9:04 AM
To: Jenelle Berthoud
Subject: [EXTERNAL] Concerning Council Appointment Replacement - Wallace Smith

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Jenelle Berthoud ,
Stevensville Town Clerk

I am Bill Lussenheide, a descendant of pioneers who came to Montana before it was even a state , in 1883. I am a local business owner of over 45 years, and an interested citizen in the success of our communities in every way.

I would like to offer my recommendation of **Mr. Wallace Smith**, for Stevensville Town Council. I know Mr. Smith as a solid individual , who practices high moral values, with character, integrity and fidelity.

Additionally, Mr. Smith is well versed in community issues, and displays both wisdom, inquiry, and fairness to all in his decision making , with great maturity and careful consideration.

It is my firm and steadfast view that Mr. Smith will bring honor and benefit to the great town of Stevensville in his service on the Town Council.

Highest Regards,
Bill Lussenheide
(951) 265-6633

Jenelle Berthoud

From: Kim Forbes <forbesmontana@aol.com>
Sent: Wednesday, November 16, 2022 1:33 PM
To: Jenelle Berthoud
Subject: [EXTERNAL] Appointment for town council

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Jenelle Berthoud,

I would like to recommend Wallace Smith to be appointed to the Stevensville Town Council to fill the remaining year of the vacancy in Ward 1.

I've known Wallace (Wally) for a few years now, since he and his wife, Cathy, moved here. Wally loves Montana and especially our little town of Stevensville. Wally is a man of integrity, wisdom, honesty, high moral values and upstanding character. If there is a problem with something, he will figure out a way to resolve it. I know that any decision he were to make concerning the town of Stevensville would be for the betterment of our town.

My husband and I are 30 year residents of Stevensville and love our little town.

Sincerely,
Kim Forbes

Jenelle Berthoud

From: Katina Peters <katina.peters@pjscpas.com>
Sent: Thursday, November 17, 2022 2:11 PM
To: Jenelle Berthoud
Subject: [EXTERNAL] Wallace Smith - Letter of Recommendation

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Jenelle Berthoud,
Stevensville Town Clerk
& Concerned Parties;

I am Katina Peters and have lived in the Bitterroot Valley now full time for over 10 years and am honored to call it my home after many years of moving around as a child of military parents. I would like to submit my recommendation for Wallace (Wally) Smith in your consideration of a seat on the Stevensville Town Council. I have know Wally for going on 20 years and know him as a strong dedicated community member with high morals, integrity and commitment.

Since I have known Wally, he has always chosen positions of service and wherever he has served, has always made great strides and continued forward movement and improvement no matter the task/circumstance. He is what I consider a "builder", someone who no matter what he is involved with/in, he puts forth the effort to make it better than he found it.

Wally is wise, just and considers things carefully after putting in the time and effort to research and think things through. He will make a strong addition to the Town Council of Stevensville. Thank you for your time and consideration.

Sincerely,



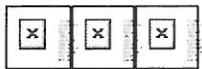
Katina M. Peters, CPA, CGMA

vCFO & Co-Founder

Phone & Fax: 844.475.7272 ext. 701

vCFO Services Focused on Growth & Profitability

pjscpas.com



Unless the above message ("this message") expressly provides that the statements contained therein ("the statements") are intended to constitute written tax advice within the meaning of IRS Circular 230 §10.37, the sender intends by this message to communicate general information for discussion purposes only, and you should not, therefore, interpret the statements to be written tax advice or rely on the statements for any purpose. The sender will conclude that you have understood and acknowledged this important cautionary notice unless you communicate to the sender any questions you may have in a direct electronic reply to this message.

CONFIDENTIAL: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

November 20, 2022

To Stevensville City Council Members;

This is our recommendation to consider Mr Wallace Smith for the open position in Ward 1, of Stevensville Town Council. We know Mr Smith to be a man of good moral character and is civically minded. We do believe he would be an asset to the Town of Stevensville from his past involvement and experiences in the community in which he lived.

Alan & Terri Lackey
517 S Sunset Bench Rd
Stevensville, Mt 59870
406-274-5792

Pastor Ken Scrivner
203 6th Street
Stevensville, MT 59870
November 21, 2022

Town of Stevensville
206 Buck Street
Stevensville, MT 59870

To Whom It May Concern:

I'd like to recommend Wally Smith for the Town Council position of Ward 1. In my experience, he is a man of honesty and integrity, and I believe he would help lead the town of Stevensville in a positive direction.

Sincerely,

A handwritten signature in black ink that reads "Pastor Ken Scrivner". The signature is written in a cursive style with a long horizontal line extending to the right.

Pastor Ken Scrivner

21 November 2022

To: Whom it may concern

Subject: Recommendation for the appointment of Wally Smith to the Stevensville Town Council.

My wife, Kim Dailey and I, Von Dailey, are lifelong residents of Montana and are fully vested in Ravalli County and especially in the Stevensville area. We've had the opportunity to get to know Wally Smith on a professional level through the Ravalli County Republican Central Committee (RCRCC) where He and Kim are both precinct captains. Since his election to the RCRCC, he has a proven conservative track record and has shown his loyalty to serve the people as the representative of his precinct.

Both Kim and I have had the opportunity to get to know Wally on a personal basis, and in doing so, we are confident he will be an asset to the Town of Stevensville as a member of the Stevensville Town Council.

Sincerely,

Von Dailey Kim Dailey
Von and Kim Dailey

File Attachments for Item:

a. Claims (paid out of cycle) #18053-#18083

11/22/22
16:45:11

TOWN OF STEVENSVILLE
Claim Details by Posted Date
For Claims from 11/11/22 to 11/22/22

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* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18053	1 1200474043 11/01/22 W-Water system engineering	728 HDR ENGINEERING, INC.	4,836.08			5210 430630	350	101000
18054	1 67665 11/01/22 PW- Cylinder rental	228 Norco, Inc.	23.79			1000 430100	231	101000
18055	1 September 400" H2O delivered	115 BURNT FORK COMMISSION	56.03			1000 430900	342	101000
18056	1 10/25/22 B-Reimbursement of permit	1895 Chris Partridge	75.00			2394 323010		101000
18057	1 109729 10/31/22 FD-Printer lease (black)	1711 Office Solutions & Service	50.33			1000 410360	320	101000
18058	1 7760 11/09/22 A- Legal ad-budget amendment	108 BITTERROOT STAR	80.10			1000 410550	330	101000
	2 7660 11/02/22 A- Ordinance notice		41.10			1000 410550	330	101000
18059	1 847249848 11/01/22 PD- Online software subscri	1845 Thomson Reuters-West	200.00			1000 420100	312	101000
18060	1 711092 10/25/22 PW- Napa 10W30 QT	29 STEVENSVILLE NAPA AUTO PARTS	111.77			5210 430510	230	101000
	2 708380 10/10/22 PD-vehicle oil change supp		103.18			1000 420100	231	101000
18061	1 16022924 11/16/22 A- 75w lightbulbs	34 STEVENSVILLE HARDWARE AND RENTAL	25.90			1000 410550	210	101000
	2 16022924 11/16/22 A- 60w lightbulbs		11.06			1000 410550	210	101000
18062	1 11/04/22 PW- Emergency tow town vehicle	1794 Jeff Newsom	996.00			1000 430100	232	101000
	2 11/09/22 PD- 2020 Ford Explorer tires		776.00			1000 420100	236	101000
18063	1 I0605033 11/01/22 S- sewer main degreaser	1164 ATCO International	763.00			5310 430630	230	101000

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TOWN OF STEVENSVILLE
Claim Details by Posted Date
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Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18064	690 Core & Main LP		1,366.12					
1	R825231 10/27/22 W- 3/4" water meters		880.00			5210 430550	238	101000
2	R825231 10/27/22 W- 1" water meter only replac		486.12			5210 430550	238	101000
18065	1121 a2z Supply Corp		20.00					
1	1109847 11/09/22 PD- ID tag		20.00			1000 420100	226	101000
18066	708 USA BLUEBOOK		117.77					
1	161234 10/31/22 W-tubing/fitting disinfection		117.77			5210 430540	230	101000
18067	1677 Robert Underwood		1,200.00					
1	108 11/20/22 A- Assist accounting work		1,200.00			1000 410550	350	101000
18068	1253 Providence Health & Services		694.00					
1	10/07/22 PD- Physical exam preplacement		120.00			1000 420100	350	101000
2	10/07/22 PD- instant drug screen		50.00			1000 420100	350	101000
3	10/07/22 PD- venipuncture		12.00			1000 420100	350	101000
4	10/07/22 PD- Comp metabolic panel		40.00			1000 420100	350	101000
5	10/07/22 PD- Urine dipstick		20.00			1000 420100	350	101000
6	10/07/22 PD- comp blood count		25.00			1000 420100	350	101000
7	10/07/22 PD-HIV antibody		81.00			1000 420100	350	101000
8	10/07/22 PD- functional capacity test		118.00			1000 420100	350	101000
9	10/07/22 PD-audiometric exam		54.00			1000 420100	350	101000
10	10/07/22 PD-vision testing		22.00			1000 420100	350	101000
11	10/19/22 PD- fit for duty exam		152.00			1000 420100	350	101000
18069	1722 Local Government Serices		130.00					
1	11/07/22 Late AFR November		130.00			1000 410550	350	101000
18070	1823 Visa c/o Rocky Mountain Bank		2,653.92					
1	10/13/22 PD- business cards Frandsen		45.99			1000 420100	210	101000
2	10/13/22 FD- calibration gas		357.59			1000 420460	226	101000
7	10/18/22 FD-diagnostic pulse oximeter		118.97			2230 420730	220	101000
9	10/18/22 PD- uniform supplies		228.89			1000 420100	226	101000
10	10/01/22 PD- uniform boots		120.00			1000 420100	226	101000
11	10/26/22 PW- sidewalk grinder		281.75			2820 430200	950	101000
12	10/04/22 FD- AED training pads		73.50			2230 420730	220	101000
13	10/25/22 PD- printer ribbon		44.87			1000 420100	210	101000
14	10/15/22 P-lift rental tree pruning		512.00			1000 460437	350	101000
15	10/20/22 C- Insignia tv Court		179.99			1000 410360	212	101000
16	10/20/22 C- teleconference equipment		391.28			1000 410360	212	101000
17	10/13/22 A- Grizzly broadband		90.00			5610 430300	340	101000
24	10/03/22 A- cleaning supplies		57.92			5610 430300	210	101000
63	10/31/22 Interest charge		151.17			1000 410550	620	101000

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Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18071	1176 Western States Equipment		37.91					
1	1137380 10/31/22 WWTP- generator services		37.91			5210 430510	350	101000
18072	386 MONTANA RAIL LINK, INC.		66.00					
	ToS cross Montana Rail Link easement.							
1	814469 10/03/22 W- Potable water pipeline		66.00			5210 430550	340	101000
18073	178 Ravalli County Treasurer		14.00					
	Supply ditch index							
1	22-23 11/01/22 George May Property Tax 22-23		14.00			5210 430510	350	101000
18074	34 STEVENSVILLE HARDWARE AND RENTAL		33.62					
1	11/10/22 W- water meter connectors		5.03			5210 430510	230	101000
2	11/14/22 C- 30 pc tie wire-Maplewood		17.42			1000 430900	230	101000
3	11/15/22 C- supplplies- Riverside		6.36			1000 430900	230	101000
4	11/17/22 Service charge		4.81			1000 410550	556	101000
18075	1787 Valli Information Systems, Inc.		529.91					
	Sewer On Line Monthly Maintenance, Web posting, manual postage, e-statements, etc							
1	85277 11/01/22 1st image ToStevensville		147.80			5210 430510	350	101000
2	85277 11/01/22 Manual 1st image		0.60			5210 430510	350	101000
3	85277 11/01/22 Foreign 1st image		1.00			5210 430510	350	101000
4	85277 11/01/22 E-statement		7.75			5210 430510	350	101000
5	85277 11/01/22 Web posting		9.35			5210 430510	350	101000
6	85277 11/01/22 Postage		343.78			5210 430510	350	101000
7	85277 11/01/22 Manual postage		7.23			5210 430510	350	101000
8	85277 11/01/22 ZRO client customer field		6.40			5210 430510	350	101000
9	85277 11/01/22 E-text		1.00			5210 430510	350	101000
10	85277 11/01/22 Add image		3.20			5210 430510	350	101000
11	85277 11/01/22 Manual add image		1.68			5210 430510	350	101000
12	85277 11/01/22 Foreign add image		0.12			5210 430510	350	101000
18076	1787 Valli Information Systems, Inc.		240.45					
	Sewer On Line Monthly Maintenance, Web posting, manual postage, e-statements, etc							
13	85225 10/31/22 On-line monthly maintenance		75.00			5210 430510	320	101000
14	85225 10/31/22 OTC monthly maintenance		25.00			5210 430510	320	101000
16	85225 10/31/22 BDS Service Fee for autopay		140.45			5210 430510	350	101000

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TOWN OF STEVENSVILLE
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* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18077	1212 NewFields		315.00					
	Water right technical services							
1	350.00709. 11/08/22 W- Water rights techincal		315.00			5210 430530	354	101000
18078	1744 MMIA-Liability Program		1,460.00					
1	LI00004 10/18/22 S- Insurance payment		1,460.00			5310 430610	510	101000
18079	E 84 MMIA		467.00					
1	10/18/22 Property liability program		467.00			1000 410550	510	101000
18083	1701 Cote and Associates, CPAs, PPL		1,418.40					
	Close-out of AFR documentation. Information provided to auditor							
1	2752 11/09/22 AFR- close out of AFR		1,418.40			1000 410100	356	101000
	# of Claims	28	Total:	17,982.10				

Total Electronic Claims 467.00 Total Non-Electronic Claims 17515.10

** This report runs by Claim Posted Date, which is a system generated field that always shows the date on which the Claim was actually posted in the system. If a Claim was cancelled and re-posted, the posted date will show as of the date it was re-posted. **

File Attachments for Item:

b. Claims #18084-#18107

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16:21:04

TOWN OF STEVENSVILLE
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18084		1841 Overstreet Law Group	5,034.00					
		Attorney Services						
		11/30/22 Prosecuting Services	2,454.00			1000 410364	352	101000
		11/30/22 General Legal Services	2,085.00			1000 411100	352	101000
		11/30/22 Legal Svc- Airport review	495.00*			5610 430300	352	101000
18086		1881 Civic Plus	2,310.00					
		Municode meetings. Annual renewal						
		244570 12/01/22 Annual Website hosting mainten	1,155.00*			1000 410550	330	101000
		244570 12/01/22 Municode Meetings subscrip	1,155.00			1000 410550	331	101000
18087		1860 Ravalli County Road & Bridge	537.20					
		Salt for road sanding						
		IV-23-15 11/22/22 PW- 5 yds salt for road sand	537.20*			1000 430200	220	101000
18088		1436 Maureen M. O'Connor	3,852.38					
		Monthly Compensation \$3000.00						
		Reimbursement for COLJ Certification conference						
		December 11/30/22 Monthly Compensation	3,000.00			1000 410360	350	101000
		11/30/22 COLJ reimbursement lodging	511.20			1000 410360	370	101000
		11/30/22 COLJ reimbursement mileage	180.18			1000 410360	370	101000
		11/30/22 COLJ reimbursement per diem	161.00			1000 410360	370	101000
18089		1876 Corporate Warehouse Supply	1,469.65					
		Toner replacement- Town Hall						
		product has been discontinued						
		65837 11/17/22 A- toner replacements	1,469.65*			1000 410550	320	101000
		*** Claim from another period (7/22) ****						
18090		89 MORRISON-MAIERLE, INC.	3,085.74					
		Charges associated with vertical gate- FAA grant funded						
		07/01/22 A- Vertical gate project	3,085.74			5610 430300	950	101000
18091		89 MORRISON-MAIERLE, INC.	4,444.06					
		Charges associated with vertical gate- FAA grant funded						
		224038 07/01/22 A- Vertical gate project	4,444.06			5610 430300	950	101000
		*** Claim from another period (10/22) ****						
18092		1800 Industrial Scientific	809.50					
		2578708 10/27/22 FD- Ventis MX4 gas monitor	784.04			1000 420460	360	101000
		2578708 10/27/22 FD- Shipping & Handling	25.46			1000 420460	360	101000

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TOWN OF STEVENSVILLE
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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
18093		108 BITTERROOT STAR	58.50					
	7834	11/16/22 A- Legal ad- Ward 1 vacancy	58.50*			1000 410550	330	101000
18094		690 Core & Main LP	2,392.86					
	R865903	11/01/22 W- water svc plumbing parts	1,091.40			5210 430550	230	101000
	R922965	11/10/22 WW- blower repair clamp	52.98			5310 430640	230	101000
	R862158	11/02/22 W- Water meters replace	1,248.48*			5210 430550	238	101000
18095		33 NORTHWESTERN ENERGY	12,229.23					
	Nov 22	11/15/22 Geo-Smith Lighting Dist	275.49			2430 430263	340	101000
	Nov 22	11/15/22 206 Buck 90% TH Facility	312.66			1000 411201	340	101000
	Nov 22	11/15/22 206 Buck 10% Bldg Dept	34.74			2394 420531	340	101000
	Nov 22	11/15/22 Peterson Add'n lighting	204.39			2420 430263	340	101000
	Nov 22	11/15/22 Dayton Add'n lighting	281.02			2410 430263	340	101000
	Nov 22	11/15/22 Maplewood Cemetery	11.69*			1000 430900	340	101000
	Nov 22	11/15/22 Main St seasonal lighting	6.73			1000 430263	340	101000
	Nov 22	11/15/22 Orig Town street lights	269.92			1000 430263	340	101000
	Nov 22	11/15/22 ESH - 5th St. lights	490.78			1000 430263	340	101000
	Nov 22	11/15/22 5th St - Lange Park lights	39.16			1000 430263	340	101000
	Nov 22	11/15/22 Add'l Town lighting	177.07			1000 430263	340	101000
	Nov 22	11/15/22 MBF H20 plant	92.65			5210 430520	340	101000
	Nov 22	11/15/22 102 Main St pump #1	71.06			5210 430520	340	101000
	Nov 22	11/15/22 Riverside Cemetery IRR	0.00*			1000 430900	340	101000
	Nov 22	11/15/22 Maplewood Cemetery	0.00*			1000 430900	340	101000
	Nov 22	11/15/22 Sewer lift station W. Central	9.65*			5310 430620	340	101000
	Nov 22	11/15/22 Sewer trtmnt plant	3,620.93*			5310 430620	340	101000
	Nov 22	11/15/22 Truck garage South	138.45			5210 430520	340	101000
	Nov 22	11/15/22 L&C Yard Light	11.69			1000 460430	340	101000
	Nov 22	11/15/22 L&C Park Irrigation 5hp IRR	0.27			1000 460430	340	101000
	Nov 22	11/15/22 L&C Park Parking Lot	6.00			1000 460430	340	101000
	Nov 22	11/15/22 L&C Park Restrooms/Field light	55.99			1000 460430	340	101000
	Nov 22	11/15/22 214 Buck St. - H2O 25%	12.40			5210 430520	340	101000
	Nov 22	11/15/22 214 Buck St. - Sewer 25%	12.40*			5310 430620	340	101000
	Nov 22	11/15/22 214 Buck St. - PD 50%	24.80			1000 420100	340	101000
	Nov 22	11/15/22 3rd & Park	14.08			1000 430263	340	101000
	Nov 22	11/15/22 421 Airport Rd - SRE 50%	43.12			5610 430300	340	101000
	Nov 22	11/15/22 421 Airport Rd - FD 50%	43.12			1000 420422	340	101000
		Pool	0.00			1000 460445	340	101000
	Nov 22	11/15/22 MBF Well Field	4,652.13			5210 430520	340	101000
	Nov 22	11/15/22 MBF booster station	128.03			5210 430520	340	101000
	Nov 22	11/15/22 Creamery Park (223 Main)	52.04			1000 460430	340	101000
	Nov 22	11/15/22 102 Main Street D-PD	43.76			1000 420100	340	101000
	Nov 22	11/15/22 Dickerson Park	7.38			1000 460430	340	101000
	Nov 22	11/15/22 Water 157 Sewer Works Rd Depot	26.63			5210 430520	340	101000

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TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 11/22
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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
	Nov 22	11/15/22 Sewer 157 Sewer Works Rd Depot	26.63*			5310 430620	340	101000
	Nov 22	11/15/22 Streets 157 Sewer Works Rd Dep	26.63			1000 430200	340	101000
	Nov 22	11/15/22 Crksde Mdws Lighting Dist #4 1	281.15			2440 430263	340	101000
	Nov 22	11/15/22 Crksde Mdws Lighting Dist #4 2	151.61			2440 430263	340	101000
	Nov 22	11/15/22 Stevensville Cutoff Rd Path	7.44			1000 430263	340	101000
	Nov 22	11/15/22 Twin Creeks Dist #5	482.56			2450 430263	340	101000
	Nov 22	11/15/22 206 Buck Fire Dept Lighting	82.98			1000 411201	340	101000
18096		1702 DE Lage Landen Finance Services, Printer Lease November 2022	55.02					
		78295112 11/20/22 Printer Lease	55.02			1000 410360	320	101000
18097		1716 Quadiant Leaseing USA, Inc Postage Machine Lease	134.10					
		N9684276 11/22/22 C-Postage Jun-Sep Lease	19.15			1000 410360	311	101000
		11/22/22 Admin-Postage Jun-Sep Leas	38.30			1000 410550	311	101000
		11/22/22 PD-Postage Jun-Sep Lease	6.83			1000 420100	311	101000
		11/22/22 FD_PostageJun-Sep Lease	9.57			1000 420410	311	101000
		11/22/22 W-Postage Jun-Sep Lease	25.34			5210 430510	311	101000
		11/22/22 WW-Postage Jun-Sep Lease	25.34			5310 430610	311	101000
		11/22/22 A-Postage Jun-Sep Lease	9.57			5610 430300	311	101000
18098		1897 Denning, Downey & Associates Cash reconciliation for 2 fiscal years. Meeting and adjustments to correct	50,000.00					
		15832 11/27/22 A- cash reconciliation	50,000.00*			1000 410530	350	101000
18099		1650 D.I.A.R Do It All Repair	605.21					
		20345 11/15/22 PD- Shop labor	240.00			1000 420100	232	101000
		20345 11/15/22 PD- scan tool	75.00			1000 420100	232	101000
		20345 11/15/22 PD- Evap control solenoid	180.00			1000 420100	232	101000
		20345 11/15/22 PD- fuel system purge valve	47.23			1000 420100	232	101000
		20345 11/15/22 PD- Evap system mount	50.38			1000 420100	232	101000
		20345 11/15/22 PD- Shop supplies	12.60			1000 420100	232	101000
18100		56 HAWKINS, INC. WWTP- sludge process	1,486.85					
		6340439 11/14/22 WW- 55 gal polymer for winter	1,486.85			5310 430640	220	101000
18101		348 Snow Mountain Electric Service on #2511 (starter motor, solenoid, ignition sense plug, ignition switch, antenna cable and labor)	1,439.18					
		3566 11/14/22 FD- Service on #2511	1,439.18			1000 420460	360	101000

12/06/22
16:21:04

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 11/22
For Pay Date: 12/06/22

Page: 4 of 4
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
18102		1282 Valley Irrigation	61.07					
	072568	11/04/22 WW- plumbing repair for blower	42.75			5310 430640	230	101000
	072584	11/07/22 WW- plumbing repair supplies	18.32			5310 430640	230	101000
18103	E	852 CENEX FLEETCARD	3,367.31					
		Fuel for Town departments						
	252775CL	11/30/22 Fuel for Police	556.34			1000 420100	231	101000
	252775CL	11/30/22 Fuel for Fire Dept	506.44			1000 420460	231	101000
	252775CL	11/30/22 Fuel for Public Works	1,663.99			1000 430100	231	101000
	252775CL	11/30/22 Fuel for Airport	640.54			5610 430300	231	101000
18104		53 SUPER 1 FOODS	4.40					
	07-2849545	11/30/22 W- Distilled water	4.40*			5310 430640	222	101000
18105		29 STEVENSVILLE NAPA AUTO PARTS	270.49					
	714526	11/22/22 PW- ATF for snow plow	70.75			1000 430100	231	101000
	715896	11/22/22 PW- Bulk 10W-30 oil fleet main	139.98			1000 430100	231	101000
	716389	11/28/22 PD- battery for Dodge Ram	59.76			1000 420100	232	101000
18106		34 STEVENSVILLE HARDWARE AND RENTAL	136.11					
	11/09/22	PW- Generator shop supplies	40.71			1000 430100	232	101000
	11/03/22	S-building maintenance	14.74			5310 430610	230	101000
	11/05/22	P- L&C restroom winterize	27.16			1000 460430	235	101000
	11/09/22	WW- repair materials	7.36			5310 430640	230	101000
	11/10/22	P-park sign restoration	25.89			1000 460430	230	101000
	11/10/22	C- cemetery signage	20.25			1000 430900	230	101000
18107		1061 WESTERN BUILDING CENTER	40.96					
	11/15/22	A- paint & supplies	40.96*			1000 410550	230	101000
		# of Claims	23	Total:				
		Total Electronic Claims	3,367.31	Total Non-Electronic Claims		90456.51		

File Attachments for Item:

b. Building Department

MONTHLY REPORT

Building Department

November 2022

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Electrical</u> (2 permits)	
1. NSFR	\$200.00
2. New Commercial Building	\$0
3. Renovation/Remodel	\$84.00
4. Demo	\$0
<u>Mechanical</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Plumbing</u> (3 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$152.00
4. Demo	\$0
Total permits issued: 5	Total fees collected: \$436.00
<u>Activities</u>	
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.	
<u>Items of Interest</u>	
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 – November 2022

Calls for the Month of November: 56

Calls for Stevensville Town: 23

Calls for Stevensville Rural: 30

Mutual Aid: 3

Medical Response: 43

Fire Calls: 11

Motor Vehicle Crash: 2

Total Calls: 56

Calls for the Year to Date: 589

Calls for Stevensville Town: 229

Calls for Stevensville Rural: 337

Mutual Aid: 23

Missed call: 0

Medical Response: 470

Fire Calls: 96

Motor Vehicle Crash: 23

Total Calls: 589

File Attachments for Item:

e. Police Department

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT**

November 2022

MONTHLY REPORT: November 2022 - Police Activity Report

Officers engaged in One (1) arrest in the month of November.

PROACTIVE POLICING, CALLS FOR SERVICE, and Investigations: Call for Service tallies do not include Traffic Citations, Traffic Warnings, Vacation Checks, Extra Patrols or Agency Assists.

The Town received a patrol vehicle from Helena PD as a donation. A spot light, gun rack, radar detector and tires have been ordered for this vehicle. Other than those items Helena PD left all other items in the vehicle, which is a huge cost savings to the town. The Town is being reimbursed for the items ordered

PERSONNEL WORKLOAD	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	Total
PATROL													
Arrests	1	0	6	2	2	0	2	4	1	2	1		21
Traffic Citations	2	7	4	4	3	6	1	0	0	0	0		27
Traffic Warnings	25	25	18	14	15	32	12	8	3	2	3		157
Calls for Service 2021	55	59	63	76	58	95	72	103	83	50	34	36	784
Calls for Service	59	66	69	48	60	67	66	75	52	47	49		658
INVESTIGATIONS													
Robbery/Homicide 2021	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery/Homicide	0	0	0	0	0	0	0	0	0	0	0		0
Assault 2021	0	0	0	1	1	1	2	1	1	1	0	0	8
Assault	0	1	0	0	1	1	2	1	1	1	0		8
Sex Crime 2021	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Crime	0	0	2	0	0	0	0	1	1	1	0		5
Burglary/Theft 2021	2	2	1	1	1	2	1	2	4	0	2	1	19
Burglary/Theft	4	0	4	2	2	0	0	1	0	0	0		13
Crim Mischief 2021	1	0	0	0	0	0	3	1	0	0	0	0	6
Crim Mischief	3	1	1	0	1	2	3	2	1	1	1		16
Fraud 2021	2	0	2	0	0	0	1	0	1	1	1	1	9
Fraud	0	0	0	0	1	1	1	0	1	0	0		4
Suspicious Incident 2021	0	0	3	3	1	6	3	1	7	6	0	2	32
Suspicious Incident	4	3	5	1	3	6	6	1	6	5	2		42
Disturbance 2021	2	2	6	5	2	2	10	5	3	1	1	3	42
Disturbance	4	6	3	3	4	4	0	4	2	4	5		39
Found Property 2021	0	0	1	0	1	2	1	1	0	0	0	1	7
Found Property	0	0	1	0	1	2	0	0	1	1	0		6
Traffic Hazard 2020	2	0	1	0	0	2	3	0	1	0	1	0	10
Traffic Hazard	0	0	0	0	2	2	0	0	0	0	0		4
Traffic Accidents 2020	0	0	0	0	2	1	3	4	2	1	0	0	13
Traffic Accident	0	0	3	2	3	2	5	1	0	6	4		26
Vacation Checks 2020	0	0	0	0	0	4	10	2	1	2	0	0	19
Vacation Checks	0	0	1	0	0	0	1	0	0	1	0		3
SPD AGENCY ASSISTS													
Ravalli County S.O	4	6	8	6	6	8	13	8	5	2	1		67

SPD Monthly Report November 2022

Actual Call Breakdown

Call Type	SPD Response	County Response	Handled by Dispatch
Accident	3	1	
Agency Assist	1	1	
Animal Call	2	2	
Alarm	3	1	
Traffic	3	7	
Citizens Assist		3	
Civil Papers		4	
Court Transport	1		
Criminal Mischief		1	
Disturbance	1	4	
Missing Person	1		
Notification	1	1	
Officer Advice	1	2	
Open Door	1		
Suicidal Threats		2	
Suspicious Activity		2	
Warrant	1	2	
Welfare Check	3	4	
Hangup 911			5
Total for the Month	22	37	5

File Attachments for Item:

f. Public Works

**TOWN OF STEVENSVILLE
PUBLIC WORKS ACTIVITY REPORT
November, 2022**

UTILITIES REPORT

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	14,875,000	16,654,000

- 💧 Total Metered/Unmetered Usage 12,203,060
- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 140
- 💧 Satisfied Permit reporting and testing requirements

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	5,600,547	5,628,044

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Wasting to drying beds
- 💧 Bi-annual Bac-T test
- 💧 Satisfied Permit reporting, testing and regulatory requirements

○

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Meter reads and billing cycle
- 💧 Coordinated with County for salt and sand
- 💧 Continued to replace defective meters
- 💧 Cemetery fences and headstone maintenance
- 💧 Yearly and bi-annual water testing
- 💧 Plowing and sanding
- 💧 Winterized all summer equipment
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 2 special tests for water concerns, both came back negative
- 💧 Garbage removal all grids
- 💧 Tree removals, dead trees in Parks
- 💧 Repaired UV disinfection system in house
- 💧 Repaired chlorine leak at wellhouse
- 💧 Corrected inappropriate sized manifold on Aeration Blower #1
- 💧 Water and Waste plants rounds
- 💧 Burials

- 💧 Utility Locates
- 💧 Utility inspections
- 💧 3 3rd party contractor locates
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 Repaired main irrigation line at Maplewood
- 💧 Trouble Calls
- 💧 Cemetery locates and burials
- 💧 Coordinating with engineers, vendors to investigate pumping activity at wellhouse, pumps not keeping up with demand during watering hours.
Propose an engineering report on solutions
- 💧 Brush and leaf cleanup, over for season
- 💧 Burned Town organics, brush, leaves
- 💧 State safety inspection
- 💧

WO Number	Type	Status	Description	Locations	Assigned To	Requester
001750	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
001747	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
001746	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
001744	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
001742	CORRECTIVE	Closed	Mix salt and sand 1:10 in yard	Streets	Cody Anderson	Steve Kruse
001739	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
001733	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
001731	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
001730	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
001726	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
001725	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
001724	SCHEDULED	Closed	Backhoe Status fluids/tires/air filter/filters/clean exterior and interior		Glenn Bies Ian Murray	Steve Kruse
001722	CORRECTIVE	Closed	Change meter 314 8th ST 10:00 Tuesday (Crawlspace)	Town of Stevensville	Cody Anderson Steve Kruse	Steve Kruse
001721	CORRECTIVE	Closed	Bac T sample house on M Burnt Fork, send to ME	Water / Town of Stevensville	Dustin Tribby	Steve Kruse
001720	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
001718	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
001716	SCHEDULED	Closed	Inspect Mini Excavator			Steve Kruse
001715	SCHEDULED	Closed	Inspect skidsteer			Steve Kruse
001713	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
001710	CORRECTIVE	Closed	Plow and sand all grids, all park sidewalks bike path	Streets	Cody Anderson Dustin Tribby Glenn Bies Ian Murray Stephen Lassiter	Steve Kruse
001709	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
001707	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
001706	SCHEDULED	Closed	Inspect and sign all plant extinguishers	Town of Stevensville	Steve Kruse	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
001705	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
001704	CORRECTIVE	Closed	Clean Park sidewalks, plow intersections	Streets	Dustin Tribby Ian Murray	Steve Kruse
001703	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
001701	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
001699	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby	Steve Kruse
001698	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
001696	CORRECTIVE	Closed	Winterize all summer equipment, run out all fuel from weed eaters, blower etc and drain float bowls, Zero turns, chainsaws	Town of Stevensville	Cody Anderson Dustin Tribby Stephen Lassiter Steve Kruse	Steve Kruse
001695	CORRECTIVE	Closed	Pull apart old AB1 blower to inspect, non drive side is only snug	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse
001692	CORRECTIVE	Closed	Remove dead trees and stumps L and C park	Town of Stevensville	Dustin Tribby Stephen Lassiter	Steve Kruse
001691	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
001688	CORRECTIVE	Closed	Find hydraulic leak on UV system	Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
001686	CORRECTIVE	Closed	Ensure that there is a	Mobile / Town of	Cody Anderson	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			winter maintenance log clipboard in each snow removal vehicle	Stevensville	Dustin Tribby Glenn Bies Ian Murray Stephen Lassiter Steve Kruse	
001685	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
001683	SCHEDULED	Closed	Switch UV banks		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
001682	SCHEDULED	Closed	Remove sediment/rags/rocks from in front of bar screen	23-Headworks Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
001681	SCHEDULED	Closed	Grease Huber sludge press		Glenn Bies	Steve Kruse
001680	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
001679	SCHEDULED	Closed	Inspect condition of tree bricks and rocks on all trees on Main St and report any work needing done	Streets	Stephen Lassiter	Steve Kruse
001678	SCHEDULED	Closed	Grrease perf screen and influent pumps		Glenn Bies	Steve Kruse
001677	SCHEDULED	Closed	Check the level of hydro at the pump with dipstick, UV building	39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Steve Kruse	Steve Kruse
001676	SCHEDULED	Closed	Grease press during operating season		Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
001674	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
001670	SCHEDULED	Closed	Monthly DEQ Sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
001668	CORRECTIVE	Closed	Locate and repair chlorine leak at wellhouse chemical room	11-Well Field / Water / Town of Stevensville	Cody Anderson Dustin Tribby	Steve Kruse
001665	CORRECTIVE	Closed	Replace irrigation curb valve on Buck St	Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000795	CORRECTIVE	Closed	Switch out 3" discharge pipe on AB-1 to 4" Check valve needs ordered, blow off also		Cody Anderson Dustin Tribby Glenn Bies Steve Kruse	Steve Kruse

File Attachments for Item:

a. Discussion/Decision: Confirmation of Stevensville Police Officer Todd Schafer



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:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/08/2022
Agenda Topic:	Discussion/Decision: Confirmation of Stevensville Police Officer Todd Schafer
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/08/2022
Notes:	Officer Schafer has completed his first year with the Stevensville Police Department and is coming before the town council this evening where the mayor is asking for confirmation of his position.

File Attachments for Item:

b. Discussion/Decision: Consent to the Mayor's Appointment of Nancy Lowell to the TIFD/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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/08/2022
Agenda Topic:	Discussion/Decision: Consent to the Mayor's Appointment of Nancy Lowell to the TIFD/TEDD Board
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/08/2022
Notes:	

File Attachments for Item:

c. Discussion/Decision: Consent to the Mayor's Appointment of Jim Crews to the 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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/08/2022
Agenda Topic:	Discussion/Decision: Consent to the Mayor's Appointment of Jim Crews to the Park Board
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/08/2022
Notes:	

received
10-17-22
12:30pm

**BOARD APPLICATION FORM
STEVENSVILLE, MONTANA**

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

Name: James Crews Home Phone: 406-546-1102

Address: 316 9th St Work/Cell Phone: 4065461102

City: Stevensville State: MT Zip: 59870

Email Address: shadowsdolittle@gmail.com

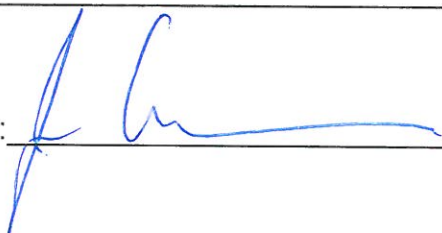
Business or Occupation: Retired

Board or Committee applying for: Park Board

✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):
Served as Town Council member during the construction of the new playground at L&C Park.
Served as Mayor during the conflicts with the Stevensville River Park Property and potential land swap with the Capps. I designed and implemented the creation of the Temporary Fishing access site during the closing of the traditional site by the property owners.

✓ Why do you wish to serve on this Board or Committee?
The board needs someone that can effectively created agendas, provide supplemental information needed by the Council, Park Board Members and the Public in order to make decisions that represent the needs of the public and Town of Stevensville.

✓ Additional information which you feel is pertinent:
I am very interested in the future of our town parks, their construction, maintenance and use.

Signature:  Date: 10-13-22

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

File Attachments for Item:

d. Discussion/Decision: Suspension of Town Council Rules to Cancel the December 22, 2022, Town Council Meeting in Observance of the Christmas Holiday and Authorizing Claims to be Paid out of Cycle



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:	Council Member
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/08/2022
Agenda Topic:	Discussion/Decision: Suspension of Town Council Rules to Cancel the December 22, 2022, Town Council Meeting in Observance of the Christmas Holiday and Authorizing Claims to be Paid out of Cycle
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/08/2022
Notes:	

File Attachments for Item:

e. Discussion/Decision: Approve the Presented Amount Allocated for NewFields to Complete the Water Rights Global Permit Application



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:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/08/2022
Agenda Topic:	Discussion/Decision: Approve the Presented Amount Allocated for NewFields to Complete the Water Rights Global Permit Application
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/08/2022
Notes:	

EXHIBIT A

CLIENT SERVICES AGREEMENT STATEMENT OF WORK

Statement of Work Date: November 4, 2022
Statement of Work No.: 3
Client Services Agreement Date: September 24, 2021

This Statement of Work ("**SOW**") is entered into subject and pursuant to the Client Services Agreement entered into
BETWEEN: NewFields Companies, LLC, a Delaware limited liability company, ("**NewFields**")
AND: Town of Stevensville ("**Client**").

Project Name: Stevensville Water Rights

Background: Client is pursuing a Global Permit Application with the Montana Department of Natural Resources and Conservations (DNRC) for their Twin Creeks Well Field and Well 1, including an expanded place of use. Client proposes to decommission the existing Infiltration Gallery and Wells 2 and 3 and replace the associated supply by obtaining additional production from the new Twin Creeks Well Field. Client selected NewFields (hydrologic and water rights technical support) to assist Client, Ross Miller of Miller Law (legal counsel), and HDR (engineering support) with the Global Permit Application.

The following events occurred since NewFields initial SOW 1 authorization on September 24, 2021:

- March 7, 2022: NewFields completed SOW 1, including a transmittal of summary Memorandum with 11 Attachments (SOW 1 Memorandum and Attachments).
- April 8, 2022: Based-on recent experience with Lolo's Change Application, Ross Miller (Client's legal counsel) issued a Global Permit Update to Plan document. The updated plan includes removing pre-1973 Statements of Claim Place of Use (POU) Change Applications from the DNRC Global Permit Application Package and instead addressing such proposed changes with the Water Court.
- June 1, 2022: Ross Miller, Client, and NewFields attended a second Pre-Application Meeting with the DNRC's Missoula Regional Office to confirm the updated approach and discuss application details. The second Pre-Application Meeting outlined the following revised plan for the Global Permit Application Package to DNRC:
 - Ross Miller lead:
 - Seek the Well 1 Statement of Claim (76H-214635) place of use expansion through the Water Court.
 - Seek Wells 2 and 3 Permit status changes to unperfected and request extensions of time to DNRC. Proof of Completion
 - NewFields lead:
 - Under SOW 2, NewFields update their SOW 1 Memorandum and Attachments and outline the Updated Application Approach.
- September 9, 2022: NewFields completed SOW 2, including transmittal of the updated Memorandum with 11 Attachments (NewFields, 2022)¹.
- October 2022: DNRC notified Mr. Miller that DNRC will not change the Well 2 and 3 Permits to unperfected. Therefore, we need to address historic consumptive use in the Well 2 and 3 changes to mitigation. Mr. Miller provided general instructions for a historic consumptive use calculation method. Mr. Miller also advised that we first submit the Well 2 and 3 change and new permit applications; then focus on the infiltration gallery water rights and associated change and new permit applications.

In line with Mr. Miller's suggestions, NewFields proposes SOW 3 to address preparation of change and new permit applications associated with TC-PW-1, Well 2, and Well 3, as outlined in Attachment 6 of NewFields (2022). Future SOW(s) would address SOW 3 deliverable comments from Town of Stevensville, Mr. Miller, and/or DNRC and include preparation of infiltration gallery related change and new permit applications.

¹ NewFields, 2022. Global Permit Application Package for Twin Creeks Well Field and Well 1: Phase 1 - Rev1 Updated Approach. Prepared for the Town of Stevensville. September 9.



In summary, past and proposed NewFields' SOWs include:

- SOW 1: First Pre-Application Meeting with DNRC, review existing data, and Global Permit Application Package Scoping. *(Complete)*
- SOW 2: Second Pre-Application Meeting with DNRC; update SOW 1 Memorandum and Attachments consistent with the approach. *(Complete)*
- SOW 3: Prepare the TC-PW-1, Well 2, and Well 3 related change and new permit applications, including forms, addendums, and attachments. *(This SOW)*
- SOW 4: Prepare the infiltration gallery related change and new permit applications, including forms, addendums, and attachments. *(Future SOW)*
- SOW 5: To be determined. May include responding to comments; providing additional information or analysis; expert witness testimony in water right contested case hearings, district court, and/or the Montana Water Court. *(Future SOW)*

Scope of Services:

NewFields will conduct the following activities under SOW 3:

- Prepare the TC-PW-1, Well 2, and Well 3 related change and new permit applications, including forms, addendums, and attachments (as listed in Attachment 6 of NewFields (2022)).

This SOW does not include addressing significant deliverable comments or change requests from the Town of Stevensville, Mr. Miller, or DNRC. NewFields is available to address significant deliverable comments or change requests under a separate SOW upon approval of additional scope and budget by Client.

Time Period: NewFields will deliver the SOW 3 draft application materials within 8 weeks of notice to proceed.

Deliverables: SOW 3 draft TC-PW-1, Well 2, and Well 3 related change and new permit applications.

Compensation: NewFields total proposed new SOW 3 budget authorization is \$30,460. As of November 3, 2022, NewFields has approximately \$5,000 budget remaining in SOW 2; it is our understanding that the Mayor verbally authorized NewFields to use the remaining SOW 2 budget toward the SOW 3 scope. Including the remaining SOW 2 budget (approximately \$5,000) and the requested SOW 3 additional budget authorization request (\$30,460), NewFields' total estimated cost for SOW 3 is up to \$35,460. **Attachment 1** provides a breakdown of the estimated costs. At Client's direction, unspent SOW 3 budget may be applied to future SOW 4.

Fees: Client shall pay to NewFields compensation in the form of professional service fees on a time and materials basis.

Expenses: Client shall also reimburse NewFields for the following out-of-pocket items of expense in the performance of the Services: rental vehicle and fuel (if necessary for site visits or meetings).

To accept this SOW, please sign below and email the executed SOW to jbean@newfields.com.

NewFields Companies, LLC

Town of Stevensville

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Attachment 1 - Cost Estimate, Statement of Work 3
 Town of Stevensville, 350.00709.002 Water Right Services

Task	Task Description	Principal in Charge Amelia Tallman							Total Hours	Labor Cost
		Principal I Hydrogeologist	Principal II Hydrogeologist	Project II Hydrogeologist	Project I Hydrogeologist	Staff I	Project Coordinator	Project Coordinator		
Task	Prepare draft TC-PW-1, Well 2, and Well 3 related change and new permit applications	RATE: \$ 180	\$ 210	\$ 140	\$ 125	\$ 100	\$ 100			
1	Change Application: expand the POU of TC-PW-1	2	8	60	0	4	4	78	\$11,240	
2	Change Application: change Wells 2 and 3 to mitigation	2	8	60	0	4	4	78	\$11,240	
3	New Permit Application: New pumping by TC Wellfield using Wells 2 and 3 mitigation	2	8	60	0	4	4	78	\$11,240	
4	Project and Data Management	2	2	4	0	2	2	12	\$1,740	
Total		8	26	184	0	14	14	246	\$35,460	

POU: place of use
 TC: Twin Creeks
 TC-PW-1: Twin Creeks Production Well 1



File Attachments for Item:

f. Discussion/Decision: Request for Qualifications for a Town Prosecutor for the Town of Stevensville and the Stevensville City Court



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:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/08/2022
Agenda Topic:	Discussion/Decision: Request for Qualifications for a Town Prosecutor for the Town of Stevensville and the Stevensville City Court
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/08/2022
Notes:	If approved by the town council this RFQ for town prosecutor will be posted on the town's website starting December 9, 2022 and will remain until filled.



REQUEST FOR QUALIFICATIONS TO PROVIDE LEGAL SERVICES AS THE TOWN PROSECUTOR FOR THE TOWN OF STEVENSVILLE

The Mayor and Town Council are requesting interested attorneys and law firms to submit Statements of Qualifications to provide legal services for the Town of Stevensville for the position of Town Prosecutor.

Please note: The Town Attorney position is not open. Instead, this RFQ is for a Town Prosecutor to handle criminal prosecutions in the City Court of Stevensville.

Town Prosecutor Responsibilities

The Town Prosecutor is expected to assist the Town by:

- Representing the Town in criminal proceedings in the City Court of Stevensville.
- Advising Town law enforcement and other staff in enforcement issues.

REQUEST FOR STATEMENTS OF QUALIFICATIONS

(1) INTRODUCTION- AREAS OF LAW TO BE COVERED IN RFQ

The Town requests interested attorneys and law firms to submit a Statement of Qualifications to provide Town Prosecutor services for the Town describing the applicant's qualifications in:

- Criminal law
- Criminal procedure
- Misdemeanor law

(2) REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS

Identification of Attorneys. The response to this Request for Qualifications should include descriptions of the attorney or attorneys who would have primary responsibility for providing regular services under the proposal. For each attorney, the Statement of Qualifications should identify the qualifications, areas of expertise, and prior experience. References from comparable and representative public agency clients and the public agency's teams should be included, with names and telephone numbers of three to five public agency clients which the firm is currently working with or has worked in the recent past.

Support Staff. The Statement of Qualifications should include information about the types of support staff, such as other attorneys, paralegals, interns and others in the firm who would be assigned to perform work the Town Prosecutor work and whose time would be billed for such work. The response should include information about how the firm plans to utilize support staff within the Town's budget constraints.

Description of Services. The Statement of Qualifications should describe the services the firm proposes to provide, the firm's overall experience with municipal law, any areas of specialty listed above, and any special qualifications that are believed to distinguish it from other law firms.

Rates and Charges. The proposed means of compensation, including hourly rates or fees to be charged for each individual named in the Statement of Qualifications, should be listed. A schedule of the rates or amounts for all fees, charges, and expenses to be billed by each attorney or staff member should also be included. An estimated range of anticipated monthly charges the Town may expect to be billed is highly desirable.

Availability and Commitment to Provide Services. The Statement of Qualifications should include an indication of the commitment to provide the services by the attorney or attorneys with principal responsibility for providing Town Prosecutor services to the Town. In this context, the words availability and commitment should be taken in their broadest meanings, incorporating time, flexibility in scheduling, office location of the attorney or attorneys, and firm or personal policies and practices with regard to returning calls and meeting deadlines. Any significant time period required before beginning services should be noted. *The Town Prosecutor's position consists of law and motion two times per month and the estimated hours for this position can be up to 20 hours per month.*

Actual or Perceived Conflicts. The proposal should disclose the names, nature of assignment, and relevant dates for any of the firm's clients who may have actual or perceived conflicts of interest with the Town. Reasonable diligence to identify and disclose potential conflicts is expected of all firms submitting a response to this Request for Qualifications. The proposal should also provide a statement or description of firm policy to address how conflicts of interest between two or more clients are avoided.

Additional Information. Statements submitted in response to the Request for Qualifications may, but are not required to, provide additional information to assist a proper evaluation of the proposal. Any discussions relating to suggested strategies to reduce costs for outside legal services are appropriate in this section.

Submission Requirements. **Proposals are due to the town clerk at Town of Stevensville, PO Box 30, Stevensville, MT 59870. Submissions can be provided in digital format to jenelle@townofstevensville.com Position is open until filled.**

(3) EVALUATION CRITERIA

The main criteria used to evaluate the Statement of Qualifications will concern the experience and qualifications of the firm's attorneys who would be assigned to the Town. Ancillary information

including the firm's fee structure and schedule of charges for ancillary services is important but will be given secondary weight.

(4) PROCESS FOR SELECTING LEGAL COUNSEL

The Mayor will determine a procedure to review each Statement of Qualifications. Calls to submitting firms or attorneys and their references may be made to clarify material in the submittals. Based upon this review, the best qualified firms may be invited to a personal interview. Following the interviews, thorough background and reference interviews may be conducted. The Mayor anticipates making a selection of a firm or firms following a careful evaluation of all relevant information. Following the Mayor's review and selection, the Town Council will be asked to consent to the selection.

(5) SPECIAL PROVISIONS

Contract Award. The contract will be awarded for an initial period of three(3) years. The agreement will be then automatically renewed for additional one-year periods unless terminated by either party. However, the Town Prosecutor shall work at the pleasure of the Town, and nothing herein shall limit the Town's ability to terminate the contract at will with no notice or penalty.

Cost of Preparing and Submitting Statements. All costs incurred in preparing and submitting the Statements of Qualifications is to be borne by the submitter and not the Town. In no event shall the Town be liable for any cost whatsoever for the preparation or submittal of a response to this Request for Qualifications.

Reservations and Options.

The Town reserves the rights and options to:

- Reject any or all of the submittals
- Waive any of the provisions of the Request for Qualifications
- Issue subsequent Requests for Qualifications
- Cancel the Request for Qualifications process
- Waive technical error in the responses it receives
- Negotiate with any, all, or none of the respondents to this Request for Qualifications

(6) QUESTIONS

For questions, please contact:

Steve Gibson, Mayor 206 Buck Street Stevensville, MT 59870 steve.gibson@townofstevensville.com

406-777-5271

File Attachments for Item:

g. Bike Path



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:	Jim Crews
Second Person Submitting the Agenda Item:	Enter Name
Submitter Title:	Citizen
Submitter Phone:	406-546-1102
Submitter Email:	Enter Email
Requested Council Meeting Date for Item:	12-8-22
Agenda Topic:	Bike Path
Backup Documents Attached?	Choose an item.
If no, why not?	Not needed.
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	Enter Date
Notes:	<p>This agenda item is in regard to the bollards on the bike path. They are a hazard to Trike and other bike riders. No other bridges on any of the bike paths from Missoula to Hamilton have bollards. The agenda topic has been submitted to the Town Council, Mayor, Town Staff and the MT DOT. There has been no visible action from the town or state regarding this safety issue. Recently two senior citizens were blocked by the bollards and had to risk injury to themselves in order to get around the bollards. They are old and obsolete technology and should be removed to support senior citizens activities on the bike path.</p>

The bollards on the Stevensville Shared Use Path were apparently installed by the Civic Club during construction of the path and bridge around 1994.

The bollards pose a hazard to bicycle riders in that they do not allow sufficient clearance and approach warning for bicycle riders and even more so for those that are pulling a bicycle trailer, child or pet carrier and they may not provide sufficient clearance between the foot bridge handrails at either end of the foot bridge.

The Federal Highway Administration via FHWA Course on Bicycle and Pedestrian Transportation on page 7 and 9 of their publication indicate that bollards when placed should be spaced a minimum of 1.5 m or 5' between two bollards and that they should be a minimum of 3 feet in height. Additionally, the information regarding bollards indicate that the bollards should be located at least 9 meters (30 feet) in advance of an intersection (it is presumed this applies to placement before an amenity) so that cyclists can fully concentrate on maneuvering through or around bollards.

In the case of the bollards located at the foot bridge, they present less than 3 feet clearance between the bollard and the bridge structure and are located at less than 2 feet from the ends of the structure requiring difficult passage around the bollard and bridge end.

In one case recently two senior citizens had ridden their bicycle from Hamilton to Stevensville and used the bike path to get from the Bitterroot Trail Path to the Stevensville Bike Path. The passage could not be made between the bridge and the bollards. Those two senior citizens had to pick up their bicycle and carry it over the bollard, risking injury to themselves in doing so.

There was no other safe way of passing the obstacles. There is no shoulder room to ride on the cutoff road and that would require movement from the Shared Use Path over the shoulder and then onto the cutoff road having to cross the line of traffic going to the west so that they could obey state law and travel east on the east bound lane. The cross the west bound lane, cross the shoulder of the road to get back on the bike path.



On the return trip they would have had to move across the shoulder between the Shared Use Path and the cutoff road onto the west bound lane of the cutoff road, cross the bridge and then enter Shared Use Path.

Additional considerations are that the bollards are not properly marked nor painted so that their visibility at night require consideration as cyclists do ride at night with head lights, but the bollards may blend into the background and might present a hazard.

This Citizen recommends removal of the bollards, and if they are still considered necessary, to move the obstruction 30 feet outward from the bridge, install two bollards with spacing set at 5 feet apart so that the path runs between the bollards. That the bollards be painted so that they are highly visible, 3 feet high and at least 3 inches in diameter.

Further guidance can be obtained via AASHTO's Guide for the Development of Bicycle Facilities Fourth Edition 2012.

References

Federal Highway Administration-Off-Road Trails Lesson 10
AASHTO
Montana Pedestrian and Bicycle Plan

Recommendation to the Town Council of Stevensville

Remove the bollards. If a vehicular obstruction is considered necessary, install two new bollards at each end of the bridge, allowing for 30 feet clearance between the bridge and bollards, with a minimum of 5 foot separation between bollards placed on either side of the Shared Use Path and that they be at least 3 feet high, 3 inches in diameter and that they be painted brightly and treated with a reflectorized surface for night recognition and that the bollards be preceded by painted markings showing their presence/use. Funding could possibly be obtained from the State of Montana, or potentially the Jean Thomas fund. A suggested motion follows.

I move that the existing bollards be removed and that two new bollards be placed on either end of the Shared Use Path Bridge and that the bollards be placed on either side of the Shared Use Path, 30 feet from the end of the existing bridge, spaced no less than 5 feet apart, and that the new bollards be 3 feet high, at least 3 inches in diameter not to exceed 6 inches in diameter, be painted with a bright paint and that the bottom, center and top of the bollards have reflectorized marking tape installed.

Note: The existing bollards can be cut flush with the existing bike path negating the need to excavate. If and when a new bridge is constructed the buried portion of the bollards may be removed at that time.



Photo on the left shows the location of the bollards clearance between the bridge railing and the bollards, at each end of the bridge on the Shared Use Path. Any configuration of a bicycle with a trailer, recumbent trike or 4 wheel bicycle will have difficulty negotiating the entrance to the bridge. Additionally, if a rider must dismount there is risk of falling due to potential surface conditions at this location and the angle of the asphalt and transition to the bridge. There is also potential for hand and head damage on the bridge as the bridge may not meet the construction standards with a rub rail and 6 and 8" spherical exclusions. Additionally the corners of the bridge posts being square could cause severe injury if a bicycle or trike slippage happens due to the transition from path to bridge. Potential damage may occur should a cyclist hit the bollard or the bridge posts due to lack of clearance.

Some of the configurations that use the path are as follows:



There are standard bicycles, three wheel recumbent trikes, 4 wheel bicycles, and side by side bicycles that use the Shared Use Path. All of these must be able to pass safely thru or around a bollard.

There has been some concern regarding motorized vehicles using the bike path. These are not allowed by state law. Proper signage should be placed appropriately.

(Photo at the right was featured in the Bitterroot Star, use is strictly for reference to show alternate forms of bicycles.)

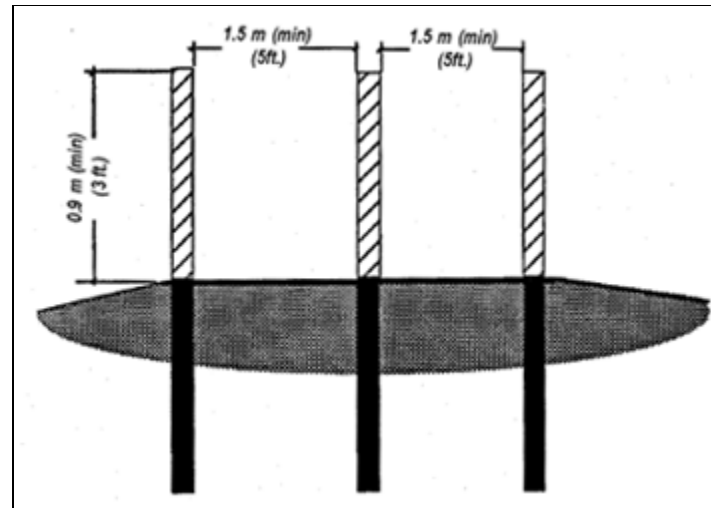




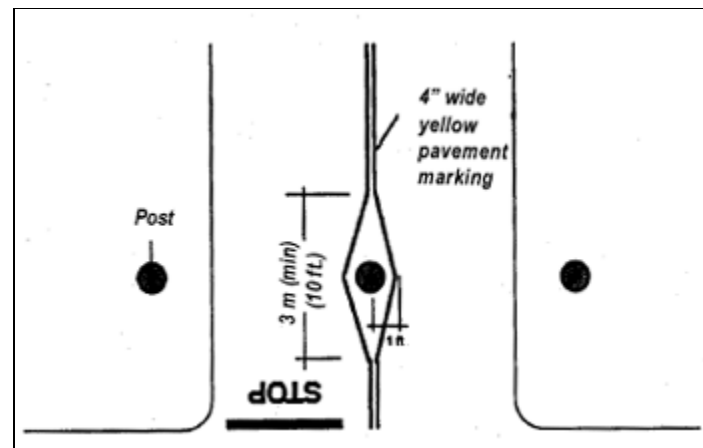
This trail provides sufficient warning for both motorists and bicyclists of the approaching mid-block crossing. There is also a push-button signal to ensure that they can cross safely.

blocking the sightlines of both motorists and trail users.

For high-speed multi-lane arterials and freeways, the only viable solution may be a grade-separated crossing. Overpasses can be extremely expensive and marginally successful if users are expected to climb long entrance ramps. Underpasses should be of adequate width and should be well lit with vandalism-resistant fixtures. Approach ramps for grade-separated crossings must meet ADA or ANSI standards.



CROSS SECTION



PLAN VIEW - MARKING PLAN

Reflectorized post barrier used to keep motor vehicles off bicycle paths and marking plan. Source: FHWA

California Highway Design Manual , *Caltrans, 1987.*

Restricting Motor Vehicle Access

Unauthorized motor vehicle access is an issue at some trail/roadway intersections. Trail bollards are the most effective method of limiting unwanted motor vehicles. However, much care should be taken in their use because they present an obstacle when located in the travel path of bicycles and pedestrians. Centerline pavement striping should be used to increase the visibility of bollards located in the center of the trail, as shown in the detail on this page.

Bollards should be painted a bright color and permanently reflectorized to maintain their visibility. Bollards should be sited 9 meters (30 feet) in advance of the intersection, so that cyclists can fully concentrate on maneuvering through the bollards and still have time to prepare for the upcoming intersection.

Bollards should be 0.9 meter (3 feet) tall, and can be constructed of a variety of materials. Several commercial manufacturers offer bollards that can be unlocked and removed to allow emergency vehicle or maintenance access.

Pavement Design

Typical pavement design for off-road multi-use trails should be based on the specific loading and soil conditions for each project. Trails designed to serve bicycle transportation purposes should be composed of a hard surface, such as asphalt or concrete, and should be designed to withstand the loading requirements of occasional maintenance and emergency vehicles.

In some circumstances, given an extremely stable trail bed (such as a rail-trail) and excellent drainage conditions, a soft-surface trail may be acceptable. Careful consideration should be given to the amount of traffic the specific trail will generate, as these surfaces tend to deteriorate with heavy use. These trails must also meet the standards set by AASHTO's *Guide for the Development of Bicycle Facilities* (1999).

One important concern for asphalt multi-use trails is the deterioration of trail edges. Installation of a geotextile fabric beneath a layer of aggregate base course can help to maintain the edge of the trail. It is also important to provide a 0.6 meters (2 feet) wide graded shoulder to prevent trail edges from crumbling.

10.7 References

Text and graphics for this lesson were derived from the following sources: AASHTO, *Guide for the Development of Bicycle Facilities*, 1999.

City of Philadelphia, *Bicycle Facility Design Standards*, 1998.

Drake and Burden, *Pedestrian and Bicyclist Safety and Accommodation Participant Workbook* , NHI Course #38061, FHWA-HI-96-028, 1996.

Also see Section 10.3 of this lesson for a listing of trail design publications.

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1.0 INTRODUCTION

1.1 INTENT & PURPOSE

Safe, convenient and well-designed facilities are essential to encourage bicycle and pedestrian use. The intent of this guide is to provide information on the design and development of facilities to enhance and encourage safe bicycle and pedestrian use. At the same time, this document is intended to provide consistent and recognizable features that are unique to the City of Billings. The design standards and recommended features in this document are based on a thorough “state-of-the-practice” review with the heritage and character of Billings in mind. This document is intended to provide a recognizable design consistency between facilities and to eliminate the need to start from scratch with each new bikeway or trail design.

1.2 RELATIONSHIP TO OTHER GUIDELINES

This guide is not intended to be a replacement for any of the applicable federal, state, or local guidelines. Rather it is intended as a synthesis of those documents providing an interpretation on how they may be applied in typical situations in the City of Billings.

Many states and localities have developed their own bicycle and pedestrian facility design manuals, many of which were researched and evaluated during the development of these guidelines.

The following bicycle and pedestrian facility design manuals were used in development of these guidelines and are recommended as additional resources:

- AASHTO Guide for the Development of Bicycle Facilities
- AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities
- ITE Recommended Practice “Design and Safety of Pedestrian Facilities”
- Manual on Uniform Traffic Control Devices (MUTCD)

1.3 POLICY STATEMENT

The decision not to accommodate bicyclists and pedestrians should be the exception, rather than the rule. “Due consideration” of bicycle and pedestrian needs should include, at a minimum, a presumption that bicyclists and pedestrians will be accommodated in the design of new and improved transportation and recreational facilities.

Bicycle and pedestrian facilities should be established in all new construction and reconstruction projects unless one or more of the following conditions are met:

- The law prohibits bicyclists and pedestrians from using the roadway.

- The cost associated with establishing the non-motorized facility would be excessively disproportionate to the demand or probable use.
- Where other factors, such as sparsity of population, indicate an absence of demand.

Design and development of all transportation and recreational facilities should improve conditions for alternate modes through the following additional steps:

- Addressing the need for bicyclists and pedestrians to cross corridors as well as travel along them.
- Getting exceptions approved at a senior level. Exceptions for the non-inclusion of bicycle and pedestrian facilities shall be approved by the City Engineer if the facility would be located within public right-of-way or by the Department of Parks, Recreation and Public Lands if the facility would be located within a park or greenway. The exception should be documented with supporting data that indicates the basis for the decision.

2.0 DEFINITIONS AND PRINCIPLES OF TRAIL AND BIKEWAY DESIGN

2.1 TYPICAL BICYCLE AND RIDER CHARACTERISTICS

For design of bicycle facilities, the Federal Highway Administration (FHWA) and the American Association of State Highway and Transportation Officials (AASHTO) have adopted the following classification system:

Group A: Advanced Bicyclists

Advanced bicyclists are experienced riders who can operate under most traffic conditions. They comprise the majority of the current users of collector and arterial streets. They are riding for convenience and speed and want direct access to destinations with minimum delay.

Group B: Basic Bicyclists

Basic bicyclists are casual or new adult and teenage riders who are less able to operate in traffic without provisions for bicycles and will typically avoid high speed, high volume roadways. They are comfortable riding on neighborhood streets and multi-use trails and prefer designated bike lanes or wide shoulders on busier streets. Some will develop greater skills and progress to the advanced level, but there will always be millions of basic bicyclists.

Group C: Children

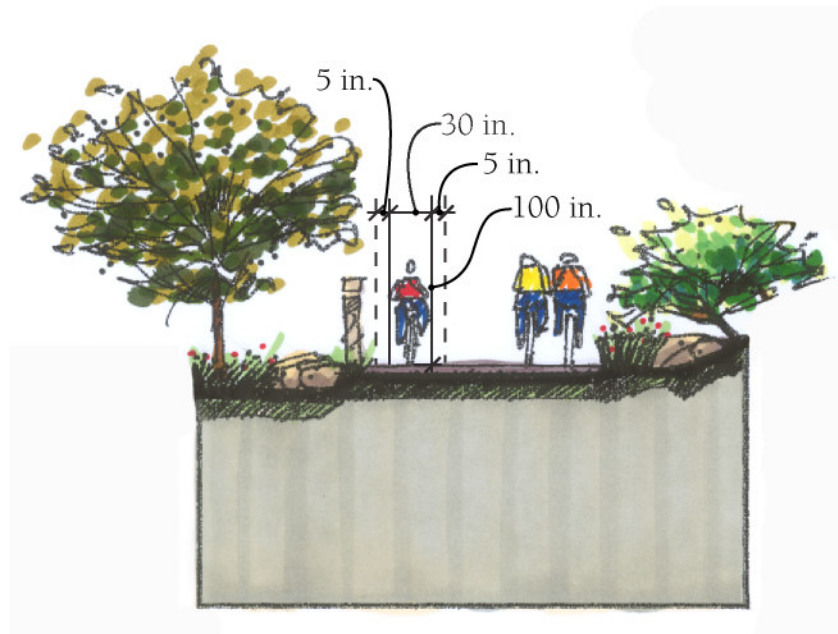
This group consists of pre-teen riders whose roadway use is initially monitored by parents, but will eventually be allowed independent access to the road system. While they do not travel as fast or as confidently as their adult counterparts, children still require access to key destinations in the community, such as schools, convenience stores, and recreational facilities.

As shown in Figure 2.1.1, bicyclists require at least 40 inches of essential operating space. Although higher widths are recommended for various facilities throughout this document, the absolute minimum operating width of any facility designed for the exclusive or preferential use of bicyclists is 4 feet. The design bicyclist also requires approximately 100 inches of vertical operating space.

2.2 TYPICAL PEDESTRIAN CHARACTERISTICS

Designers should understand that there is no single “design pedestrian” and that the transportation system should accommodate a variety of users. In general, two people walking side-by-side or passing one another require 4 to 5 feet of space. Two people in wheelchairs need a minimum of 8 feet to pass one another. Accessibility requirements for individuals with disabilities will be further discussed in Section 11.0.

Figure 2.1.1. Bicyclist Operating Space



2.3 DESIGN ISSUES

The following issues need to be addressed in the design of all bicycle and pedestrian facilities:

- Safety
- Access
- Route Continuity (linkage to other facilities)
- Lighting
- Regulatory signing and pavement marking
- Wayfinding and directional signing
- Surfacing
- Terrain and grade
- Width and geometry
- Landscaping
- Related amenities (benches, water fountains, restrooms, interpretive signing)
- Roadway interface/intersections
- Sight distance
- Traffic control devices
- Bicycle parking
- Relationship of facilities to parking lots/on-street parking
- Easements and/or rights-of-way for a bicycle lane, sidewalk, or trail
- Setback and natural buffer requirements for multi-use trails
- Transit connections
- Compliance with goals and requirements of the Americans with Disabilities Act

3.0 ON-STREET BIKEWAYS

On-street bikeways are portions of paved roadway that safely separate bicyclists from vehicular traffic. They include bike routes and bike lanes. Bike routes are shared portions of the roadway that provide separation between vehicles and bicyclists, such as paved shoulders, and bike lanes are designated portions of the roadway for the preferential or exclusive use of bicyclists.

3.1 BIKE ROUTES

General Design Considerations

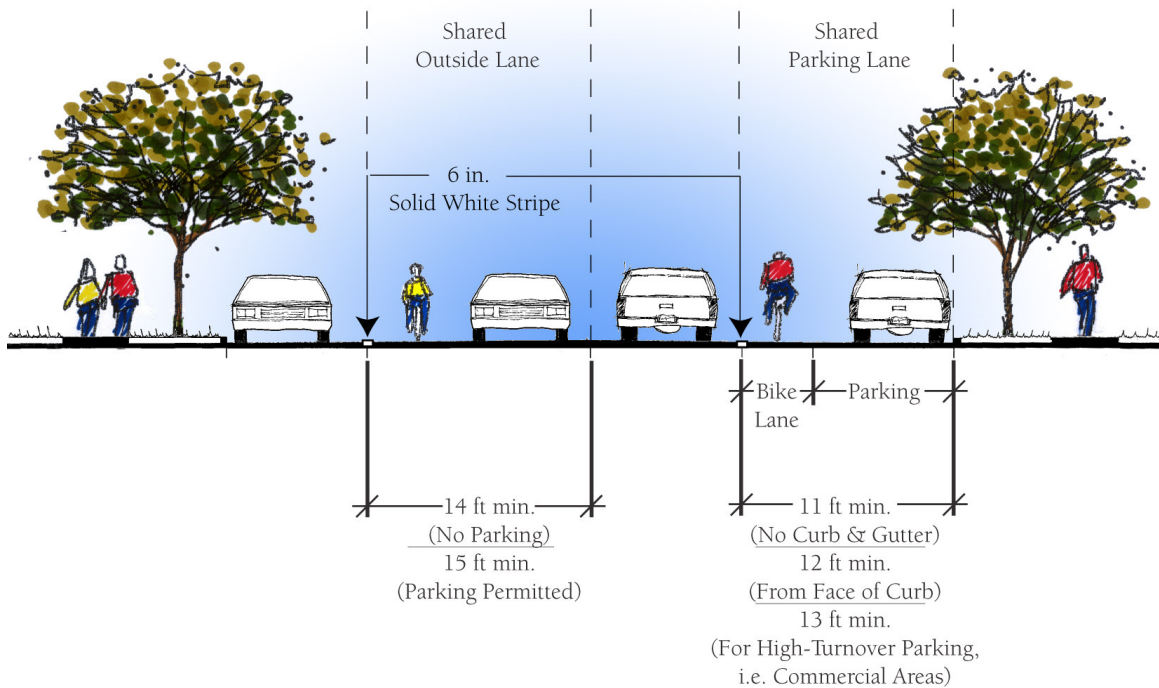
The addition of paved shoulders or the improvement of existing paved shoulders can often be the best way to accommodate bicyclists in more rural areas. In order to accommodate bicycle travel, paved shoulders should be at least 4 feet wide, not including the width of a gutter pan. Where 4-foot widths cannot be achieved, any additional shoulder width is better than none at all. If guardrail, curb, or any other roadside barrier is present, a shoulder width of 5 feet is recommended from the face of the barrier. Additional shoulder width is also recommended for areas with high motor vehicle speeds (> 50 mph) or a high percentage of trucks, buses, and recreational vehicles. In order to be usable by bicyclists, the shoulder must be paved.

Rumble strips are not recommended where shoulders are used by bicyclists unless there is a minimum clear path of 1 foot from the rumble strip to the traveled way, 4 feet from the rumble strip to the outside edge of the paved shoulder, or 5 feet to adjacent curb or guardrail.

Where paved shoulders are not provided, wide curb lanes for bicycle use are usually the preferred alternative. A curb lane wider than 12 feet can accommodate both bicycles and motor vehicles in the same lane. In general, 14 feet is the recommended usable lane width for shared use. Usable width is typically measured from the lane stripe to the edge stripe or from the lane stripe to longitudinal joint of the gutter pan. A 15-foot curb lane is preferred in areas where the usable lane width is reduced by on-street parking or in areas with steep grades, drainage grates, or raised reflectors. In situations where more than 15 feet of pavement width is available for the curb lane, a striped bike lane should be considered.

On-street parking significantly increases the potential for conflict between bicyclists and motor vehicles. The most common bicycle riding location on urban roadways is in the area between parked vehicles and the moving vehicles in the outside lane. Here, bicyclists are subjected to opening car doors, as well as vehicles entering and exiting on-street parking spaces. Parked vehicles can also obscure a bicyclist's view of intersecting traffic. Therefore, where this type of shared use is desirable, it is recommended that the combined bicycle travel and parking width be a minimum of 11 feet from the edge of pavement or 12 feet from the face of curb. An additional 1 to 2 feet of width is desirable in areas with high parking volumes or turnovers. Figure 3.1.1 shows a typical cross-section of a designated bike route for the various situations discussed above.

Figure 3.1.1. Typical Bike Route Cross-Section

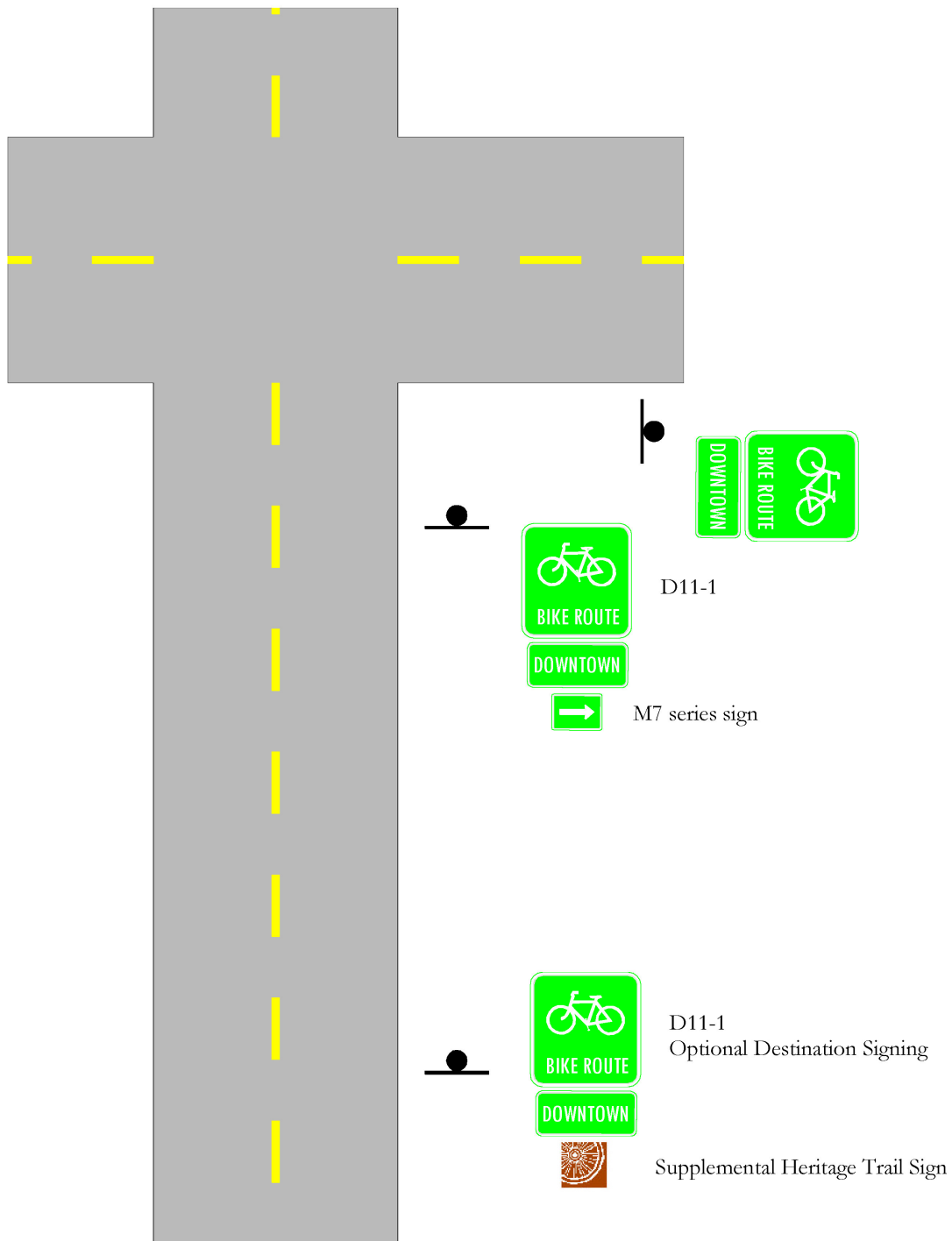


Signing

Bike route signage shows continuity to other bicycle facilities such as bike lanes and trails. Bike route signs indicate to bicyclists that there are advantages to using these routes over alternate routes. Bike route signs may also be used on trails or streets with striped bike lanes. Typical bike route signing is shown in Figure 3.1.2. The functionality of these signs can be increased by placing supplemental destination signs beneath them when located along routes leading to high demand destinations (i.e., “To Downtown”). It is recommended that bike route signs be placed at all transition points, including all turns, signalized intersections, and multi-use trail/roadway intersections.

The recommended signing practice from the Heritage Trail Plan is that all marked on-street bike routes be signed to show continuity to nearby bike lanes and multi-use trails. This can be accomplished through the use of a supplemental “Heritage Trail” sign, an example of which is shown in Figure 3.1.2.

Figure 3.1.2. Typical Bike Route Signing



Note:
Bike Route signs should be placed at all transition points including all turns, signalized intersections, and multi-use trail/roadway intersections.

Source: AASHTO Guide for the Development of Bicycle Facilities

According to AASHTO *Guide for the Development of Bicycle Facilities*, the following criteria should be considered prior to signing a route:

- The route provides through and direct travel in bicycle-demand corridors.
- The route connects discontinuous segments of trails, bike lanes, and/or other bike routes.
- An effort has been made to adjust traffic control devices to give greater priority to bicyclists, as opposed to alternative streets.
- A smooth surface has been provided and utility covers and drainage grates are bicycle friendly.
- Shoulder or curb lane widths generally meet or exceed the width requirements discussed above.

3.2 BIKE LANES

General Design Considerations

The use of striped bike lanes is recommended when it is desirable to delineate available road space for the preferential use of bicyclists. Bike lane markings can increase a bicyclist's confidence by reducing the likelihood of a motorist drifting into their travel path. Likewise, passing motorists are less likely to swerve to the left to avoid bicyclists on their right.

Bike lanes should be one-way facilities that carry bicycle traffic in the same direction as the adjacent motor vehicle lane. Two-way bike lanes on one side of the roadway are not recommended because they often result in bicycles riding against the flow of motor vehicle traffic. Along the same lines, the use of contra-flow bike lanes located on the left side of the street adjacent to opposing traffic is not recommended unless they would substantially decrease the number of conflicts caused by right-turning vehicles.

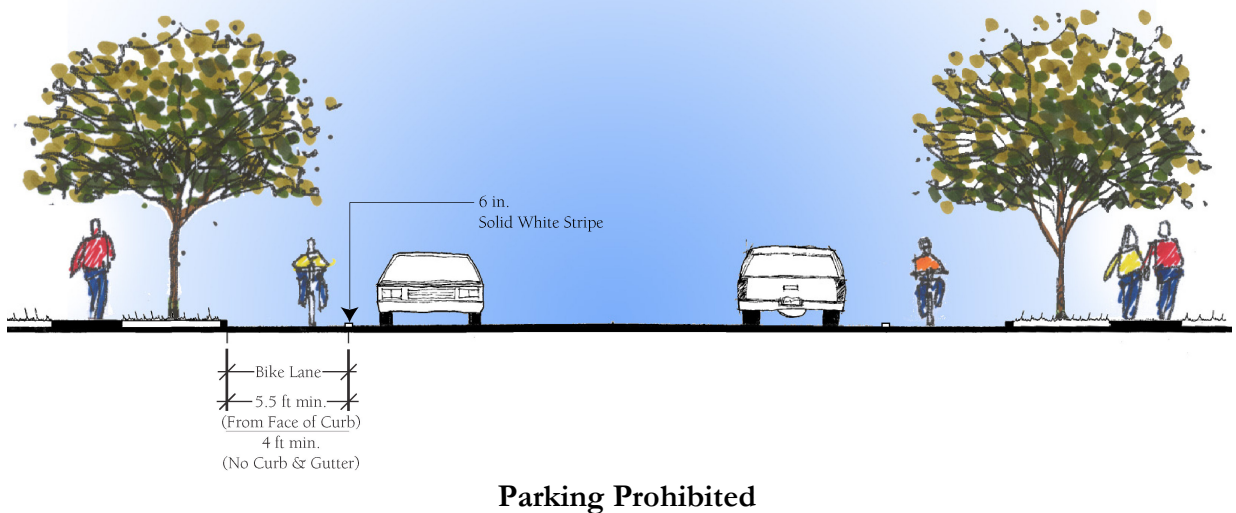
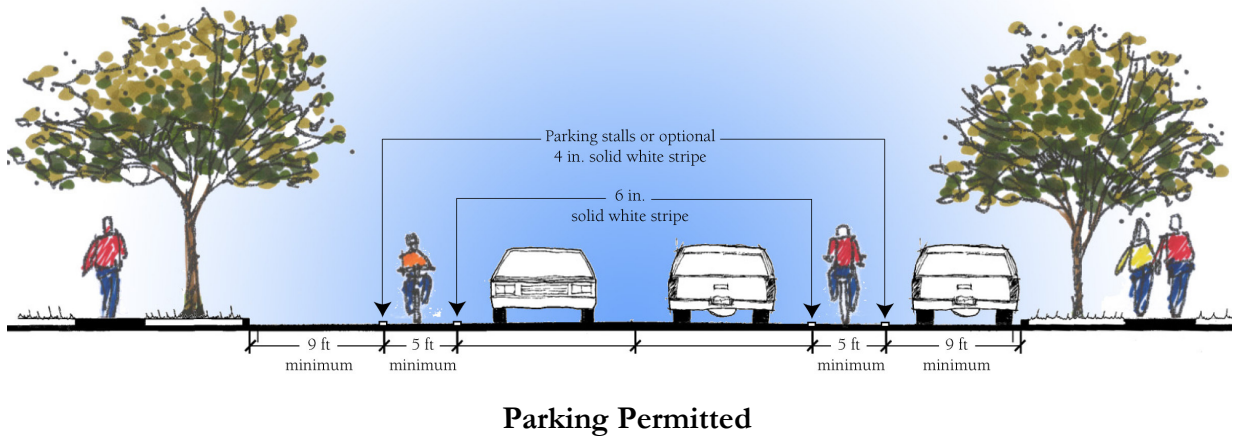
On one-way streets, bike lanes should generally be placed on the right side of the street because bike lanes on the left side are unfamiliar and unexpected to most motorists. Similar to two-way streets, bike lanes on the left side of one-way streets should only be considered when they would substantially decrease the number of conflicts, such as those caused by a high volume of right-turning vehicles.

Bike lanes should never be placed between the parking lane and curb. This placement would prohibit bicyclists from making left turns, as well as create several obstacles for bicyclists from opening car doors and poor visibility at intersections and driveways.

Bike Lane Widths

For roadways without curb and gutter, the minimum width of a bike lane should be 4 feet. Where parking is permitted, as shown in Figure 3.2.1, the bike lane should be placed between the travel lane and parking area with a minimum width of 5 feet. Where parking is allowed but there are no parking stripes or stalls, the shared parking area and bike lane should be a minimum of 12 feet from the face of curb or 11 feet from edge of pavement, as previously discussed. An additional 1 to 2 feet of width is desirable in areas with high parking volumes or turnovers.

Figure 3.2.1 Typical Bike Lane Cross-Sections



AASHTO recommends a usable surface width of at least 4 feet for bicycle use and states that the width of the gutter pan can be included in the usable surface width if the longitudinal joint between the gutter pan and pavement surface is smooth. However, the

City of Billings standard is to place the finished street surface $1/4$ inch \pm $1/8$ inch above the gutter pan. Therefore, for roadways with curb and gutter, the recommended width of a bike lane is 4 feet, measured from the bike lane stripe to the longitudinal joint between the gutter pan and pavement surface. For the City of Billings standard 1.5-foot wide gutter pan, this would mean that the bike lane stripe should be placed 5.5 feet from the face of curb. Bike lanes in excess of 6 feet wide are undesirable because they may be mistaken for a motor vehicle lane or parking area. Bike lane widths less than 5.5 feet from the face of curb may be approved by the City Engineer on a case-by-case basis only. Vehicle lanes adjacent to bicycle lanes should be at least 11 feet wide.

Signing and Pavement Markings

A bike lane should be delineated with a 6-inch solid white line adjacent to the motor vehicle traffic lane. An additional 4-inch solid white line can be placed between the parking lane and the bike lane. This second line will encourage parking closer to the curb and it can discourage motorists from using the bike lane as an additional through lane. Raised pavement markings and raised barriers are not recommended for delineating bicycle lanes because they can cause steering difficulties for bicyclists. It is recommended that all bicycle lane striping and symbols be marked with white traffic paint or white texturized tape.

Bike lanes should be painted with standard pavement symbols to inform bicyclists and motorists of the presence of the bike lane. These symbols should be painted on the far side of each intersection. Additional markings may be placed on long, uninterrupted sections of roadway. All pavement markings are to be white and reflectorized. The Preferential Lane Symbol (diamond) that has been used in some cities to show preferential use by different vehicle classes should no longer be used for bike lanes, due to confusion with the use of the diamond for High Occupancy Vehicle (HOV) lanes. Figure 3.2.2 shows recommended bike lane markings.

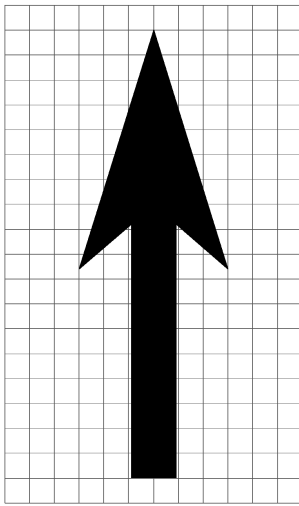
Examples of signs used for bike lanes are included throughout the following sections and additional guidance for pavement markings and signing of bike lanes is contained in the Manual on Uniform Traffic Control Devices (MUTCD).

Bike Lanes at Intersections

Bike lanes should not be striped across crosswalks and, in most cases, should not continue through street intersections. If there are no painted crosswalks, the bike lane striping should stop at the near side of the cross street and resume at the far side. The only exception to this rule may be the extension of dotted guidelines through a particularly complex intersection.

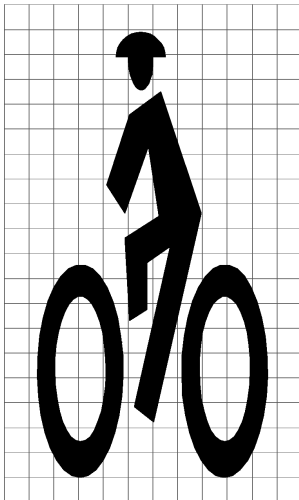
At intersections with a dedicated right-turn bay, the solid striping on the approach should be replaced with a broken line with 2-foot dashes and 6-foot spaces. The length of the broken section should correspond with the length of the entrance taper and is usually 50 to 200 feet. Similar striping should be used on minor intersections when there is a bus stop or heavy right-turn volume. Otherwise, the solid striping can continue all the way to the crosswalk on the near side of the intersection. The bike lane striping should resume at the outside line of the crosswalk on the far side of the intersection (see Figure 3.2.3). If a bus stop is located on the far side of the intersection, the solid bike lane line should be replaced with a broken line for a distance of at least 80 feet from the crosswalk on the far side.

Figure 3.2.2. Typical Bike Lane Markings



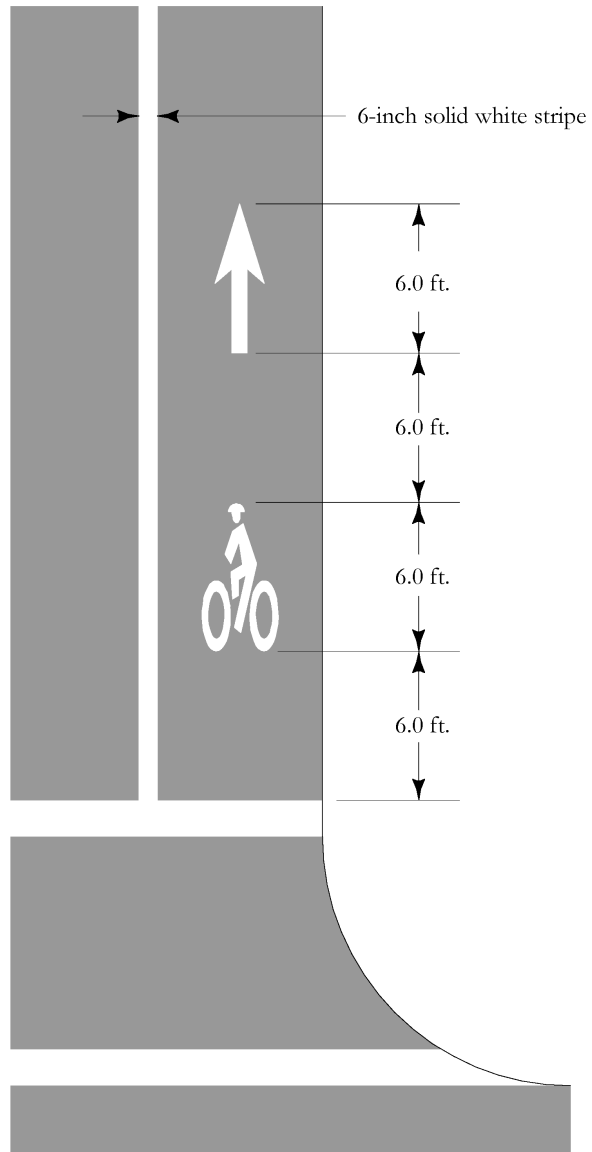
Directional arrow

□ = 4-inch x 4-inch



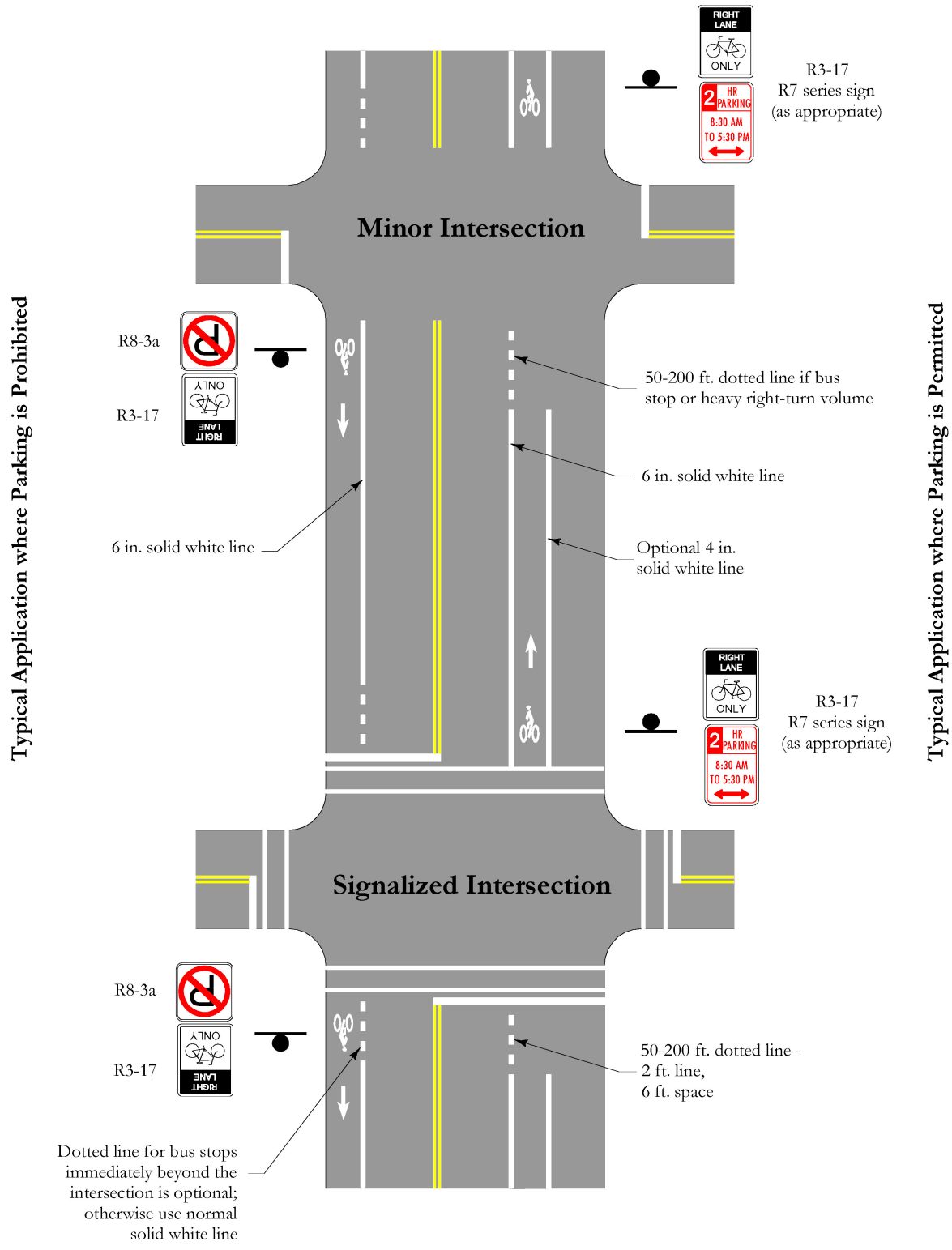
Preferred Symbols

Source: AASHTO Guide for the Development of Bicycle Facilities



Note:
Symbols should be painted
on the far side of each intersection.

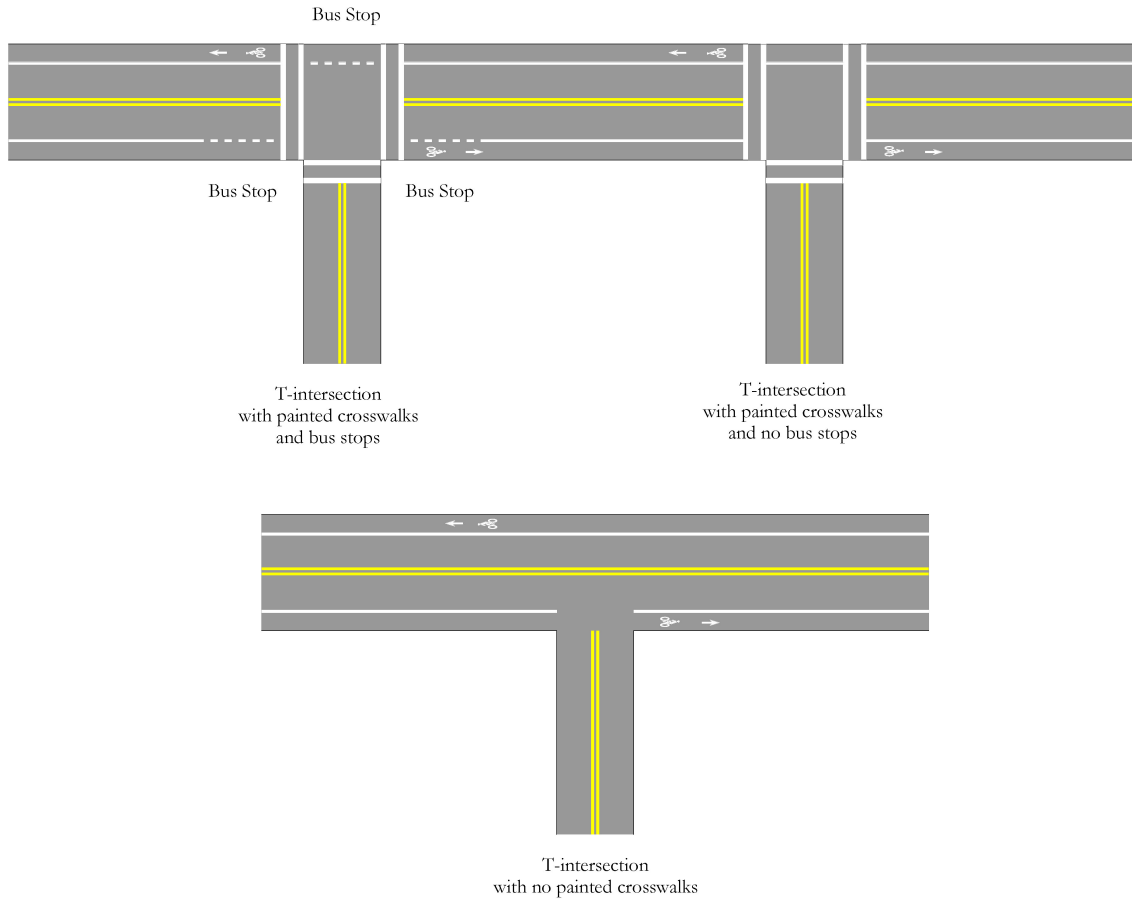
Figure 3.2.3. Typical Bike Lane Markings at Four-Way Intersections



Source: Manual on Uniform Traffic Control Devices (MUTCD)

At T-intersections with no crosswalks, the lane striping on the side across from the T-intersection approach should continue through the intersection area with no break. If there are painted crosswalks, the bike lane striping on this side should be discontinued only at the crosswalks. See Figure 3.2.4 for bike lane striping recommendations at T-intersections.

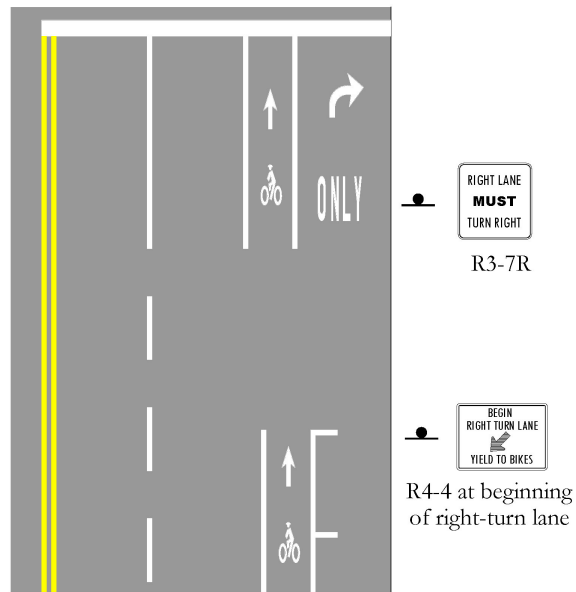
Figure 3.2.4. Typical Bike Lane Striping at T-Intersections



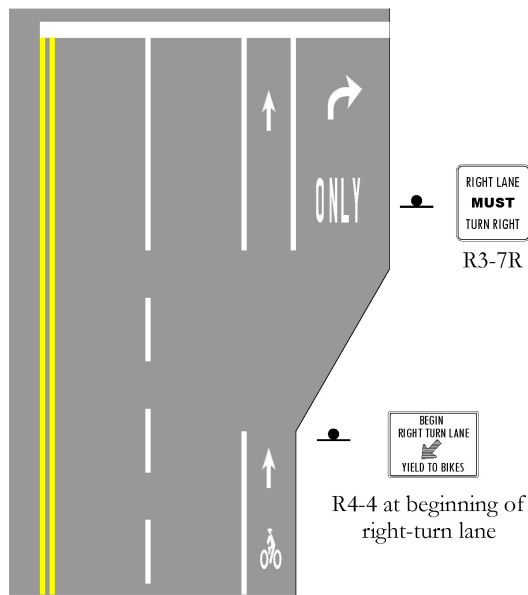
Source: AASHTO Guide for the Development of Bicycle Facilities

Bike lanes have a tendency to complicate turning movements for both bicyclists and motor vehicles. Because they encourage bicyclists to keep right and motorists to keep to the left, both are often discouraged from merging in advance of turns, resulting in conflicts. At intersections, bicyclists proceeding straight through and motorists turning right must cross paths. It is preferred that signing and striping configurations encourage merging in advance of the intersection. Some examples of signing and striping configurations used where a bike lane approaches a vehicle right-turn lane are shown in Figure 3.2.5. Where feasible, the approach shoulder width should be provided through the intersection to accommodate right-turning bicyclists or those that prefer to use the crosswalks to negotiate the intersection.

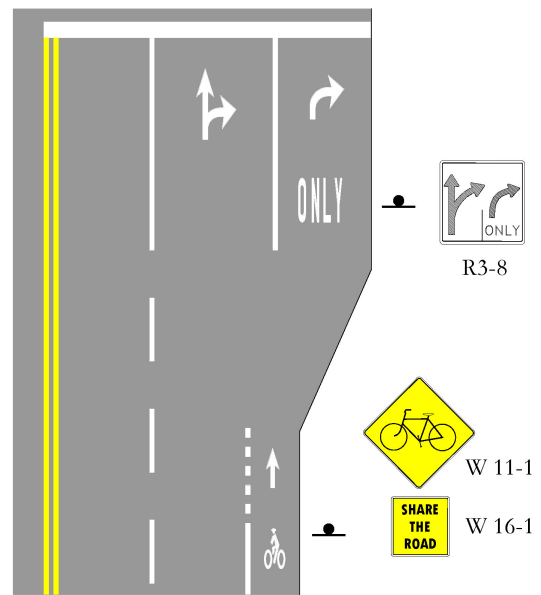
Figure 3.2.5. Bike Lane Options at Right-Turn-Only Lanes



a. Parking lane into right-turn-only lane



b. Right-turn-only lane



c. Optional right/straight and right-turn-only lane

Source: AASHTO Guide for the Development of Bicycle Facilities

Another conflicting movement is that of left-turning bicyclists; however, most vehicle codes allow the bicyclist the option of making either a “vehicular style” left turn (bicyclist merges to vehicle left-turn lane) or a “pedestrian style” left turn (bicyclist proceeds straight through intersection, then proceeds across the intersection again on the cross street).

3.3 ADDITIONAL ON-STREET DESIGN CONSIDERATIONS

Pavement Surface Quality

The comfort and safety of bicyclists are directly related to the smoothness and uniformity in width of the riding surface. Wide cracks, holes, drop-offs, or other obstacles in bicyclists’ traveled way can cause loss of control or can cause bicyclists to swerve into the path of motor vehicle traffic. As pavements age, it may be necessary to fill joints or cracks, adjust utility covers or even overlay the pavement in some cases to make it suitable for bicycling. Adequate drainage should be provided to prevent ponding, washouts, debris accumulation and other potentially hazardous situations for bicyclists. Frequent maintenance is necessary to keep bike routes clear of debris.

Drainage Inlet Grates

Drainage inlet grates and utility covers are potential obstructions to bicyclists. Drainage inlet grates with slots parallel to the roadway, or a gap between the frame and grate, can trap the front wheel of a bicycle and cause loss of control. Therefore, bicycle-safe grates should be used, and grates and covers should be located where they will minimize severe or frequent maneuvering by the bicyclist. Drainage inlet grates and utility covers should be placed or adjusted to be flush with the adjacent pavement surface. When immediate replacement is not possible, a temporary correction is to weld steel cross straps or bars perpendicular to the parallel bars at 4-inch center-to-center maximum spacing to provide a maximum safe opening between straps. When new highway facilities are constructed, curb-opening inlets should be considered to minimize the number of potential obstructions.

3.4 MINIMUM BICYCLE COMPATIBILITY INDEX (BCI) CRITERIA

The Bicycle Compatibility Index (BCI) can be used to evaluate the capability of a specific roadway to accommodate the efficient operation of both bicyclists and motorists, based on the bicyclists’ level of comfort. The BCI is an empirically derived model recently developed at the Federal Highway Administration’s Turner-Fairbanks Highway Research Center. The goal of the BCI model is to give traffic engineers, transportation planners, and bicycle coordinators a means to evaluate how well a roadway can accommodate efficient operation of both bicycles and motor vehicles. The BCI is an effective tool for establishing minimum criteria for the design of new roadways.

Development of the BCI Model

The BCI model was developed by having bicyclists view numerous roadway segments on videotape and rate how comfortable they would be riding on the street under the existing conditions. This surveying methodology allowed the participants to be able to rank the same stretch of roadway under the same traffic conditions without having to be exposed to dangerous riding conditions. Over 200 participants ranked 80 different roadway segments

using a scale from *one* to *six*. A *one* indicated that the individual would be “extremely comfortable” riding in the shown conditions, while a *six* indicated that the individual would be “extremely uncomfortable” riding in the shown conditions.

Based on the results, a model was established using linear regression to predict a cyclist’s comfort level on any stretch of roadway from the following eight geometric and operational characteristics:

- Presence of a bicycle lane
- Bicycle lane width
- Curb lane width
- Type of development along the roadside (residential or other)
- Curb lane traffic volumes during the peak hour conditions
- Motor vehicle speed
- Presence of on-street parking

- Adjustment factor which accounts for the following three operational conditions:
 1. Percent of heavy vehicles on the roadway,
 2. Number of vehicles turning right into driveways
 3. Number of vehicles pulling into or out of on-street parking spaces

The model accurately predicts the overall comfort level ranking of each roadway segment for urban and suburban roadways. The basic model (excluding the adjustment factor) has an R²-value of 0.89, indicating that 89 percent of the variance in comfort level of the bicyclist is based on the eight variables included in the model. The BCI is applicable to through-corridors or mid-block locations that are exclusive of major intersections. Table 3.4.1 shows the BCI model, variable definitions, and adjustment factors.

Bicycling Level of Service

The *2000 Highway Capacity Manual (HCM2000)* defines level-of-service (LOS) as “a qualitative measure that characterizes operational conditions within a traffic stream and the perception of these conditions by motorists and passengers.” While the *HCM2000* does not define LOS for bicyclists, the concept of basing the LOS on the user’s perceptions of the operational conditions applies just as well to bicyclists as it does to motorists. The BCI reflects the comfort levels of bicyclists based on observed geometric and operational conditions and creates a numerical output.

In order to remain consistent to the *HCM2000*, six LOS designations from A to F were defined. Each letter designation corresponds to a range of numerical values. Based on the responses of all types of cyclists, the roadway segment with the best rating had a mean value of 1.24 and the roadway segment with the worst rating had a mean value of 5.49. Those two extreme values were considered to indicate the conditions in which *all* cyclists would feel comfortable riding in or all cyclists would feel uncomfortable riding in, respectively. The upper and lower boundaries for the LOS designations were established around the two extreme values. Table 3.4.2 gives the numerical equivalents for each LOS designation.

Table 3.4.1. Bicycle Compatibility Index (BCI) Model

$BCI = 3.67 - 0.966BL - 0.125BLW - 0.152CLW + 0.002CLV + 0.0004OLV + 0.035SPD + 0.506PKG - 0.264AREA + AF$			
Where:			
BL =	presence of a bicycle lane or paved shoulder ≥ 3.0 ft <i>no = 0</i> <i>yes = 1</i>	PKG =	presence of a parking lane with more than 30% occupancy <i>no = 0</i> <i>yes = 1</i>
BLW =	bicycle lane (or paved shoulder) width <i>ft (to the nearest tenth)</i>	AREA =	type of roadside development <i>residential = 1</i> <i>other = 0</i>
CLW =	curb lane width <i>ft (to the nearest tenth)</i>	AF =	$f_t + f_p + f_{rt}$
CLV =	curb lane volume <i>vph in one direction</i>	where:	
OLV =	other lane(s) volume – same direction <i>vph</i>	f_t =	adjustment factor for truck volumes <i>(see below)</i>
SPD =	85 th percentile speed of traffic <i>mph</i>	f_p =	adjustment factor for parking turnover <i>(see below)</i>
		f_{rt} =	adjustment factor for right-turn volumes <i>(see below)</i>
Adjustment Factors			
Hourly Curb Lane Large Truck Volume ¹	f_t	Parking Time Limit (min)	f_p
≥ 120	0.5	≤ 15	0.6
60 – 119	0.4	16 – 30	0.5
30 – 59	0.3	31 – 60	0.4
20 – 29	0.2	61 – 120	0.3
10 – 19	0.1	121 – 240	0.2
< 10	0.0	241 – 480	0.1
		> 480	0.0
Hourly Right-Turn Volume ²	f_{rt}		
≥ 270	0.1		
< 270	0.0		

¹ Large trucks are defined as all vehicles with six or more tires.

² Includes total number of right turns into driveways or minor intersections along roadway segment.

Source: FHWA Bicycle Compatibility Index: A Level of Service Concept, Implementation Manual

Table 3.4.2. BCI & LOS Designations

LOS	BCI Range	Compatibility Level
A	≤ 1.50	Extremely High
B	1.51 – 2.30	Very High
C	2.31 – 3.40	Moderately High
D	3.41 – 4.40	Moderately Low
E	4.41 – 5.30	Very Low
F	> 5.30	Extremely Low

Source: FHWA Bicycle Compatibility Index: A Level of Service Concept, Implementation Manual

Evaluating Proposed Facility Designs Using the BCI

New roadway designs and roadway re-designs or retrofits should also be evaluated in order to determine their level of bicycle compatibility. Planned geometric and operational parameters can be used as inputs to determine the BCI value and bicycle LOS that can be expected on the roadway. If the roadway does not meet the desired LOS, necessary design changes should be made. For new roadway designs or redesigns, *The Billings Urban Area 2000 Transportation Plan* establishes LOS C as the minimum acceptable level for motor vehicle traffic operations. Similar to the acceptable LOS for motor vehicles, bicycle compatibility should also have a minimum LOS C for newly constructed roadways or retrofits. BCI and BCI LOS should be calculated for all new designs and retrofits of existing arterial and collector streets.

In cases where certain data is not available, adjustments and assumptions should be made in accordance with the *Bicycle Compatibility Index: A Level of Service Concept, Implementation Manual* (FHWA-RD-98-095). For example, 85th percentile speeds should be assumed to be 9 mph above the posted speed limit and the percentage of heavy vehicles should be assumed to be 3.5% for principal arterials, 2% for minor arterials, 1.5% for collectors, and 0% for local streets.

The BCI and LOS criteria have been incorporated into a Microsoft Excel workbook to simplify the use of the model for real-world applications. The workbook includes three separate worksheets that are linked together to provide BCI and LOS calculations and results. The three worksheets include Data Entry, Intermediate Calculations, and BCI and LOS Computations. The workbook, along with various BCI publications, can be downloaded from www.hsrc.unc.edu/research/pedbike/bci/.

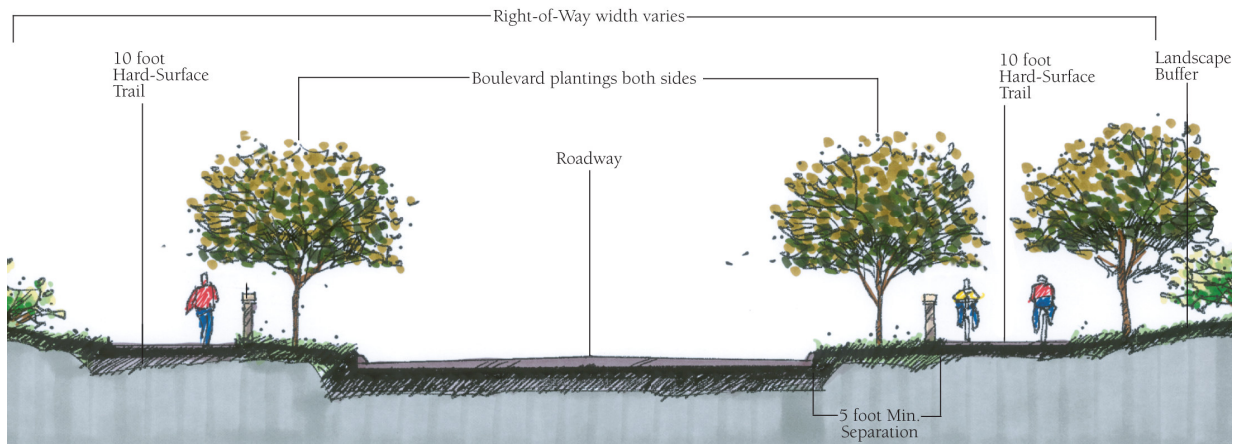
4.0 HARD-SURFACE MULTI-USE TRAILS

Hard-surface multi-use trails include Connector Trails and Park Trails, as designated in the *Heritage Trail Plan*. Connector trails are multipurpose trails that emphasize safe travel to and from destinations throughout the community and park trails are multipurpose trails located within greenways, parks, or natural resource areas.

4.1 CROSS SECTIONS

The focus of connector trails is as much on transportation as it is on recreation. In general, connector trails are located within existing road rights-of-way and utility easements or along artificial drainage ways. Connector trails are typically designed to accommodate heavy use patterns and can be developed for multiple, separated, and/or directional lanes. Connector trails can be developed on one or both sides of a roadway. Figure 4.1.1 shows an example of a connector trail cross-section.

Figure 4.1.1. Typical Connector Trail Cross-Section



Park trails are multipurpose trails located within greenways, parks, or natural resource areas. The focus of this type of trail is primarily on recreational value and interaction with the natural environment. Abandoned railroad beds, utility rights-of-way, and scenic and historic routes provide the greatest opportunity for park trails. Figure 4.1.2 shows an example of a hard-surface park trail cross-section.

Figure 4.1.2. Typical Hard-Surface Park Trail Cross-Section



Note: Landscape according to Heritage Trail Plan and Park Usage.

4.2 GENERAL DESIGN CONSIDERATIONS

When connector trails are located adjacent to a roadway, wide separation between the trail and the roadway is desirable, preferably 10 feet or more. This will demonstrate to the trail user, as well as to motorists, that the trail functions as an independent facility. The absolute minimum width of separation between roadways and connector trails should be 5 feet. When a wide separation is not feasible and the distance between the edge of the shoulder and the trail is less than 5 feet, a suitable physical barrier is recommended. Where used, the barrier should be a minimum of 42 inches high, but should not impair sight distance at intersections and should be designed to not be a hazard to passing vehicles.

Two primary design considerations of shared use facilities are paved width and operating width (discussed under *Horizontal Clearances* below). The recommended pavement width for a two-directional shared use trail is 10 feet. Under certain circumstances it may be necessary or desirable to increase the width to 12 or 14 feet, due to heavy use by multiple non-motorized modes, use by larger than average maintenance vehicles, and/or steep grades.

For certain connector or park trails, a reduced pavement width of 8 feet may be acceptable, but shall be approved by the City Engineer on a case-by-case basis. This reduced width would only be adequate when the following conditions exist: (1) peak day or peak hour bicycle traffic is expected to be low, (2) only occasional pedestrian use is expected, (3) safe and frequent passing opportunities are provided through good horizontal and vertical alignments, and (4) the trail will not be subjected to potentially damaging loading conditions during normal maintenance activities.

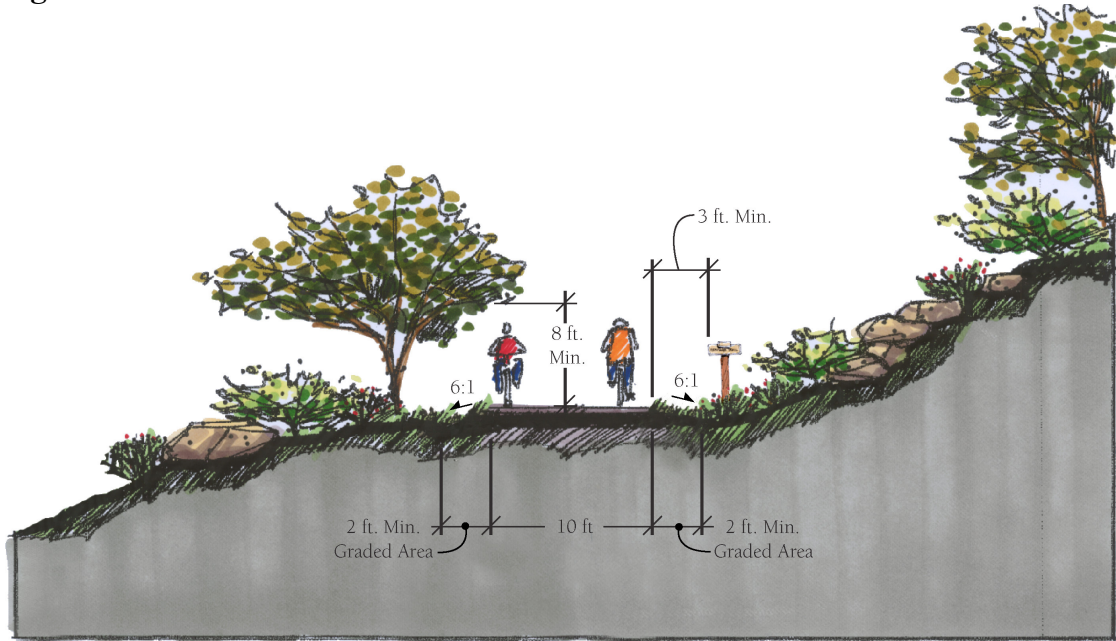
Because of enforcement difficulties, it should be assumed that all shared use trails will be used as two-way facilities by both pedestrians and bicyclists. In the rare occasion where

effective measures can be taken to assure one-way operation, the minimum width should be 6 feet.

4.3 HORIZONTAL CLEARANCES

As illustrated in Figure 4.3.1, the operating width for shared use facilities should include a minimum 2-foot wide graded area with maximum 6:1 slopes along both sides of the trail. However, 3 feet or more is desirable to provide clearance from trees, poles, walls, fences, guardrail, or other lateral obstructions.

Figure 4.3.1. Horizontal and Vertical Clearance for Multi-Use Trails



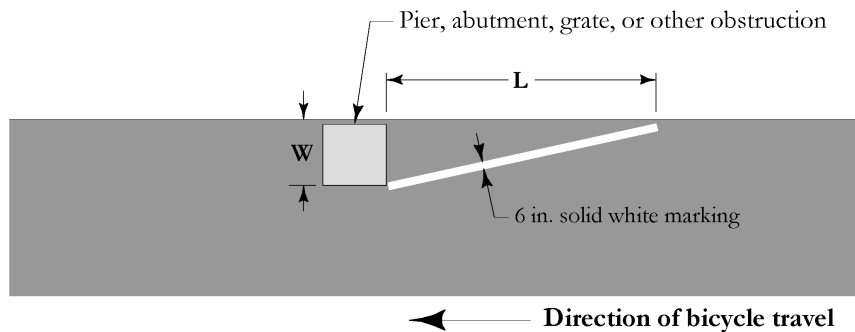
Where the trail is adjacent to a canal, ditch, or slope steeper than 3:1, a wider separation should be considered. A minimum 5-foot separation from the edge of pavement to the top of the slope is desirable. When a 5-foot separation is not feasible, a physical barrier, such as dense shrubbery or a railing should be provided. Railings or barriers should be 54 inches (4.5 feet) high and should include smooth rub rails attached at handlebar height, 42 inches (3.5 feet). Railing ends should be flared away from the trail at either end of the railing to prevent trail users from catching on the railing. See Section 9.1 for additional guidelines on railing placement.

Depending on character and location, the areas adjacent to many trails will need to be mowed regularly during spring and summer months. Therefore, where mowing is expected, it is important to construct ditch sections with slopes flat enough that a large mower can easily traverse them. Typically, a 4:1 foreslope (beyond the 2-foot minimum graded area) and backslope are reasonable. However, the ability of a mower to traverse a ditch will also

depend on the depth and width of the bottom of the ditch. The bottom of a flat bottom ditch should be a minimum of 6 feet wide for mowing. Backslopes steeper than the standard 4:1 adjacent to trails where mowing will be necessary shall be approved by the City Engineer and the department director responsible for their maintenance on a case-by-case basis.

When barriers and obstructions, such as bridge abutments or piers, cannot be placed outside the recommended horizontal clearance for multi-use trails, they should be clearly marked. This treatment should only be used when the obstruction is absolutely unavoidable, and is by no means a substitute for horizontal clearance recommendations. Signs, reflectors, pavement markings, or other treatments may be appropriate to alert bicyclists to obstructions. Figure 4.3.2 shows an example of an obstruction marking.

Figure 4.3.2. Obstruction Markings



$$L = WV, \text{ where } V \text{ is bicycle approach speed (mph)}$$

Source: Manual on Uniform Traffic Control Devices (MUTCD)

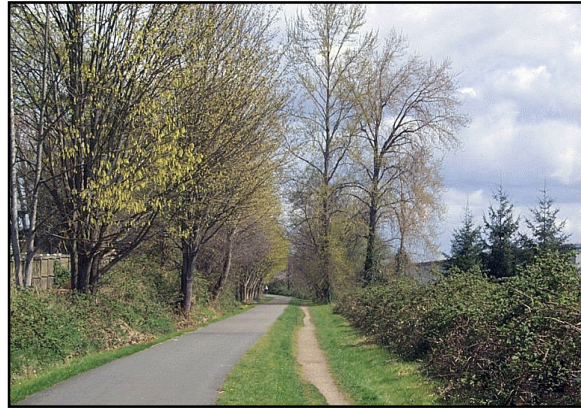
4.4 VERTICAL CLEARANCES

Also shown in Figure 4.3.1 above, the vertical clearance from overhead obstructions, such as trees or signs, should be a minimum of 8 feet. However, where it is desirable to provide access for maintenance and emergency vehicles, vertical clearance may need to be greater. For underpasses and tunnels, 10 feet is desirable for adequate vertical clearance.

4.5 SURFACING

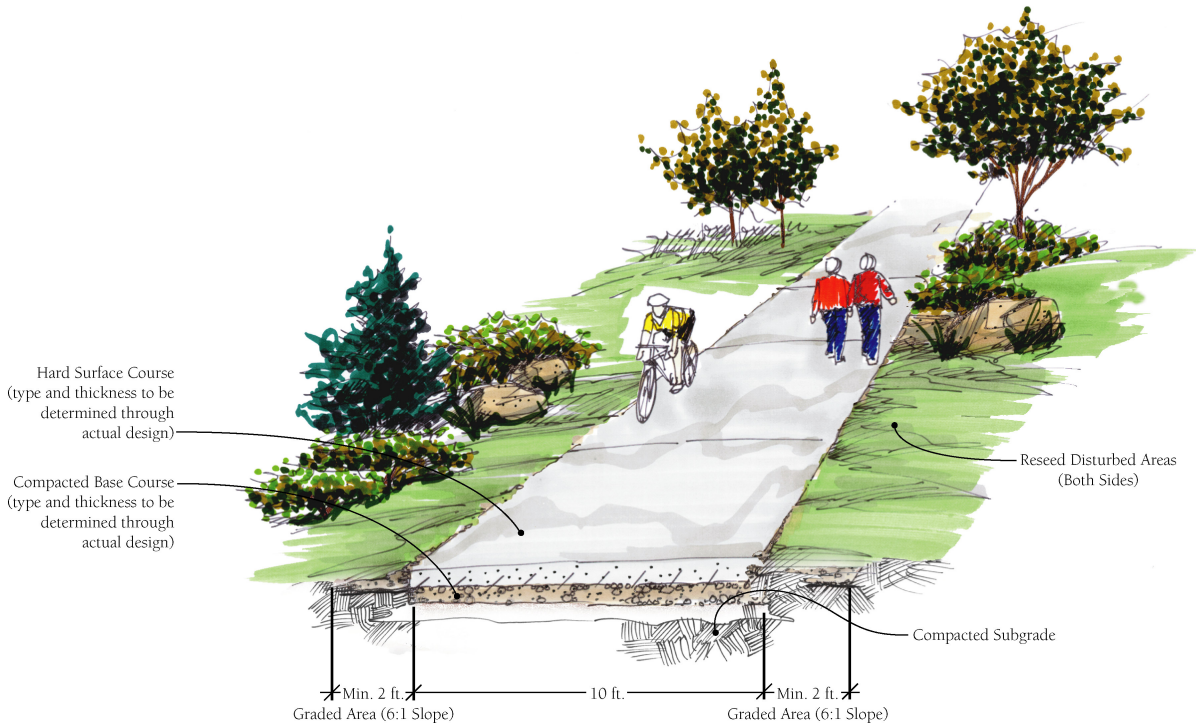
Paved surfaces are generally preferred over those of crushed aggregate or stabilized earth because they are accessible to more types of users and require less maintenance. A typical hard-surface trail cross-section is shown in Figure 4.5.1. Because of variations in soils, loads, materials, and construction practices, it is not practical to recommend specific pavement structural sections that will be universally applicable. Actual pavement and subbase thicknesses should be determined during the design process.

A parallel soft-surface path or wider graded area with a 2% cross slope on one or both sides of the trail can serve as a separate, softer surface for runners. The optimal width for this graded area is 3 to 4 feet to accommodate runners; although the minimum 3-foot horizontal clearance from lateral obstructions should be provided from the outside edge of this graded area. Where practical, the use of a planted strip should be considered to separate the two surfaces and prevent the surfacing material from being carried between the trail and adjacent path.



www.cityofseattle.net/parks/BurkeGilman/bgtrail.htm

Figure 4.5.1. Typical Hard-Surfacing Cross-Section



Good quality pavement structures can be constructed of asphalt or portland cement concrete. The following criteria should be considered when deciding which surface material would be more appropriate for a specific trail:

- Initial cost
- Life cycle cost (including maintenance)
- Source of funding
- Availability of maintenance funding
- Wheel-loads of maintenance and emergency vehicles
- Useful lifespan
- Site characteristics (water table, existing soil, etc.)
- Trail characteristics
- Subsoils and subgrade preparation
- Availability of material and labor
- Site clearance for construction machinery
- Access for disabled users
- Aesthetics
- Safety

Table 4.5.1 lists some general advantages and disadvantages of portland cement concrete and asphalt surfacing and the following sections provide specific design recommendations for each.

Table 4.5.1. Hard-Surfacing Options – Advantages and Disadvantages

Surface Material	Advantages	Disadvantages
Portland Cement Concrete	<ul style="list-style-type: none"> ▪ Durable and long-lasting (30-50 years) ▪ Resists freeze-thaw ▪ Can be graded and formed into curves more precisely than asphalt ▪ Low maintenance ▪ Edges hold up over time ▪ Will withstand periodic small flooding ▪ Spot repairs can be made flush to the surface 	<ul style="list-style-type: none"> ▪ High installation cost
Asphalt	<ul style="list-style-type: none"> ▪ Runners prefer asphalt because it's a softer surface and easier on their joints ▪ Less expensive to install ▪ Will hold up well over time with a good quality subgrade ▪ The darker color melts snow faster ▪ In-house repair capability 	<ul style="list-style-type: none"> ▪ Shorter life expectancy (15-30 years) ▪ Freeze-thaw can crack surface ▪ Susceptible to root eruptions ▪ Edges can crumble over time reducing the pavement width

Portland Cement Concrete (PCC) Surfacing

The sustainability of a concrete trail is most directly related to the concrete mix and the way the concrete is handled. The mix must be precise; the concrete cannot be excessively handled in the forms; and it must be cured correctly or the surface will deteriorate. The use of reinforcing steel is necessary only when the trail is subject to frequent vehicular traffic (such as driveway crossings), on concrete-surfaced bridges, and over exceptionally poor or wet subgrades. When reinforcing steel is used, it should be 6 x 6 x 10 gauge wire mesh unless otherwise specified.

On PCC surfaces, the transverse joints, necessary to control cracking, should be saw cut to provide a smooth ride. Expansion joints should be placed in the trail at intervals of no more than 500 feet and contraction joints should be placed at 10-foot intervals and should be constructed to a depth equal to ¼ the slab thickness. Contraction joints should be saw cut 1/8 inch wide as soon as concrete has hardened sufficiently to permit sawing without excessive raveling. Transverse joints shall be constructed by sawing to a minimum depth of ¼ of the slab thickness and a maximum width of 3/8 inch.

Although it is important to provide a smooth riding surface, skid resistance qualities should not be sacrificed. A transverse light broom finish is preferred. In addition to the above guidelines, the trail must meet all applicable Montana Public Works (MPW) specifications as modified by the City of Billings for placement of PCC pavement.

Asphalt Surfacing

The best condition for sustainable asphalt paths is to have a dry subgrade of well-draining soils topped by a well-draining base course free of clays and other materials that expand when wet. Mixing a small amount of lime into the base course further increases base course stability. Both the subgrade and base course should be compacted to a percentage of maximum density obtained at optimum moisture as specified during the design process. As with concrete surfacing, placement of asphalt surfacing should meet all applicable MPW specifications as modified by the City of Billings.

An ideal location for an asphalt trail would be on a dry rocky south-facing slope with a subgrade of bedrock and clean sharp sands with no clay or plastic materials. An inappropriate location would be on a clay-silt subgrade in an area with a high water table and a lot of trees with aggressive root systems (i.e., willow, cottonwood, or aspen). In addition, if sprinklers regularly irrigate the area surrounding the trail, summertime heaving from water vapor and temperature differentials in the base course could eventually damage the surface.

If the existing soil does not provide a well-draining subgrade, it will need to be excavated and replaced with a layer of river run (pit run) topped with a suitable base course. The cost of the subgrade replacement may raise the total initial cost of the asphalt to a level comparable to that of concrete. Even asphalt on the best foundation requires much more frequent and extensive maintenance. Unlike asphalt roads, the surface of an asphalt trail has a tendency to dry out because it doesn't have the heavy live loads to circulate the oils inside the asphalt mat. Therefore, asphalt trails need to be sealed more often than asphalt roads.

4.6 DESIGN SPEEDS

Hard-surface multi-use trails should be designed for a speed that is at least as high as the preferred speed of the fastest mode, in this case assumed to be the bicycle. The speed a bicyclist travels is dependent on several factors, including the physical condition of the bicyclist, type and condition of the bicycle, condition and grade of the trail, and the number of other users on the trail. In general, a minimum design speed of 20 mph should be used. Although bicyclists can travel faster than this, it is typically inappropriate to do so in a mixed-use setting. Traffic control devices can be used to deter excessive speeds or faster bicyclists can be encouraged to use the roadway system instead of the trail. The prevention of excessive speeds should not be attempted by arbitrarily selecting lower design speeds. For downgrades greater than 4 percent, a design speed of 30 mph is recommended.

4.7 HORIZONTAL ALIGNMENT AND SUPERELEVATION

Due to the generation of centrifugal force, a bicyclist must lean while cornering to keep from falling outward. If a bicyclist is traveling too fast and has to lean too far, the pedal will strike the ground. Although pedal heights vary, the pedal will generally strike the ground when the lean angle reaches about 25 degrees. However, because most bicyclists are not comfortable at high lean angles, 15 to 20 degrees is generally considered the maximum lean angle. The following equation can be used to determine the minimum radius of curvature for any combination of design speed and lean angle:

$$R = \frac{0.067 V^2}{\tan \theta}$$

Where:
 R = Minimum radius of curvature (ft)
 V = Design speed (mph)
 θ = Lean angle from vertical (degrees)

Based on design speeds ranging from 12 to 30 mph and a maximum lean angle of 15 degrees, the minimum radius of curvature for a hard-surface multi-use trail can be selected from Table 4.7.1.

Table 4.7.1. Desirable Minimum Radii for Paved Trails Based on 15° Lean Angle

Design Speed, V (mph)	Minimum Radius, R (ft)
12	36
20	100
25	156
30	225

Source: AASHTO Guide for the Development of Bicycle Facilities

However, when the lean angle approaches 20 degrees, the superelevation rate and the coefficient of friction must also be considered when calculating the minimum radius of curvature. The following formula should be used for this situation:

$$R = \frac{V^2}{15(e/100 + f)}$$

Where:
 R = Minimum radius of curvature (ft)
 V = Design speed (mph)
 e = Rate of bikeway superelevation (%)
 f = Coefficient of friction

The Americans with Disabilities Act (ADA) guidelines require a maximum cross slope of 2 percent to avoid the severe difficulties that greater cross slopes can create for people using wheelchairs. Thus, the maximum superelevation rate for hard-surface multi-use facilities should be 2 percent. When transitioning between two horizontal curves with 2 percent superelevation, a minimum 25-foot transition distance should be provided between the end of the first curve and the beginning of the next.

The coefficient of friction is dependent on speed, the condition of the tires, type and condition of the surface, and whether the surface is wet or dry. Extrapolating from values used in highway design, design friction factors for hard-surface multi-use trails can be assumed to vary from 0.31 at 12 mph to 0.21 at 30 mph.

Where a lean angle of 20 degrees can be tolerated, the minimum radii of curvature for a 2 percent superelevation rate and various design speeds of 12 to 30 mph can be taken from Table 4.7.2.

Table 4.7.2. Minimum Radii for Paved Trails Based on 2% Superelevation Rates and 20° Lean Angle

Design Speed, V (mph)	Friction Factor, f (paved surface)	Minimum Radius, R (ft)
12	0.31	30
20	0.28	90
25	0.25	155
30	0.21	260

Source: AASHTO Guide for the Development of Bicycle Facilities

When a lean angle of 20 degrees is used, it will be necessary to provide additional width because the bicyclist taking the curve will take up more horizontal space. In this case, it is also recommended that a centerline be placed down the middle of the trail.

When curve radii smaller than those shown in Table 4.7.2 must be used because of limited right-of-way, topographical features or other considerations, standard curve warning signs and supplemental pavement markings should be installed in accordance with the MUTCD.

4.8 GRADES

On multi-use trails, grades should be kept to a minimum, especially on long inclines. For paved surfaces, grades steeper than 5 percent should be avoided because they are difficult for many bicyclists and wheelchairs to climb, and descending them may cause some users to exceed the speeds at which they feel comfortable. On some trails, where terrain dictates, the recommended maximum grade of 5 percent may need to be exceeded. As a general guide, the grade restrictions and grade lengths shown in Table 4.8.1 are suggested.

Table 4.8.1. Grade Restrictions & Lengths

Grade	Length
5-6%	for up to 800 ft
7%	for up to 400 ft
8%	for up to 300 ft
9%	for up to 200 ft
10%	for up to 100 ft
11+%	for up to 50 ft

Source: AASHTO Guide for the Development of Bicycle Facilities

The following options should be considered when grades steeper than 5 percent cannot be avoided:

- Provide an additional 4 to 6 feet of width for slower speed bicyclists or those who choose to get off their bike and walk.
- Provide signing that alerts bicyclists to the maximum percent of grade and/or the recommended descent speed.
- Provide more than adequate stopping sight distances, horizontal clearances, and recovery areas.

4.9 SIGHT DISTANCE

A multi-use trail should be designed with adequate stopping sight distances to provide bicyclists with an opportunity to see and react to unexpected objects in their path. The distance required to bring a bicycle to a full stop is dependant on the bicyclist’s perception and brake reaction time, the initial speed of the bicycle, the coefficient of friction between the tires and the pavement, and the braking ability of the bicycle.

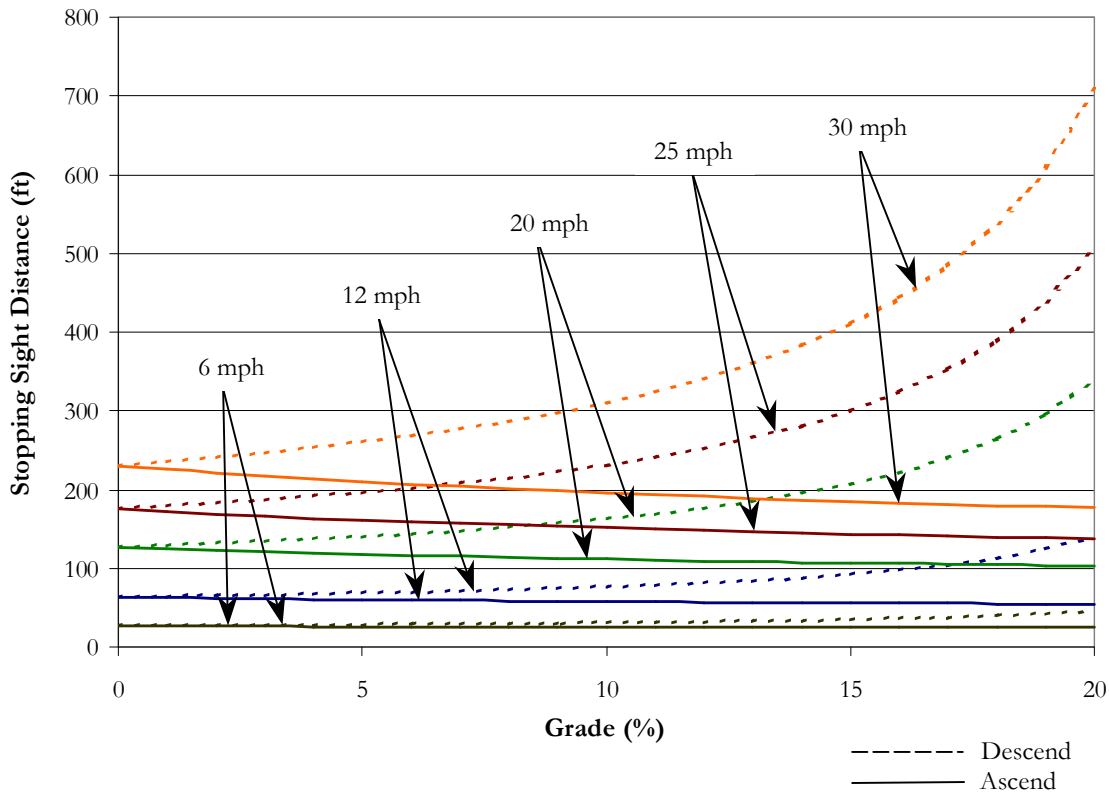
Figure 4.9.1 shows the minimum stopping sight distance for various grades and design speeds and is based on the following equation:

$$S = V^2 / [30 (f \pm G)] + 3.67V$$

Where S = Stopping Sight Distance (ft)
 V = Velocity (mph)
 f = Coefficient of Friction (Assume 0.25)
 G = Grade (ft/ft) (rise/run)

This figure is based on a total reaction time of 2.5 seconds and a coefficient of friction of 0.25 for wet pavement. For multi-use trails, the sight distance for a descending bicyclist, that is where the grade is negative, will control the design.

Figure 4.9.1. Minimum Stopping Sight Distance vs. Grade for Various Design Speeds



Source: AASHTO Guide for the Development of Bicycle Facilities

Table 4.9.1 can be used to select the length of vertical curve necessary to provide the desired stopping sight distance on crest vertical curves and is based on the following equations:

The formula only applies when the stopping sight distance is equal to or less than the length of curve. The line of sight is assumed to be 2.3 feet above the centerline of the inside lane at the point of obstruction.

Table 4.9.2. Minimum Lateral Clearance (M) for Horizontal Curves

R (ft)	S = Stopping Sight Distance (ft)														
	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300
25	2.0	7.6	15.9												
50	1.0	3.9	8.7	15.2	23.0	31.9	41.5								
75	0.7	2.7	5.9	10.4	16.1	22.8	30.4	38.8	47.8	57.4	67.2				
95	0.5	2.1	4.7	8.3	12.9	18.3	24.7	31.8	39.5	48.0	56.9	66.3	75.9	85.8	
125	0.4	1.6	3.6	6.3	9.9	14.1	19.1	24.7	31.0	37.9	45.4	53.3	61.7	70.6	79.7
155	0.3	1.3	2.9	5.1	8.0	11.5	15.5	20.2	25.4	31.2	37.4	44.2	51.4	59.1	67.1
175	0.3	1.1	2.6	4.6	7.1	10.2	13.8	18.0	22.6	27.8	33.5	39.6	46.1	53.1	60.5
200	0.3	1.0	2.2	4.0	6.2	8.9	12.1	15.8	19.9	24.5	29.5	34.9	40.8	47.0	53.7
225	0.2	0.9	2.0	3.5	5.5	8.0	10.8	14.1	17.8	21.9	26.4	31.3	36.5	42.2	48.2
250	0.2	0.8	1.8	3.2	5.0	7.2	9.7	12.7	16.0	19.7	23.8	28.3	33.1	38.2	43.7
275	0.2	0.7	1.6	2.9	4.5	6.5	8.9	11.6	14.6	18.0	21.7	25.8	30.2	34.9	39.9
300	0.2	0.7	1.5	2.7	4.2	6.0	8.1	10.6	13.4	16.5	19.9	23.7	27.7	32.1	36.7
350	0.1	0.6	1.3	2.3	3.6	5.1	7.0	9.1	11.5	14.2	17.1	20.4	23.9	27.6	31.7
390	0.1	0.5	1.2	2.1	3.2	4.6	6.3	8.2	10.3	12.8	15.4	18.3	21.5	24.9	28.5
500	0.1	0.4	0.9	1.6	2.5	3.6	4.9	6.4	8.1	10.0	12.1	14.3	16.8	19.5	22.3
565		0.4	0.8	1.4	2.2	3.2	4.3	5.7	7.2	8.8	10.7	12.7	14.9	17.3	19.8
600		0.3	0.8	1.3	2.1	3.0	4.1	5.3	6.7	8.3	10.1	12.0	14.0	16.3	18.7
700		0.3	0.6	1.1	1.8	2.6	3.5	4.6	5.8	7.1	8.6	10.3	12.0	14.0	16.0
800		0.3	0.6	1.0	1.6	2.2	3.1	4.0	5.1	6.2	7.6	9.0	10.5	12.2	14.0
900		0.2	0.5	0.9	1.4	2.0	2.7	3.6	4.5	5.6	6.7	8.0	9.4	10.9	12.5
1000		0.2	0.5	0.8	1.3	1.8	2.4	3.2	4.0	5.0	6.0	7.2	8.4	9.8	11.2

Source: *AASHTO Guide for the Development of Bicycle Facilities*

4.10 DRAINAGE

For hard-surface multi-use trails, the recommended minimum cross slope is 2 percent, which would adequately provide for drainage. Sloping in one direction is preferred over crowning, which will simplify drainage, as well as surface construction. A smooth pavement surface is crucial to prevent water ponding and ice formation.

When a trail is constructed along the side of a hill, a ditch or swale should be placed on the uphill side to intercept the hillside drainage. An additional option would be to provide catch basins with drains that would carry the intercepted water under the path. All drainage grates should be kept out of the travel path of trail users. Culverts and piping should extend to the outside of the 3-foot recommended clearance interval on either side of a trail. To assist in preventing erosion in the area adjacent to the trail, the design should include considerations for preserving the natural ground cover. Seeding, mulching and sodding of adjacent slopes, swales and other erodible areas should be included in the project plans.

If a trail is located within a waterway drainage area, it should be designed and constructed to handle a minimum 2-year design flood frequency without over-topping. However, a 5-year design flood or above is preferred. Bridges should be designed to allow the passage of the

10-year flood, with the 5-year flood as the absolute minimum, or in accordance to local flood regulations.

4.11 LIGHTING

Fixed-source lighting allows trail users to see the path direction, surface conditions and obstacles. Lighting should be considered where night usage is expected, such as paths serving college students or commuters, at highway intersections, and when nighttime security could be an issue. Lighting should also be considered through underpasses or tunnels.

Depending on the location, various levels of illumination are recommended as shown in Table 4.11.1. Where special security problems exist, higher illumination levels may be considered. Light poles should meet or exceed the recommended horizontal and vertical clearances. Luminaires and poles should be at a scale appropriate for pedestrians. Table 4.11.1 shows recommended lighting levels for various facilities.

Table 4.11.1. Recommended Lighting Levels

Location	Footcandles (fc)
Sidewalks/Trails along roadways:	
Commercial Areas	0.9
Intermediate Areas	0.6
Residential Areas	0.2
Sidewalks/Trails Distant from Roadways	0.5
Tunnels/Underpasses	0.4

Source: FHWA Course on Bicycle and Pedestrian Transportation

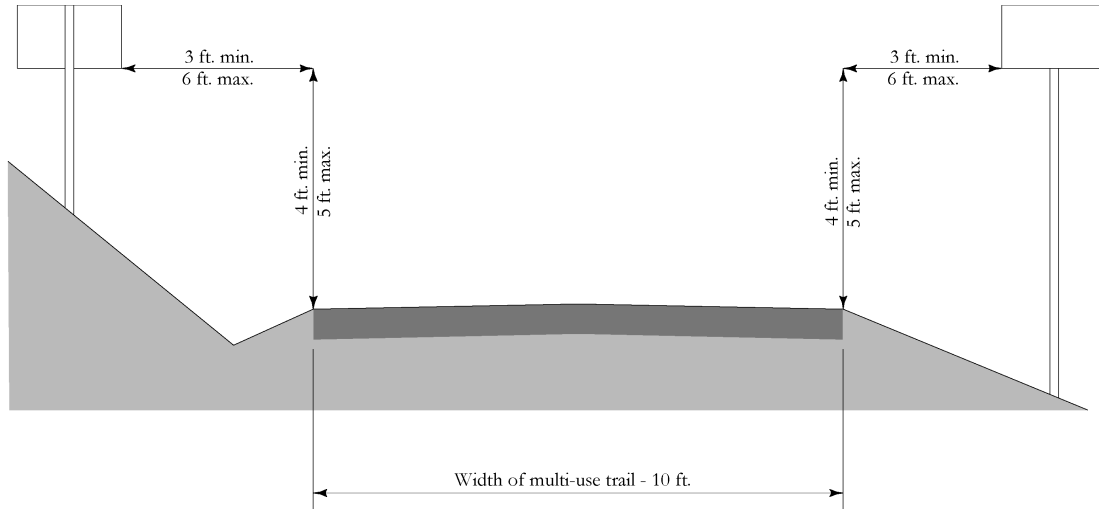
4.12 SIGNING AND MARKING

Adequate signing and marking are essential on trails and at trail-roadway intersections. This section provides general recommendations for the signing and marking of trail segments, while recommendations for trail-roadway intersections are included in Section 6.5. Additional guidance on signing and marking is provided in the MUTCD.

Signing and markings can be used to alert bicyclists and pedestrians to potential conflicts. Three types of signs should be used on multi-purpose trails: regulatory, warning, and guidance. Regulatory signs give operational requirements and are used for traffic control, such as stop signs, yield signs, and speed limit signs. Warning signs, typically used near intersections, point out existing or potentially hazardous conditions on or near the trail and warn users to reduce speeds. Warning signs should also be used in areas where recommended criteria cannot be met due to physical constraints. Guide signs provide trailside information including: directions, destinations, distances, route numbers and names of crossing streets. Signing can also be helpful to encourage users to share the trail and follow trail user etiquette such as giving audible signals before passing on the left.

Reduced versions (18" x 18") of typical highway signs should be used for trails and should be placed in a clear area so they are not obscured by vegetation and do not create a hazard. Post-mounted signs should be 4 to 5 feet tall and should be placed 3 to 6 feet from the edge of the trail surface, depending on the width of the unpaved shoulder. Figure 4.12.1 shows recommended sign placement from the MUTCD.

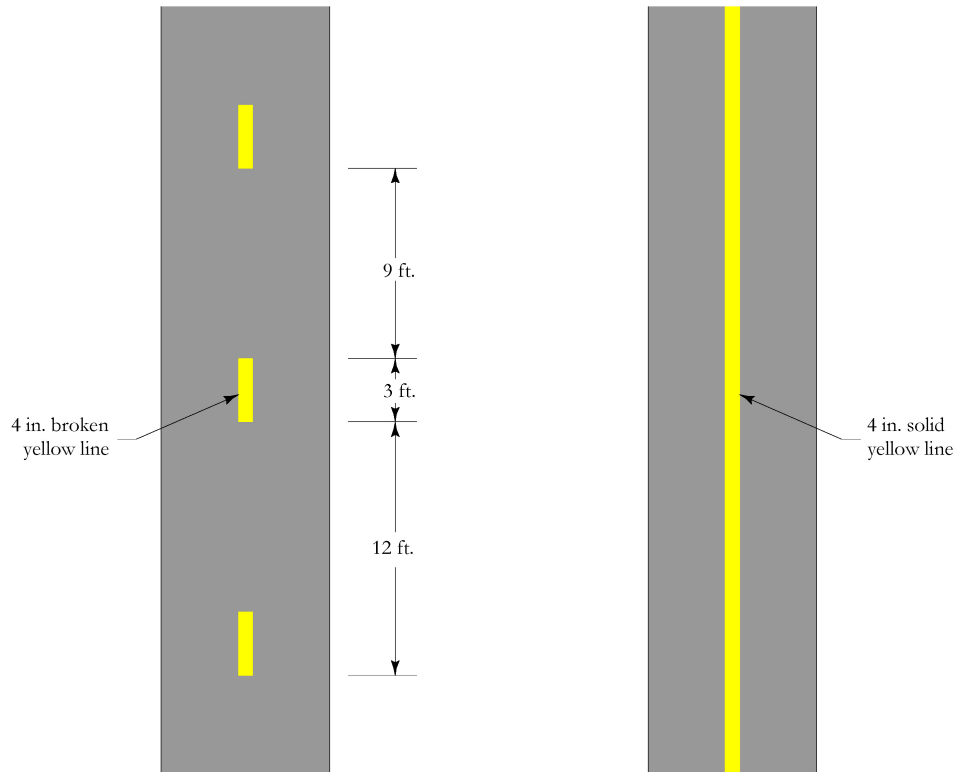
Figure 4.12.1. Sign Placement on Multi-Use Trails



Source: Manual on Uniform Traffic Control Devices (MUTCD)

In most cases, centerlines are not required on shared-use facilities. However, they should be considered for trails with high user volumes, on curves with restricted sight distance, on unlighted trails where nighttime riding is expected and at intersection approaches. As shown in Figure 4.12.2, a solid 4-inch wide yellow centerline stripe can be used to separate opposite directions of travel where passing is not permitted, and a broken yellow line may be used where passing is permitted. Broken yellow lines used on trails should have the standard 1-to-3 segment-to-gap ratio (3-foot segment, 9-foot gap).

Figure 4.12.2. Centerline Markings for Multi-Use Trails



Passing Permitted

Passing Prohibited

Source: Manual on Uniform Traffic Control Devices (MUTCD)

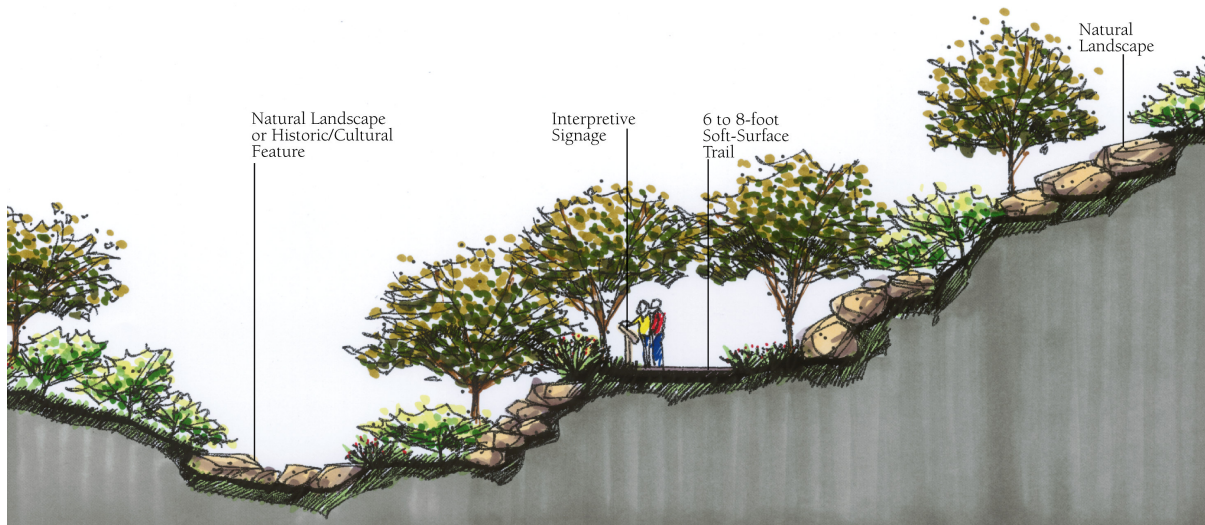
5.0 SOFT-SURFACE TRAILS

Soft-surface trails include Park Trails (Nature Trails), All-Terrain Bike Trails, Cross-Country Ski Trails, and Equestrian Trails as designated in the *Heritage Trail Plan*.

5.1 CROSS SECTIONS

Soft-surface trails will be constructed in varying widths, typically 6 to 8 feet. A typical soft-surface park trail cross-section is shown in Figure 5.1.1.

Figure 5.1.1. Typical Soft-Surface Park Trail Cross-Section



5.2 GENERAL DESIGN CONSIDERATIONS

It is usually not desirable to mix equestrian and bicycle traffic on the same shared use trail. Bicyclists are often not aware of the need for slower speeds and additional operating space near horses. Horses can be startled easily and may be unpredictable if they perceive approaching bicyclists as a danger. In addition, pavement requirements for bicycle travel are not suitable for horses. For these reasons, a bridle trail separate from the shared use trail is recommended to accommodate horses. However, it may also be desirable to develop trails specifically for horseback riding.



<http://www.railtrails.org/benefits/recreation/horseback.asp>

In some instances, cross-country ski trails provide an opportunity for horseback riding during the summer. During winter months, it is possible that there would not be sufficient bicycle traffic to justify plowing snow. In this case, managers of shared use trails may allow them to be used by cross-country skiers.

Cross-country skiing trails come in a variety of types and widths to accommodate two different styles: diagonal or traditional and skate-ski. Diagonal style requires a set track, while skate-ski style requires a wider packed and groomed surface. Since quality and safety are important to all skiers, a few well-groomed trails are preferable to extensive but poorly maintained ones. Trail design should coincide with the standards developed by regional park agencies and state resource agencies.

5.3 HORIZONTAL AND VERTICAL CLEARANCES

Standard horizontal clearance for soft-surface trails is 2 feet on either side of the trail. Vertical clearance should be 8 feet for pedestrian use only and 10 feet where bicyclists or equestrians are permitted. Cross-country skiing trails may require additional vertical clearance (up to 16 feet), depending on expected snowfall.

5.4 SURFACING

Soft-surface trails should be constructed with materials that provide stability and remain relatively firm when wet. Figure 5.4.1 shows a typical cross-section of a soft-surface trail and Table 5.4.1 provides a summary of the advantages and disadvantages associated with the different soft-surfacing options. Equestrian trails are usually grass or woodchip surfaced.

5.5 DESIGN SPEEDS

On unpaved paths, where bicyclists tend to ride more slowly, a lower design speed of 15 mph can be used.

5.6 HORIZONTAL ALIGNMENT AND SUPERELEVATION

Since bicycles have a higher tendency to skid on unpaved surfaces, horizontal curvature design should take into account lower coefficients of friction. Although there are no data available for unpaved surfaces, it is suggested that the friction factors for paved surfaces be reduced by 50 percent for soft-surfaces to allow a sufficient margin of safety. Curves with a radius of 50 feet or less should be avoided whenever possible except at switchbacks, intersections, and other slow zones. Warning signs should be used in situations where sharp curves are unavoidable because of right-of-way considerations or the need to retain certain trees or other vegetation.

Figure 5.4.1. Typical Soft-Surface Cross-Section

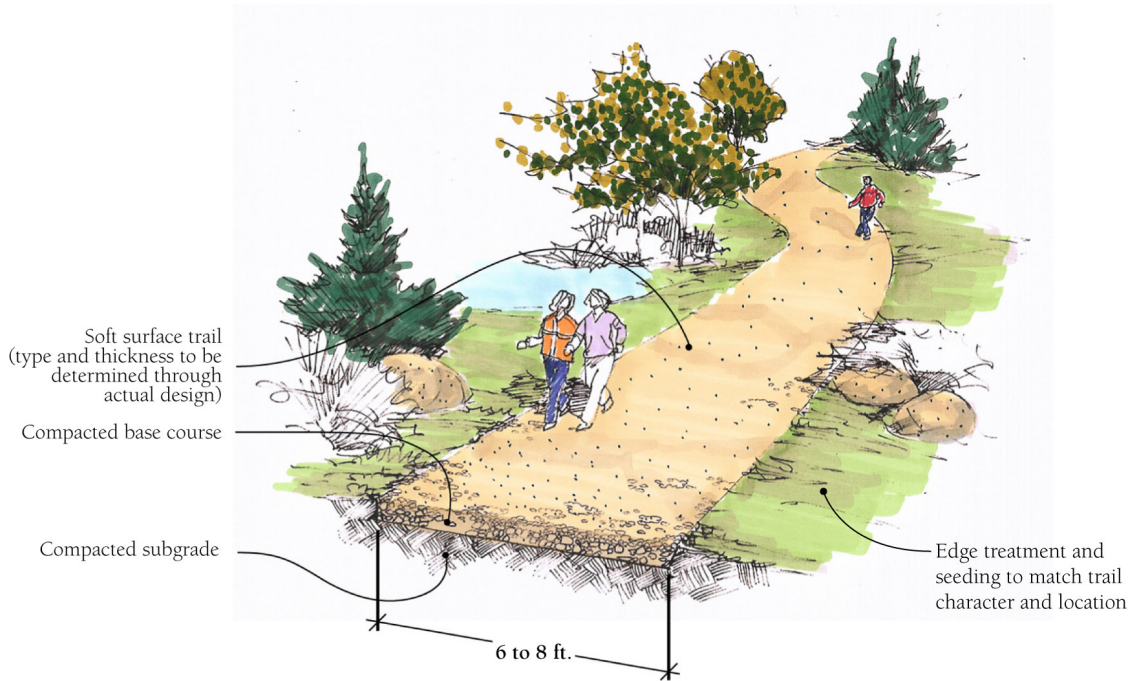


Table 5.4.1. Soft-Surfacing Options – Advantages and Disadvantages

Surface Material	Advantages	Disadvantages
Soil Cement	Uses natural materials, more durable than native soils, smoother surface, low cost	Surface wears unevenly, not a stable all-weather surface, erodes, difficult to achieve correct mix
Granular Stone	Soft but firm surface, natural material, moderate cost, smooth surface, accommodates multiple users	Surface can rut or erode with heavy rainfall, regular maintenance to keep consistent surface, replenishing stones may be a long-term expense, not for steep slopes
Native Soil	Natural material, lowest cost, low maintenance, can be altered for future improvements, easiest for volunteers to build and maintain	Dusty, ruts when wet, not an all-weather surface, can be uneven and bumpy, limited use, not accessible
Wood Chips	Soft, spongy surface – good for walking and horseback riding, moderate cost, natural material	Decomposes under high temperatures and moisture, requires constant replenishment, not typically accessible, limited availability
Recycled Materials	Good use of recyclable materials, surface can vary depending on materials	High purchase and installation cost, life expectancy unknown.

Source: *Trails Design and Management Handbook, Pitkin County, CO*

5.7 GRADES

A soft-surface multi-use trail designed to be accessible by users with disabilities should not be steeper than 3 percent. In addition, grades steeper than 3 percent may not be practical for soft-surface trails because of the possibility of erosion. Where terrain dictates and grades steeper than 3 percent cannot be avoided, it is recommended that concrete surfacing be considered for the sections with steep grades. Another option is to provide 5-foot level areas every 30 to 50 feet or pull-off rest areas.

For all-terrain bike trails, the trail grade should not exceed half of the grade of the hillside or sideslope that the trail is traversing. For example, when building across a hillside with a sideslope of 20 percent, the trail grade should not exceed 10 percent. There are limitations to this half rule because a trail cannot be indefinitely steep. There can be short, steep sections of trail, but the maximum grade should be limited to 15 percent. Trail grades can be steeper on solid rock, but earthen sections between rocks need to be stabilized to prevent soil erosion.

5.8 SIGHT DISTANCE

Some mountain bikers can travel almost as fast on natural surfaces as they do on hard surfaces. They should be given ample time to see ahead and slow down without skidding or losing control. Table 5.8.1 shows recommended sight distances for various speeds. In general, the design speed for soft-surface trails should be 15 mph. Therefore the sight distance should be within the range corresponding to 15 mph.

Table 5.8.1. Recommended Sight Distance for Soft-Surface Trails

Speed	Sight Distance
20 mph	130 to 200 feet
15 mph	85 to 130 feet
10 mph	35 to 60 feet

Source: Trails Design and Management Handbook, Pitkin County, CO

Whenever possible, curves should be avoided on grades because the combination of speed and limited sight distance may lead to accidents. If a trail must curve on a grade, a long sight distance should be provided. Where this cannot be achieved, trail signs should warn users of the curve ahead. A “Slow” sign may also be used for particularly blind curves.

5.9 DRAINAGE

On soft-surface multi-use trails, particular attention should be paid to drainage to avoid erosion. The key to successful trail drainage is to provide water with a lower place to flow than the trail itself. As previously discussed, the trail grade should not exceed half of the grade of the hillside or sideslope that the trail is traversing. If the grade does exceed half the

sideslope, it is considered a fall-line trail and water will flow down the trail rather than sheet across it.

As the trail contours across a hillside, soft-surface trails should slope away from the hillside. This cross slope, also called outslope, ensures that water will sheet across the trail. A well-built contour trail should also have grade reversals, which are subtle left or right turns that create rolls or undulations. These grade reversals will also help divert water off the trail. A contour trail on a steep slope may need grade reversals every 20 to 50 feet, depending on soil type and rainfall. Steeper grades should have more grade reversals than flatter grades.

6.0 TRAIL-ROADWAY INTERSECTIONS

Intersections between trails and roadways are often the most critical issue in shared-use trail design. Due to the potential conflicts at these intersections, careful design is of paramount importance to the safety of trail users and motorists. The recommendations provided in this section should be considered guidelines, not absolutes. Each intersection is unique and will require sound engineering judgment as to the appropriate design.

There are three basic categories of trail-roadway intersections: mid-block, adjacent, and complex. The following sections provide guidance for each category. Each of these intersection types may cross any number of roadway lanes, with or without a median, with varying traffic speeds and volumes, and may be controlled or uncontrolled. Grade separated crossings are also addressed in this section.

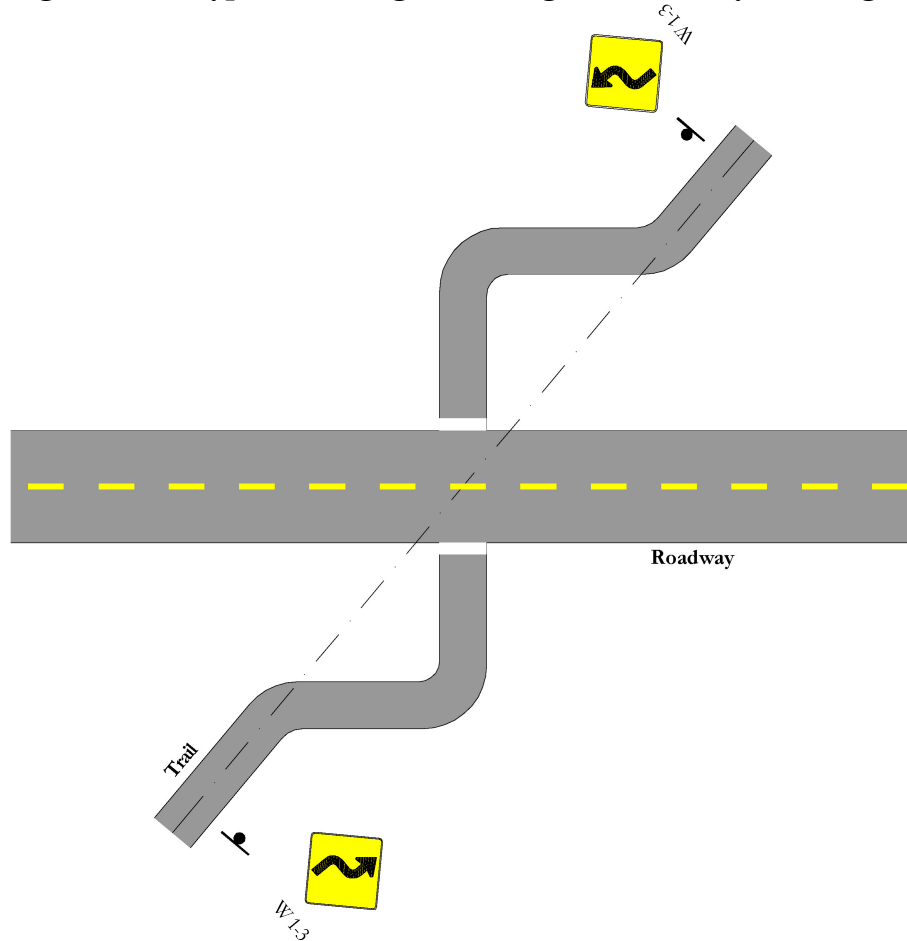
6.1 MID-BLOCK CROSSINGS

Due to safety concerns, mid-block crossings should be avoided whenever possible and bicycle and pedestrian traffic should be diverted to nearby intersections. Diverting trail users from a mid-block crossing to an intersection is difficult because many users will attempt the mid-block crossing even if it is more dangerous, simply because it is more convenient. Diverting the trail far enough back from the road in order to visually break the connection will ease the transition to the roadway intersection. Landscaping, fencing, or other visual or physical barriers may also be used.

If it is not feasible to divert trail users to a nearby intersection, crosswalk signalization or appropriate warning and stop signs for motorists and cyclists at the mid-block intersection are necessary. Mid-block crossings should be far enough away from existing roadway intersections to be clearly separate from the activity that occurs at these intersections. There are many other variables to consider when designing this type of intersection, including right-of-way assignment, sight distance for both trail users and motorists, the use of refuge islands (see Section 6.6), access control, and traffic control devices and pavement markings (see Section 6.5). The specific geometry of a mid-block crossing shall be approved by the City Engineer on a case-by-case basis.

Another important consideration for mid-block crossings is the treatment for a skewed intersection. Figure 6.1.1 depicts a path realignment to achieve a 90-degree crossing. A crossing of any angle less than 90 degrees shall be approved by the City Engineer on a case-by-case basis.

Figure 6.1.1. Typical Redesign of a Diagonal Roadway Crossing



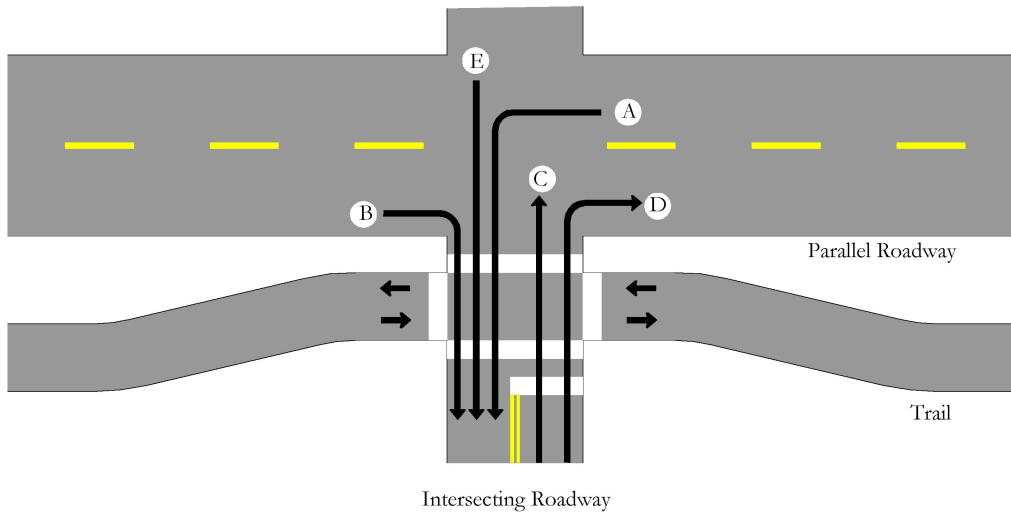
Source: AASHTO Guide for the Development of Bicycle Facilities

6.2 ADJACENT TRAIL CROSSINGS

Adjacent trail crossings occur when a trail crosses a roadway at an existing intersection between two roadways. The intersection between the two roadways can be either a T-intersection (including driveways) or a simple four-legged intersection, as shown in Figure 6.2.1. It is recommended that this type of crossing be installed near the roadway intersection to allow motorists and trail users to recognize each other as intersecting traffic. At this type of intersection, the trail user is faced with potential conflicts with motor vehicles turning left (A) and right (B) from the parallel roadway, and from the perpendicular roadway (C,D,E).

The major road may be either the parallel or the perpendicular roadway. Right-of-way assignment, traffic control devices, and separation distance between the roadway and trail are important factors that greatly affect the design of this type of intersection. The situation can be further complicated by the possibility of the conflicts being unexpected by trail users or motorists. Therefore, adequate sight distance across all corners is especially important.

Figure 6.2.1. Adjacent Trail Intersection



Source: AASHTO Guide for the Development of Bicycle Facilities

At crossings where the roadway intersection is signalized and the trail is controlled by a “walk/don’t walk” signal in phase with the parallel roadway, conflict with turning vehicles are particularly unexpected. The trail user may be given a false sense of security by the “walk” signal while turning vehicles from the parallel roadway have a green signal at the same time.

Trail users with their backs to the turning vehicles are even more susceptible to unexpected conflict. As shown in Figure 6.2.1, trail users moving left to right are more vulnerable to vehicles turning right from the parallel roadway (Type B), and those moving right to left are more exposed to a Type A turning movement.

The conflict caused by a Type A turning movement may be mitigated by prohibiting permissive left turns on a high-volume parallel roadway and high-use trail crossings. Instead, a protected left turn can be provided with a “don’t walk” signal for trail users. For turning movement Type B, curb radii should be minimized to reduce the speeds of turning motor vehicles. For Type C and D movements, conflicts can be avoided by prohibiting right-turns-on-red and placing a stop bar in advance of the trail crossing. To account for vehicle movement Type E, an all-red phase may be implemented to protect trail users.

To heighten awareness on the trail a yellow warning sign saying to “Watch for Turning Vehicles” can be used. On the intersecting roadway, bicycle and pedestrian advance crossing signs should be installed to warn approaching vehicles of potential conflicts. An option for warning vehicles on the parallel roadway is the use of a modified advance railroad crossing sign (W10-2 in MUTCD).

6.3 COMPLEX INTERSECTION CROSSINGS

Complex intersection crossings include all other intersections between a trail and roadway or driveway. They may include a variety of configurations, such as where a trail crosses directly through an intersection between two or more roadways where there may be any number of vehicle turning movements.

Improvements to complex intersection crossings shall be considered on a case-by-case basis. Some suggested treatments include: (1) move the crossing, (2) install a signal, (3) change signalization timing, or (4) provide a refuge island and make a two-step crossing for trail users. It is critical that each situation be treated as a unique challenge that requires creativity as well as sound engineering judgment. Throughout the design process, the primary goal should be the safe passage of all modes through the intersection.

6.4 SIGHT DISTANCE

Stopping sight distances at trail/roadway intersections should be consistent with the criteria presented in Section 4.9. Adequate warning signs should be placed in advance of the intersection to allow cyclists to stop before reaching the intersection, especially on downgrades.

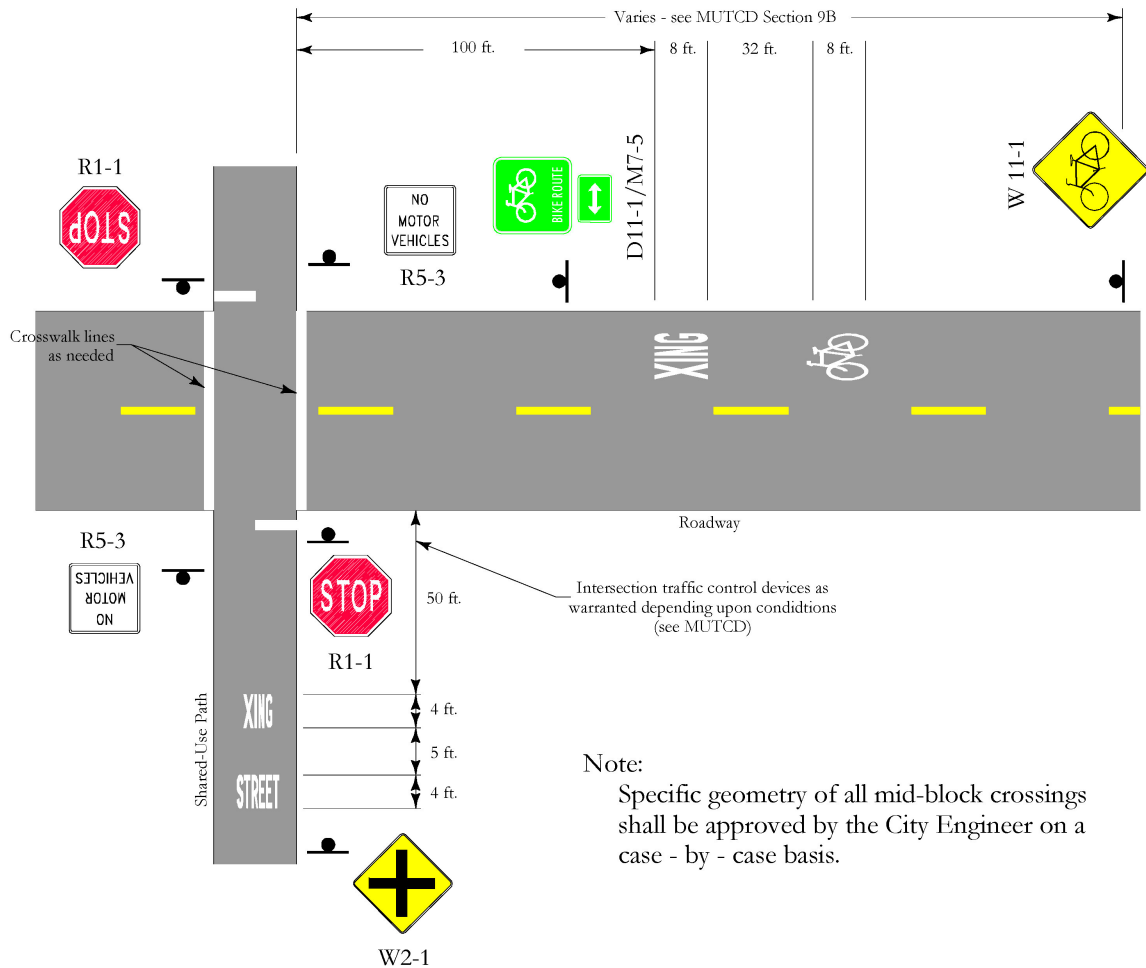
6.5 SIGNING AND MARKING

Pavement markings at a crossing should accomplish two things: channel trail users to cross at a clearly defined location and provide a clear message to motorists that this particular section of the road must be shared with other users.

For the trail user, stop signs, stop bar pavement markings, yield signs, caution signs or other devices should be used as applicable. Intersection warning signs should be located at least 400 feet before an intersection and sight distances leading to the intersection should be unobstructed.

For the roadway user, a clear message must be presented in a location where that user will see it. Traditional treatments have included a bicycle crossing sign (W11-1), the pedestrian crossing sign (W11-2), the pedestrian crosswalk lines (double 6-inch lines spaced at least 6 feet apart), or flashing yellow beacons at the crosswalk. Trail crossing signs should be placed at least 250 feet prior to the trail on urban streets and at least 750 feet on more rural streets with higher speeds. All signs and crosswalk markings should be installed in accordance with MUTCD. Figure 6.5.1 shows an example of mid-block crossing signing and striping. If the trail crosses a street with curb and gutter, a curb cut and ramp should be constructed to the same width of the trail.

Figure 6.5.1. Typical Signing and Striping for Mid-block Trail Crossing

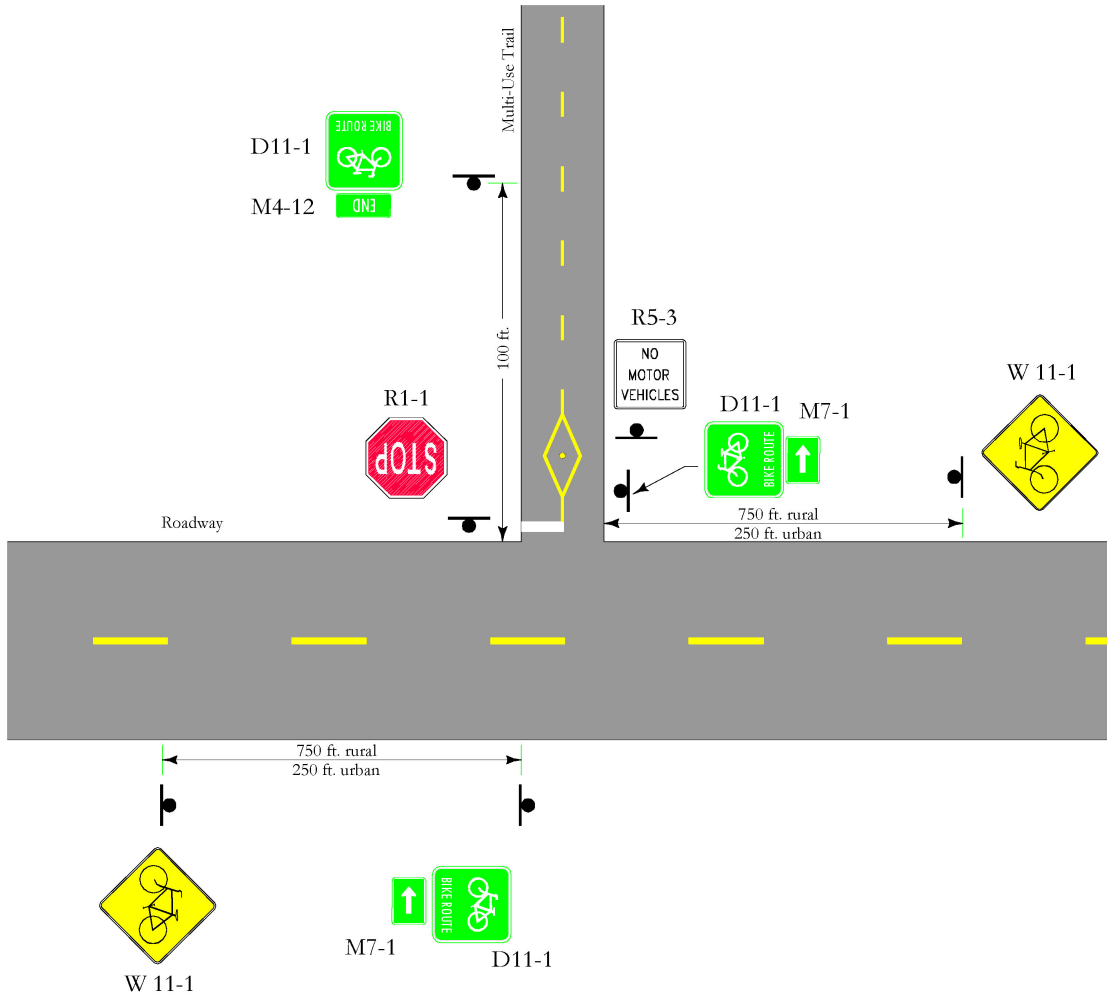


Source: Manual on Uniform Traffic Control Devices (MUTCD)

Figure 6.5.2 shows recommended signing and striping for a multi-use trail that terminates at an existing roadway. At trail ending intersections with roadways, trail users will be making the shift from the trail to the roadway system. In addition, many trail users will be using the roadway to access the trail. The design of the junction should accommodate their needs and provide for seamless transitions. Appropriate signing is necessary to warn and direct both bicyclists and motorists regarding these transition areas.

In recent years, new applications have been developed, which may be suitable for urban and suburban settings. For added visibility, the crosswalk area may be marked with white diagonal lines at a 45-degree angle to the typical crosswalk line or with white longitudinal lines parallel to the flow of traffic. The diagonal or longitudinal lines should be 12 to 24 inches wide and spaced 12 to 60 inches apart. Another new application is that of raised platform crosswalks, which can be useful to define roadway space for non-motorized users and stress the need for motorists to yield to that space. Mid-block neck-downs or intersection curb-bulbs at the crossing to reduce crossing distance are also becoming popular crosswalk treatments.

Figure 6.5.2. Typical Signing and Striping for Trail Ending Intersection with Roadway



Source: *Manual on Uniform Traffic Control Devices (MUTCD)*

6.6 REFUGE ISLANDS

Refuge islands should be considered for path-roadway intersections in which one or more of the following apply: (1) high volumes of roadway traffic and/or speeds create unacceptable conditions for trail users, (2) roadway width is excessive given the available crossing time, or (3) the crossing will be used by a number of people who cross more slowly, such as the elderly, schoolchildren, persons with disabilities, etc. Refuge islands make it possible for trail users to cross half of the street safely before crossing the remaining lanes.



Photo by Engineering, Inc.

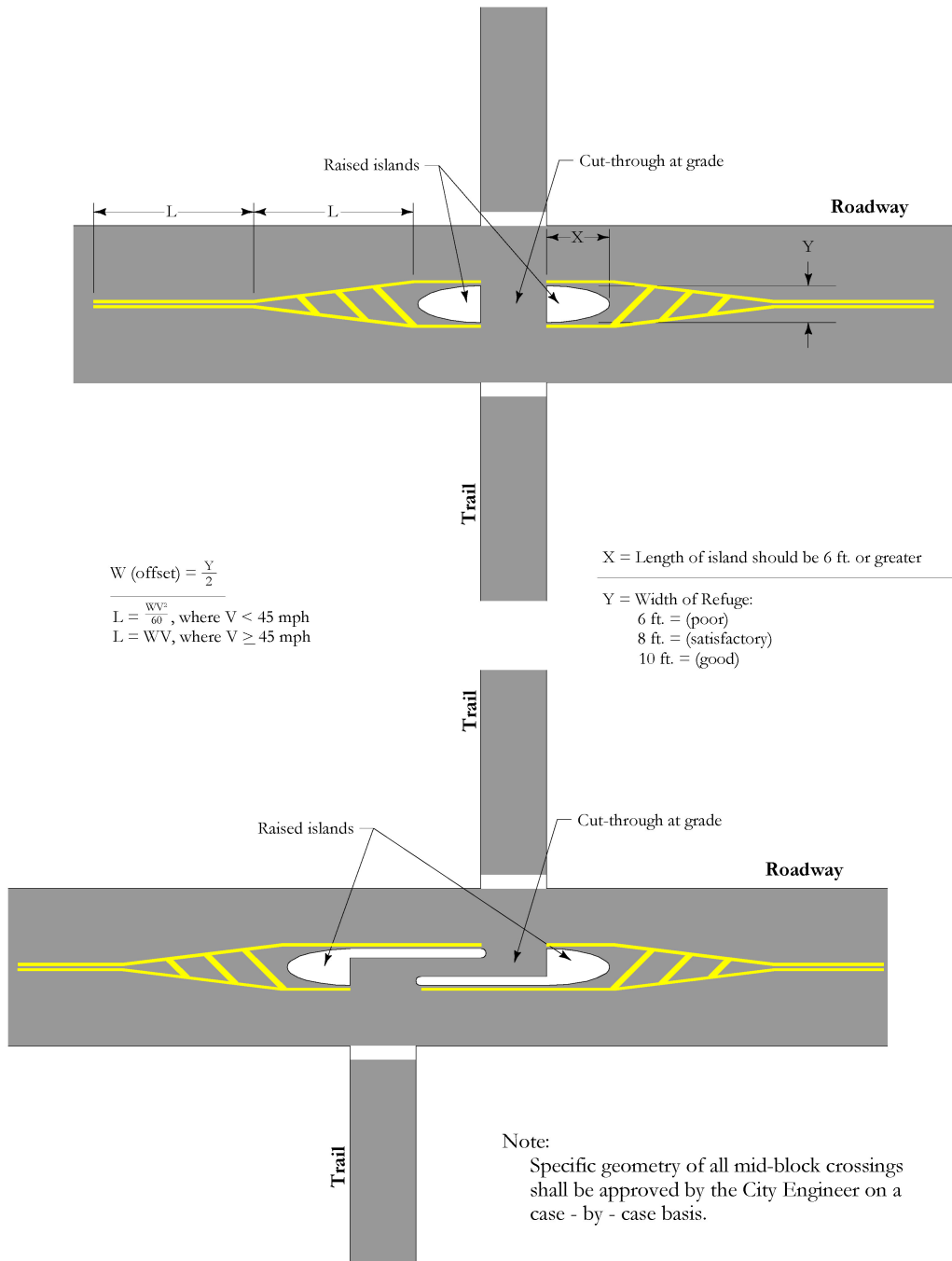
The refuge area should be large enough to accommodate platoons of users, including groups of pedestrians, groups of bicyclists, individual tandem bicycles (which are considerably longer than standard bicycles), wheelchairs, people with baby strollers and equestrians (if this is a permitted trail use). The area may be designed with the storage aligned across the island or longitudinally (see Figure 6.6.1). Adequate space should be provided so that those in the refuge area do not feel threatened by passing motor vehicles while waiting to finish the crossing.

6.7 GRADE-SEPARATED CROSSINGS

When a trail intersects with a street with high volumes or high speeds, a grade-separated crossing is an important design consideration. In general, wider streets are associated with higher volumes and higher speeds. The following guidelines have been developed for the City of Billings on the use of grade-separated crossing. However, all grade-separated crossing locations and designs shall be approved by the City Engineer.

The City of Billings suggests that grade-separated crossings be considered where bike and pedestrian facilities cross any major arterial or any other street with a speed limit of 45 mph or greater. Additional situations that may warrant grade-separated crossings include: a road crossing with four or more lanes of traffic; more than 100 trail users per hour; and crossings with poor sight distance for motorists or trail users.

Figure 6.6.1. Typical Refuge Area for Mid-block Crossings



Source: AASHTO Guide for the Development of Bicycle Facilities

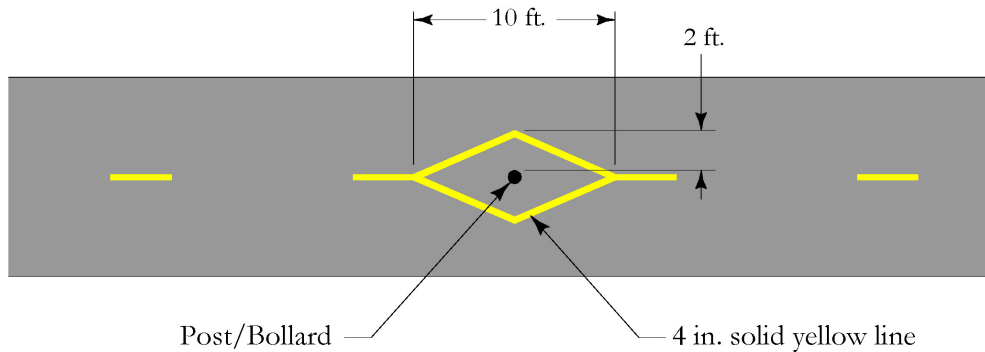
As part of the grade-separated design plan, a physical barrier should be considered to prohibit at-grade crossing of the roadway. Topography of the site should minimize changes in elevation for users of overpasses and underpasses and to help ensure that construction costs are not excessive. Elevation change is a factor that may inconvenience users and may even prevent them from using the facility. The needs of disabled users should also be

considered in the design of grade-separated crossings. See Section 9.0 for additional design recommendations for grade-separated crossing structures.

6.8 RESTRICTION OF MOTOR VEHICLE TRAFFIC

Shared use trails may need some form of physical barrier at highway intersections to prevent unauthorized motor vehicles from using the facilities. Provisions can be made for a lockable, removable (or reclining) barrier post to allow entrance by authorized vehicles. Past experience with lockable bollards has shown that locks have a tendency to freeze during winter months. Therefore, a reclining or swinging-type bollard would be more appropriate for Billings and surrounding areas. Posts or bollards should be at least 3 feet tall and should be set back beyond the clear zone on the crossing highway or be of a breakaway design. The post should be permanently reflectorized for nighttime visibility and painted a bright color for improved daytime visibility. Striping an envelope around the post is recommended as shown in Figure 6.8.1. When more than one post is used, an odd number of posts at 5-foot spacing is desirable. Wider spacing can allow entry to motor vehicles, while narrower spacing might prevent entry to some trail users such as bicyclists with trailers or wheelchair users.

Figure 6.8.1. Barrier Post Striping



Source: Manual on Uniform Traffic Control Devices (MUTCD)

An alternate method of restricting entry of motor vehicles is to split the entryway into two 5-foot sections separated by low landscaping. Emergency vehicles can still enter if necessary by straddling the landscaping. The higher maintenance costs associated with landscaping should be acknowledged before this alternative method is selected.

6.9 OTHER INTERSECTION DESIGN ISSUES

Regardless of the type of trail-roadway intersection, the following issues should also be considered during the design process:

Traffic Signals/Stop Signs

Whether it be stop signs or a traffic signal, some form of regulatory traffic control should be installed at all trail-roadway intersections. As with intersections between two roadways, MUTCD warrants and sound engineering judgment should be used when determining the type of traffic control device appropriate for the trail-roadway intersection.

Where trail stop signs are used, they should be placed as close to the intended stopping point as possible and should be supplemented with a stop bar. Four-way stops at trail-roadway intersections are not recommended because they may cause confusion about right-of-way rules. Yield signs may be acceptable at some locations, such as low-volume, low-speed neighborhood streets. Care should be taken to ensure that multi-use trail signs are placed in a location that will not confuse motorists, and that roadway signs are placed in a location that will not confuse trail users. Sign type, size and location shall be in accordance with the MUTCD.

Under certain circumstances, a traffic signal may also be appropriate control for a trail-roadway intersection. Although signal warrants for trail crossings are not addressed in the MUTCD, bicycle and pedestrian traffic may be functionally classified as vehicular traffic and the signal warrants for roadway intersections may be applied accordingly.

Another option is a manually operated signal, where trail users activate the signal through the use of a push button. These push buttons should be located in a position that is easily accessible from the trail and 4 feet above the ground, so that bicyclists will not have to dismount to activate the signal. Another method of activating the signal is to provide a detector loop in the trail pavement. However, since the loop detector will not respond to pedestrians, this must be supplemented with a push button. If a manually operated signal is used on a divided roadway, an additional push button should be located in the median to account for those trail users who may have been trapped in the refuge area.

Approach Treatments

All multi-use trail intersections and approaches should be on relatively flat grades. Stopping sight distance should be evaluated and necessary warning signs should be placed in advance of the intersection to allow bicyclists enough distance to stop, especially on downgrades. An approach to a soft-surface multi-use trail should include a paved apron that extends a minimum of 10 feet from the paved roadway surface.

Ramp Widths

Curb ramps at trail-roadway intersections should be at least the same width as the multi-use trail. Curb cuts and ramps should provide a smooth transition between the trail and the roadway. A 5-foot radius or flare may be considered to facilitate right-turn transitions for bicycles.

7.0 TRAFFIC SIGNALS

At signalized intersections where bicycle traffic is anticipated, it is important to consider the timing of the traffic signal, the method of detecting the presence of the bicyclists, and whether the signal heads are visible from a bicycle in the expected roadway position.

7.1 SIGNAL TIMING

In mixed traffic flow, bicyclists normally cross the intersection under the same signal phase as motor vehicles. The greatest risk to bicyclists at signalized intersections occurs during the clearance interval and during the actuated phases during periods with low traffic volumes. Signals should be designed to provide an adequate clearance interval for bicyclists who enter at the end of the green interval. They should also provide a total crossing time (minimum green plus clearance interval) long enough to accommodate bicyclists starting up on a new green interval.

The length of the yellow change interval typically depends on the speed of the approaching vehicles. Generally, a yellow interval that is adequate for motor vehicles (3 to 6 seconds) will also be adequate for bicyclists. The all-red interval can also be used to give a bicyclist additional time to clear the intersection. The all-red interval typically ranges from 1 to 2 seconds. The total clearance interval, yellow plus all-red, can be calculated from the following equation:

$$Y + AR \geq t_r + v/2b + (w + l)/v$$

- Where
- Y = Yellow interval (sec)
 - AR = All-red interval (sec)
 - t_r = Reaction time (1.0 sec)
 - v = Bicyclist speed (mph)
 - b = Bicyclist braking deceleration (4 to 8 ft/s²)
 - w = Width of crossing (ft)
 - l = Bicycle length (6 ft)

Bicycle speeds (v) should be based on field observations, if available. Otherwise, 98 percent of bicyclists should be able to clear an intersection with a signal timed for the following speeds:

- 12 mph (17.6 ft/sec) for Group A bicyclists
- 8 mph (12.0 ft/sec) for Group B bicyclists
- 6 mph (9.1 ft/sec) for Group C bicyclists.

Approximately 85 percent of bicyclists will be able to clear an intersection with a signal timed for speeds 20 percent higher than those listed above. When it isn't practical to use the

clearance interval calculated from the above equation, the longest all-red clearance interval consistent with City of Billings standards should be used.

When an approach receives a green signal, a bicyclist needs enough time to start up, accelerate, and clear the intersection. The minimum green time for bicyclists can be calculated using the following equation:

$$G + Y + AR \geq t_{\text{cross}} = t_r + v/2a + (w + l)/v$$

- Where
- G = Minimum green (sec)
 - Y, AR = Yellow and all-red clearance intervals actually used
 - t_{cross} = Time to cross the intersection (sec)
 - t_r = Reaction time (2.5 sec)
 - v = Bicycle speed (ft/s)
 - a = Bicycle acceleration (1.5 to 3 ft/s²)
 - w = Width of crossing (ft)
 - l = Bicycle length (6 ft)

As with all signalized intersections, field observations should be performed before making final adjustments to the calculated minimum green or clearance intervals.

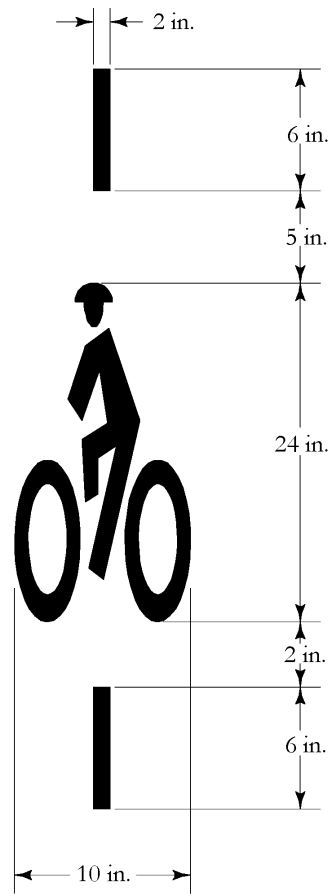
7.2 DETECTING THE PRESENCE OF BICYCLISTS

Numerous advances have been made in the detection of bicycles at actuated traffic signals. Quadrupole and diagonal-type loop detectors are examples of induction loops that provide bicycle detection. If the sensitivity of the detector is adjusted, dipole and rectangular loops can also detect the presence of bicycles. If existing detection devices are not capable of detecting bicyclists, the following options should be considered:

- Installing more bicycle-sensitive loop systems
- Marking current loops that detect bicycles
- Adjusting systems that do not detect bicycles
- Converting to new technology (i.e., infrared or video detection)

Bicycle detectors should be located in the bicyclist’s expected path, including shoulders and bicycle lanes. It would also be helpful to the bicyclist if pavement markings were used to show the optimum location for detection. Figure 7.2.1 shows the standard pavement symbol used for this purpose.

Figure 7.2.1. Bicycle Detector Pavement Symbol



Source: AASHTO Guide for the Development of Bicycle Facilities

7.3 ADJUSTING SIGNAL HEADS FOR BICYCLISTS

Since bicyclists are expected to obey traffic signals, they should be able to see them from their recommended roadway position. Adjusting signal heads, especially those that are designed to have a finite field of view, involves having someone stand in a location where bicyclists may be expected to wait and attempt to read the signal indication. The appropriate locations will generally be within a bicycle lane or near the right-hand edge of the roadway. If signals cannot be aimed to serve the bicyclists, then separate signal heads shall be provided.

8.0 BICYCLES AT MODERN ROUNDABOUTS

Bicyclists are vulnerable users of roundabouts and consideration should be given for their accommodation. In general, bicyclists are accommodated in roundabouts either in mixed flow with vehicular traffic, or along separate bicycle or multi-use trail facilities. It is not recommended that bicycles be accommodated through the use of bicycle lanes along the outside diameter of roundabouts.

In low-speed (15 to 18 mph), single-lane roundabouts, few negative safety impacts have been observed when bicycles are mixed in the traffic stream. Because of the small speed differential, bicyclists can be expected to circulate in the traffic lane at approximately the same speed as vehicles. When bike lanes lead to this type of roundabout, it is preferable to discontinue them 35 to 65 feet before reaching the roundabout, rather than continuing the lane through the roundabout. As shown in Figure 8.1.1, “Bike Lane Ends” signs should accompany pavement markings.



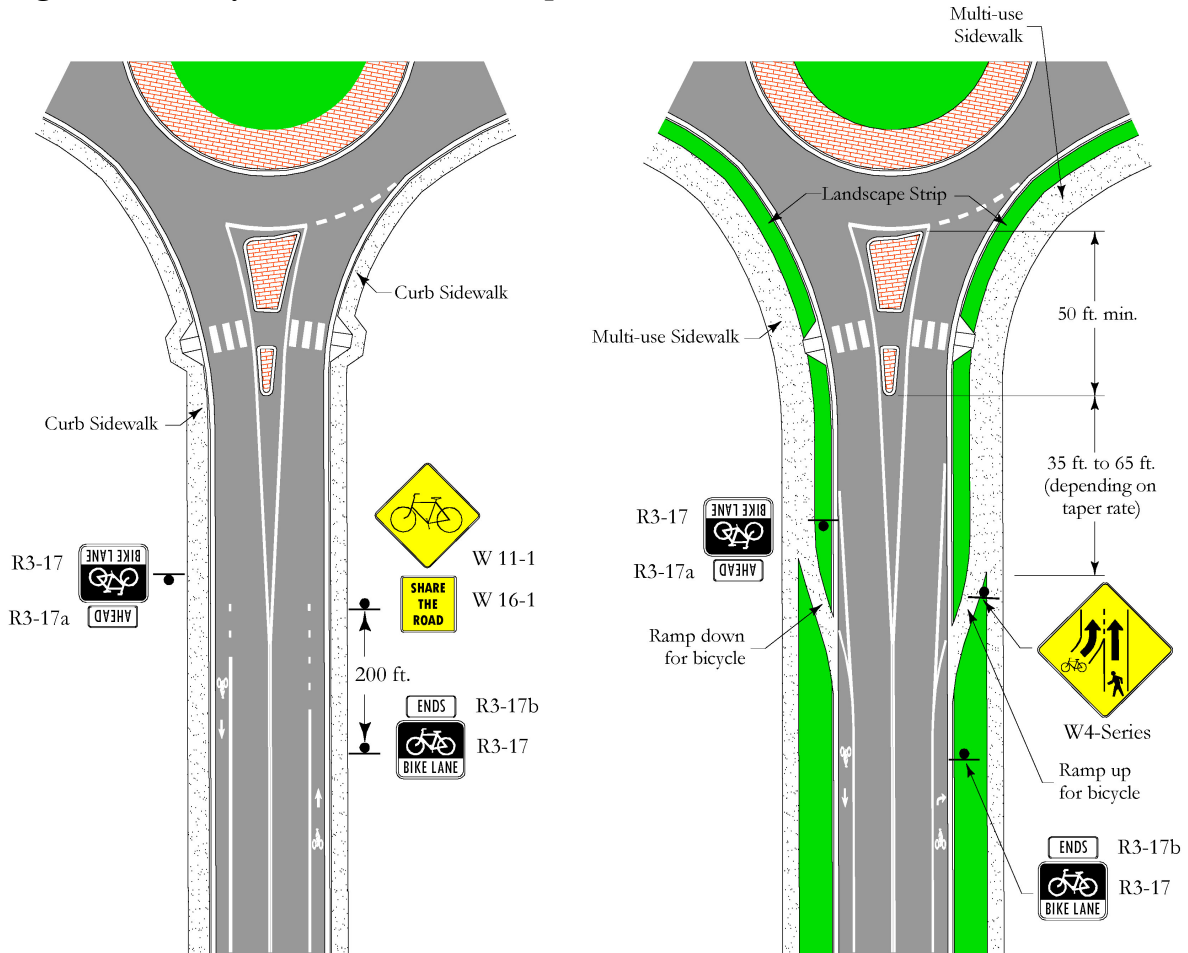
www.pedbikeimages.org / Dan Burden

Bicycle safety tends to deteriorate at higher speed, multi-lane roundabouts. At these roundabouts, special solutions should be sought when warranted by bicycle volumes. Among the possible solutions is separate bikeways, shared use of pedestrian facilities, separate bike routing through other intersections, or grade separation for vulnerable modes. Two options for the accommodation of bicyclists in roundabouts are shown in Figure 8.1.1. However, all specific designs of bicycle treatments at roundabouts shall be approved by the City Engineer on a case-by-case basis.

The majority of bicycle crashes at roundabouts involve entering vehicles and circulating bicycles. This reinforces the need to reduce entering speeds by providing ample deflection, to maintain good visibility for entering traffic, and to enforce yield conditions for entering traffic. Like other vehicles, bicyclists must yield to vehicles already in the circulating roadway prior to entering the intersection. It is important for bicyclists to avoid getting into the position where they could be cut off by a right-turning vehicle.

Roundabouts also provide additional protection for pedestrian movements at the intersection. Crosswalks generally run through the “splitter islands,” which are designed to deflect vehicle movements entering and exiting a roundabout. The “splitter island” essentially acts as a refuge island for crossing pedestrians, which means they only have to cross one lane of traffic at a time.

Figure 8.1.1. Bicycle Lane Treatment Options at Modern Roundabouts



9.0 STRUCTURES

9.1 BRIDGES

Although each bridge design is site specific, safety should always be the primary concern. As a general rule, bridges should be designed to carry at least the same live load that the rest of the trail has been designed to support (i.e., maintenance vehicle), as well as the dead load made up of all the bridge components. AASHTO's Standard Specifications for Highway Bridges provides additional information on bridge design. However, the designer should keep in mind that these guidelines were developed for highway bridges and can result in an "over designed" and costly multi-use trail bridge. Pre-fabricated bridges should also be considered as an option for multi-use trails.

On all new structures, the minimum width should be the same as the approach trail plus the recommended horizontal clear zone (minimum 3 feet on either side). Carrying the clear zone across the structure provides the minimum shy distance from the railing or barrier and it provides needed maneuvering space to avoid conflicts with other trail users. If significant pedestrian traffic is expected, or if users are likely to stop on the bridge to view the scenery, extra width should be considered. Access by emergency and maintenance vehicles should be considered in establishing the design clearances of bridges on multi-use trails. Bridges should be placed and bridge approaches should be designed so that there is no sharp curves or deflections. Users should not have to initiate turning movements while on or directly adjacent to a bridge.



www.pedbikeimages.org / Dan Burden

Railings along a bike trail structure should be a minimum of 54 inches (4.5 feet) above the bridge deck surface. A second horizontal rail at a height of 42 inches (3.5 feet) is required by AASHTO to serve as a bicycle handlebar rub rail. This rub rail should protect a wide range of handlebar heights and should be made of smooth metal or a similar material. This rail can also serve as a handrail for pedestrians. Finally, for aesthetic balance, a third horizontal rail can be provided at 15 to 18 inches above the bridge deck.

For safety reasons, vertical or diagonal members should typically accompany the horizontal railings. Additional horizontal railings can also be used. AASHTO requires that railing elements be spaced such that a 6-inch sphere will not pass through any opening below the rail located 42 inches above the bridge deck. An 8-inch sphere should not be able to pass through any opening between the top two required horizontal rails.

Railings along bridges that are expected to have pedestrian traffic only should be at least 42 inches (3.5 feet) high. Approach railings should extend 15 feet from each end of the bridge and should be flared away from the trail to prevent cyclists and pedestrians from catching on the railing.

9.2 TUNNELS AND UNDERPASSES

Like bridges, tunnels and underpasses are site specific and therefore difficult to address in general terms. Many multi-use trails will require a tunnel or underpass to provide a grade-separated crossing below a high volume roadway. Most tunnels are constructed with corrugated metal culverts or precast concrete culverts. Tunnels must be at least 10 feet in width and height, with a 14-foot width as the preferred alternative. Tunnels and underpasses should always be at least as wide as the approach trail surface.



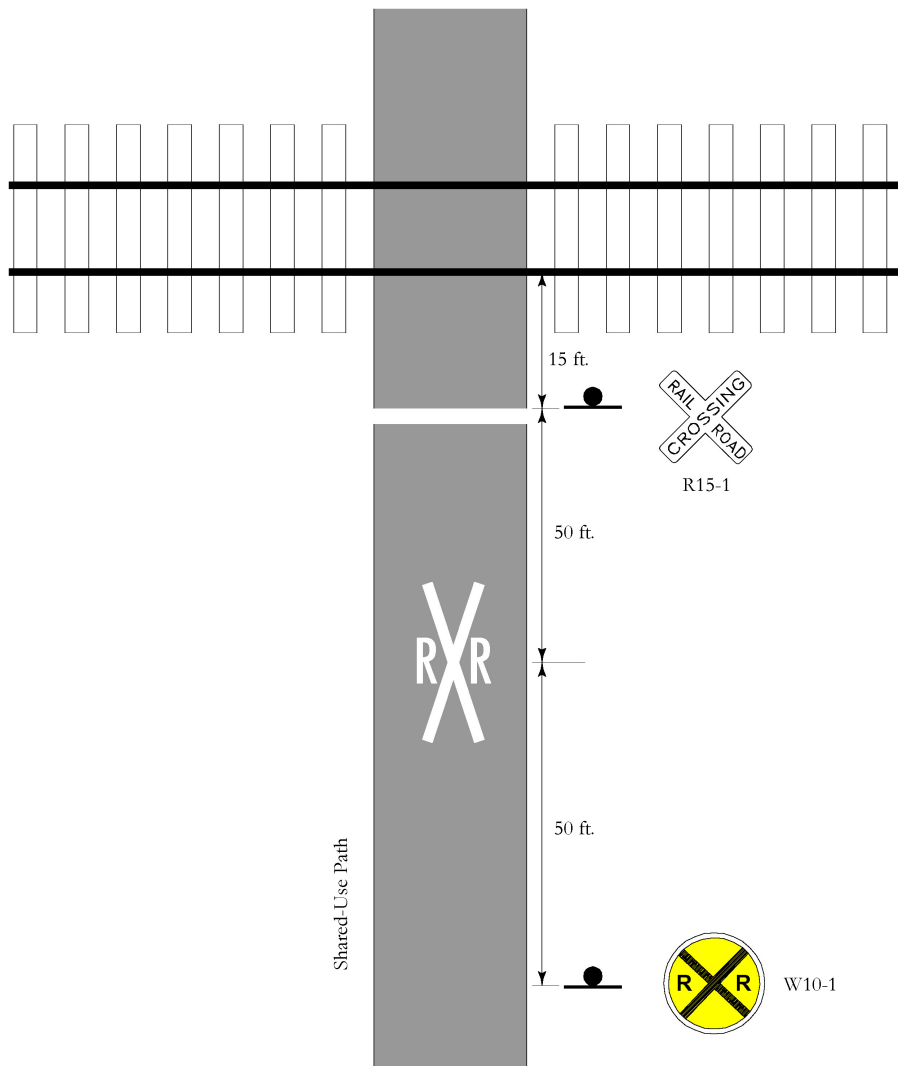
Photo by Engineering, Inc.

Underpass approaches should have excellent visibility; exiting bicyclists should be able to see approaching bicyclists, and vice versa. In addition, bicyclists entering one end should be able to see all the way through the underpass for personal security reasons. For safety and security reasons, lighting should be added to all dark tunnels in any urban or suburban location.

10.0 RAILROAD CROSSINGS

Streets and highways should ideally cross railroads at a right angle. On-street bikeways and multi-use trails should also cross railroads at a right angle. For on-street bikeways, this can be accomplished by providing a wider shoulder or a path separated from the roadway. The more a crossing angle deviates from 90 degrees, the greater the bicyclist's chance of having their front wheel caught in the flangeway, causing loss of control. Where less than 90-degree crossings cannot be avoided, and where train speeds are low, compressible flangeway fillers may be used. Consideration should be given to the crossing surface materials and to the flangeway depth and width. Rubber or concrete crossing materials would last longer and be easier to maintain than other materials such as asphalt or wood. Whenever possible, abandoned tracks should be removed. Warning signs and pavement markings should be installed in accordance with the MUTCD, as shown in Figure 10.1.1.

Figure 10.1.1. Typical Signing of Railroad Crossings



Source: *Manual on Uniform Traffic Control Devices (MUTCD)*

11.0 ACCESSIBILITY REQUIREMENTS

The Americans with Disabilities Act (ADA) of 1990 is a civil rights legislation that prohibits discrimination against people with disabilities. It guarantees the right to participate fully and equally in all aspects of life. Providing accessibility to transportation systems requires usable facilities for the highest number of users possible. There are approximately 50 million Americans with disabilities and 70 percent of all Americans will have a temporary or permanent disability at some point in their lives. People may have mobility, visual, or cognitive disabilities that affect how usable a facility may be for them.

ADA requirements are an important consideration in bicycle and pedestrian facility design. Well-designed, ADA compliant facilities are usually more functional for all users, with and without disabilities. However, it is understood that outdoor facilities may have certain limitations that may make it difficult to build fully accessible trails. These limitations include those that:

- Cause harm to significant cultural or historical characteristics or landmarks
- Alter the fundamental experience of the setting or intended purpose of the trail
- Require construction methods that are prohibited by federal, state, or local regulations
- Involve terrain characteristics (i.e., slopes, soils, geologic, or aquatic) that prevent compliance with the technical provision.



www.pedbikeimages.org / Dan Burden

Understanding how people with various disabilities function in the transportation system is an important factor in determining the best way to accommodate their needs.

Wheelchair Users

Many wheelchair users have a difficult time pushing uphill and maintaining control going downhill. Therefore, grades should not be steeper than 5 percent, with 3 percent preferred. When terrain dictates and grades steeper than 5 percent cannot be avoided, adequate signing should be placed at all trail access points to warn wheelchair users of steep grades. Where grades greater than 5 percent cannot be avoided, it is recommended that a five-foot level area or pull-off rest area be provided every 30 to 50 feet.

Steep cross slopes also cause problems when maneuvering a wheelchair. The greater the cross slope, the more difficult it is to avoid turning into the slope. Therefore, cross slopes should not be greater than 2 percent. Compound slopes can also cause maneuvering difficulties for wheelchair users and should therefore be avoided.

Amenities, such as phones and water fountains, need to be placed no higher than 4 feet from the ground level. The buttons on actuated signals should also be placed at a maximum height of 4 feet and should have large buttons that are easier to push for those with limited mobility of their hands or arms. The buttons also need to be placed within a wheelchair accessible travel path.

Visually Impaired

Curb ramps are typically thought of as an accommodation for wheelchair users or bicyclists, but they can also provide a transition warning between sidewalk or trail and street for the visually impaired. If the ramp grade is too low, a visually impaired person may have a difficult time detecting it. Therefore, it may be necessary to place detectable warnings and contrasting colors at the bottom of the ramp. All ramp designs should be in accordance with current City of Billings guidelines for contrasting colors and detectable warnings.

Cognitive Disabilities

Children under the age of 12 often do not think about the rules of the road, even though they have learned them. Their ability to perceive the roadway environment and make quick decisions may not be fully developed. Therefore, this issue must be considered during the design phase, especially if the facility is a school route. Adults with cognitive disabilities may also benefit from easy-to-interpret signs.

12.0 BICYCLE PARKING FACILITIES

Providing bicycle-parking facilities is an essential element in an overall effort to promote bicycling, because people have a tendency to be discouraged from bicycling when adequate parking is not available. Bicycle-parking facilities should be provided at all destinations and should offer protection from theft and damage. The wide variety of parking facilities can generally be grouped into two classes, short-term and long-term.

12.1 SHORT-TERM FACILITIES

Short-term facilities provide a means of locking the bicycle frame and wheels, but do not provide security for components or accessories. Unless they are covered, short-term facilities typically don't provide protection from the elements. Short-term facilities should be located where they are visible and convenient to building entrances. Short-term bicycle parking facilities should be:



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- Well distributed (i.e., it's likely better to have four or five racks spread out along one city block rather than a group of four or five racks mid-block)
- Visible to the cyclist
- Visible to passers-by to promote usage and enhance security

12.2 LONG-TERM FACILITIES

Long-term facilities provide a high degree of security and protection from the weather. They are intended for situations where bicycles are left unattended for long periods of time. They are appropriate for destinations such as apartment complexes, colleges and universities, places of employment and transit stops. These facilities are usually lockers, fenced in areas, or individual rooms within a building.

Bicycle lockers provide a higher level of security than bicycle racks. They are the preferred option where long-term security is more important than short-term convenience. Unlike racks, lockers provide protection for a bike's components, as well as the user's other belongings. Each locker unit is divided diagonally to allow separate storage for two bicycles.



www.cycle-safe.com/Photos.html

12.3 DESIGN AND PLACEMENT RECOMMENDATIONS

The following issues should be considered in the design and placement of bicycle parking facilities:

- Supports the frame of the bicycle and not just one wheel
- Allows the frame and one wheel to be locked to the rack when both wheels are left on the bike
- Allows the frame and both wheels to be locked to the rack if the front wheel is removed
- Accommodates all types of bike locks on the market, including the high-security U-shaped lock
- Is securely anchored
- Is usable by bikes without a kickstand
- Is usable by bikes with water bottle cages
- Is usable by a wide variety of sizes and types of bicycles
- Is easily accessible from the street, but well protected from motor vehicles.
- Has as few moving parts as possible and does not bend or damage any bicycle parts.
- Is made of square-channel tubing, which is more difficult to cut than round tubing.

Bicycle parking facilities should be able to accommodate a wide variety of bicycle shapes and sizes and they should be simple to operate. If necessary, signs depicting how to operate the facility should be posted.

The rack area should be located along a major building approach line and be clearly visible from the approach. The rack area should be no more than a 30-second walk (120 feet) from the entrance it serves and should preferably be within 50 feet. New commercial development should be required to provide convenient bicycle parking with the furthest bicycle parking rack no further away from the building entrance than the nearest car parking space.

13.0 PARKING LOT DESIGN

According to the *FHWA Course on Bicycle and Pedestrian Transportation*, parking lots with 50 or more spaces should be divided into separate areas with walkways in between that are at least 10 feet in width. These pedestrian paths should be designed with minimal direct contact with traffic. Parking areas should be kept away from the side of the building that would generate the most pedestrian access.



www.pedbikeimages.org / Dan Burden

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File Attachments for Item:

h. Bike Path and Bike Route/Lanes in 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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Jim Crews
Second Person Submitting the Agenda Item:	EnterName
Submitter Title:	Citizen
Submitter Phone:	406-546-1102
Submitter Email:	EnterEmail
Requested Council Meeting Date for Item:	12-8-22
Agenda Topic:	Bike Path and Bike Route/Lanes in the Town
Backup Documents Attached?	Choose an item.
If no, why not?	2016 Growth Plan Attached as well as commentary attached.
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	EnterDate
Notes:	<p>This agenda item is in regard to the marking of the bike routes and shared lanes in the town of Stevensville.</p> <p>There need to be signs placed on all areas where the bike path is intercepted by a driveway or road directing vehicle traffic to not block the bike path.</p> <p>There are areas of the town where bicycles are frequently used. These areas need to be adequately marked indicating that they are bike lanes and or shared use lanes in the same manner as Hamilton and Missoula .</p>

The Town of Stevensville during the adoption of the 2016 Growth Policy agreed to take certain action regarding bike and pedestrian safety. Some of these items are found on pages 6-8 of the Stevensville, Montana 2016 Growth Policy Update and were adopted for implementation via Resolution 396.

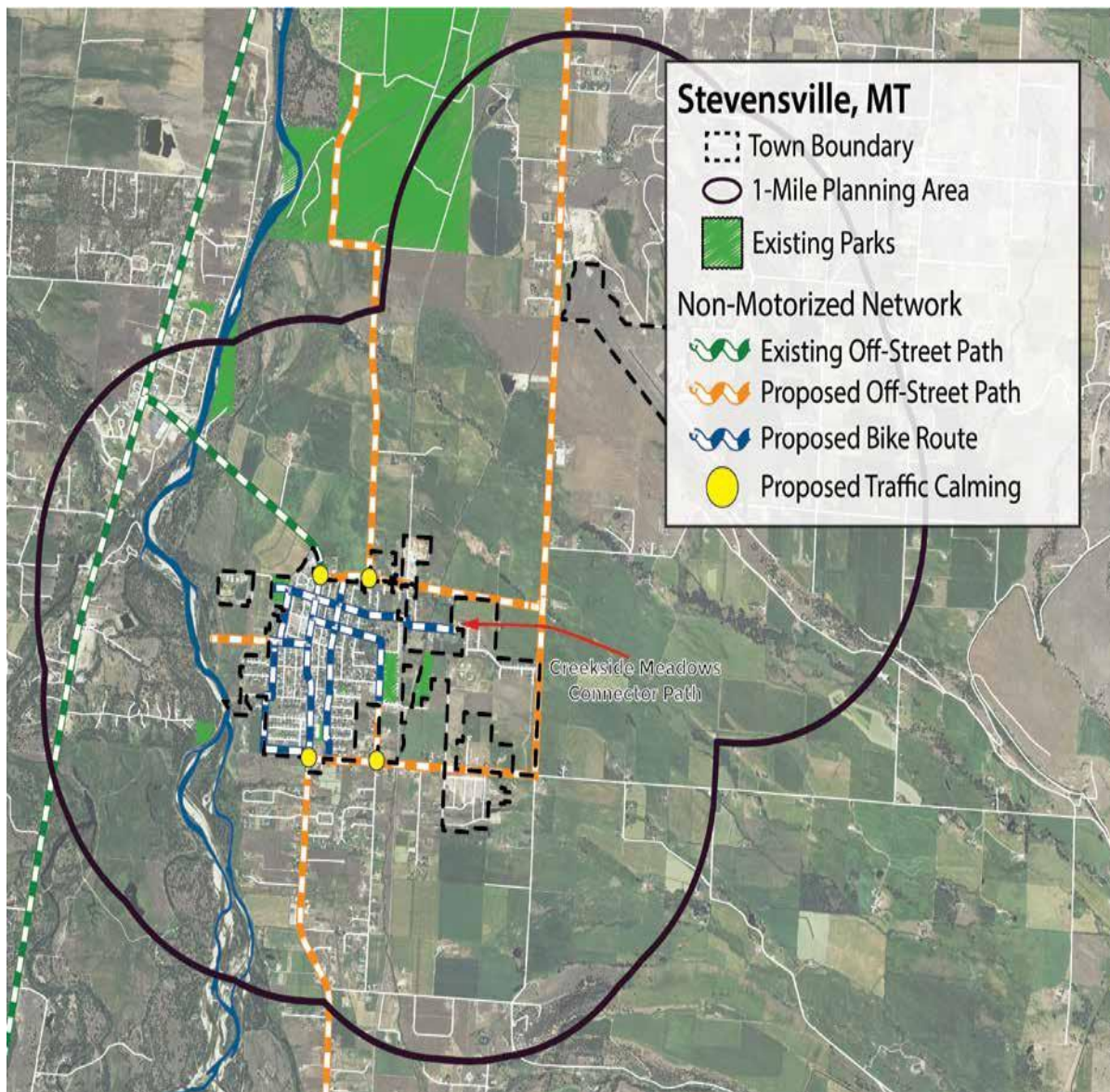
In effect the town via Resolution 396 stated that it intended to adopt the Stevensville 2016 Growth Policy and to pursue the goals, objectives, and actions therein.

-9

Part of those goals were to accomplish the items recommended on pages 6-8 of the 2016 Growth Policy.

It is this Citizens recommendation that the goals outlined on pages 6-8 regarding marking of the bike paths in the town of Stevensville and developing specific routes be sent to the Park Board for review and development of a plan to implement such goals and that the Park Board should develop the plan, working in conjunction with the towns Public Works Department.

Suggested motion: I move this agenda item regarding the development and marking of Proposed Bike Routes be referred to the Park Board for the development of a Plan to implement the recommendations of the 2016 Growth Policy pages 6-8. Upon completion of the development of the Plan, the Park Board is to send the plan back to the Town Council with a recommendation for consideration as an unfinished item of business.



Stevensville, Montana 2016 Growth Policy Update



Adopted December 8, 2016

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PLANNING AND ZONING BOARD
RESOLUTION NO. 6

A RESOLUTION OF THE PLANNING AND ZONING BOARD OF THE TOWN OF STEVENSVILLE, MONTANA TO RECOMMEND ADOPTION OF THE TOWN OF STEVENSVILLE GROWTH POLICY UPDATE

WHEREAS, in October of 2009, the Stevensville Town Council adopted the Town of Stevensville Growth Policy as guidance for the general policy and pattern of development of the Town of Stevensville pursuant to Montana Code Annotated Title 76, Chapter 1, Part 601 *et seq*; and

WHEREAS, the Town of Stevensville Planning and Zoning Board has worked to update the Town's Growth Policy to address current and projected challenges for the betterment of the Town's future; and

WHEREAS, notice of a public hearing on the growth policy update was published in a newspaper of general circulation on October 26, 2016, more than 10 days prior to the public hearing as required by Montana Code Annotated 76-1-602; and

WHEREAS, on November 9, 2016 the Town of Stevensville Planning and Zoning Board held a public hearing on the proposed Town of Stevensville Growth Policy Update; and

WHEREAS, after considering the recommendations and suggestions elicited at the public hearing, Montana Code Annotated 76-1-603 requires the Town of Stevensville Planning and Zoning Board to forward a recommendation to the Town Council of Stevensville, Montana on the adoption of the Stevensville Growth Policy Update.

NOW THEREFORE, BE IT RESOLVED by the Town of Stevensville Planning and Zoning Board, to recommend that the Town Council of Stevensville adopt the Stevensville Growth Policy Update, and to pursue the goals, objectives, and actions therein.

PASSED AND ADOPTED by the Town of Stevensville Planning and Zoning Board this 9th day of November, 2016.

APPROVED:



Joe Moore, Planning and Zoning Board Chair

ATTEST:



Stacy Bartlett, Town Clerk

RESOLUTION NO. 396

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE, MONTANA TO ADOPT THE TOWN OF STEVENSVILLE GROWTH POLICY UPDATE

WHEREAS, in October of 2009, the Stevensville Town Council adopted the Town of Stevensville Growth Policy as guidance for the general policy and pattern of development of the Town of Stevensville pursuant to Montana Code Annotated Title 76, Chapter 1, Part 601 *et seq*; and

WHEREAS, the Town of Stevensville Planning and Zoning Board has worked to update the Town's Growth Policy to address current and projected challenges for the betterment of the Town's future; and

WHEREAS, on November 9, 2016 the Town of Stevensville Planning and Zoning Board held a properly noticed public hearing on the proposed Town of Stevensville Growth Policy Update; and

WHEREAS, after considering the recommendations and suggestions elicited at the public hearing, the Town of Stevensville Planning and Zoning Board recommended the Town Council of Stevensville, Montana to adopt the Stevensville Growth Policy Update and to pursue the goals, objectives, and actions therein; and

WHEREAS, on November 10, 2016, after considering the recommendation of the Town of Stevensville Planning and Zoning Board and public testimony, the Stevensville Town Council passed a Resolution of Intention to adopt the Stevensville Growth Policy Update and to pursue the goals, objectives, and actions therein.

NOW THEREFORE, BE IT RESOLVED by the Town of Stevensville Town Council, to pass a Resolution to adopt the Stevensville Growth Policy Update, and to pursue the goals, objectives, and actions therein.

PASSED AND ADOPTED by the Town Council of the Town of Stevensville this 8th day of December, 2016.

APPROVED:



Jim Crews, Mayor

ATTEST:



Stacy Bartlett, Town Clerk

Acknowledgments

Stevensville Town Council

Jim Crews, Mayor

Robin Holcomb

Stacie Barker

Bob Michalson

Clay Freeman

Stevensville Planning & Zoning Board

Joe Moore

Dan Ritter

John Kellogg

Greg Chilcott

Meghan Hanson

Bob Michalson

Stevensville Staff

Stacy Bartlett

April VanTassel

Brandon Dewey

Ed Sutherlin

George Thomas

Stevensville Main Street Association

Consulting Planners

Land Solutions, LLC



Professional Consultants, Inc.



Thank You Citizens of Stevensville!

A special thanks to all of the dedicated residents of the Stevensville community who contributed to this plan on their free time by participating in public meetings, submitting comments and filling out surveys. Your time, efforts and ideas are very much appreciated and reflected in this plan.

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Stevensville's Identity

There are many elements of Stevensville that serve to shape the town's identity. Stevensville's connection to Montana's beginnings, proximity to the natural environment, and the safe small-town feel all contribute to the sense of place that residents cherish and that serves to attract visitors and new residents. Stevensville's 2016 Growth Policy Update reflects the community's desire to preserve these unique aspects of the town while envisioning a future of coordinated growth and ongoing success.

Growth Policy 101

A growth policy is a comprehensive plan for a community that addresses land use, natural resources, the economy, public infrastructure, housing and other topics identified by the community and required by state law. At its roots, a growth policy attempts to answer the following three questions – 1. Where are we today? 2. Where do we want to be tomorrow? and 3. How do we get there? The second two questions are really the meat of the growth policy document and are intended to reflect the goals and aspirations of Stevensville residents.

Previous Planning Efforts

Stevensville has a history of being proactive when thinking about the future of the town. Nearly two decades ago in 1998, Stevensville residents engaged in a series of community meetings that led to a community workshop, where a vision for Stevensville's future was defined as a desire to maintain a walkable and liveable community. This effort eventually led to Stevensville's first growth policy which was adopted in 2002. In response to rapid population growth in Ravalli County and Stevensville during the early 2000s, Stevensville adopted a significant update to the 2002 growth policy in 2009. This growth policy is an update to the 2009 growth policy. It reinforces and builds on the policy direction of the 2009 growth policy and provides additional guidance for Stevensville's future by focusing on

nine key issues. The nine key issues, which were identified during the public engagement process include:

1. Diversifying Stevensville's Tax Base
2. Water
3. Housing
4. Non-Motorized Transportation
5. Permitting and Enforcing Existing Regulations
6. Guiding Development Patterns South of Town
7. Annexation
8. Downtown
9. Access to the Bitterroot River

Using the Growth policy

Growth policies are not meant to simply collect dust on shelf, but rather are intended to be utilized as a decision making tool. This section is intended to outline how this growth policy is structured to guide implementation. The implementation section is the heart of the growth policy as it outlines how Stevensville will achieve its future vision for the town. The implementation section includes a series of goals, objectives and actions. Together, they are intended to direct how Stevensville will allocate limited resources and develop work plans. For each action, the implementation section identifies the agencies and organizations that will partner on implementation, a timeline under which each action should be implemented and a priority ranking.

Public Process

The public process for Stevensville's growth policy update was designed to provide ample opportunities for input from a diverse array of community stakeholders. At the outset of the update process a project website was created (www.planstevensville) which

served as a clearing house for information on the growth policy and provided an open opportunity for community members to provide input. The public process kicked off in the spring of 2016 with key issue identification. First, interviews were conducted with key stakeholders from Stevensville and Ravalli County to identify the most pressing issues facing the town. Second, a public meeting was held on June 29, 2016 where members of the general public were led through an exercise to identify key issues and opportunities for addressing those issues.

With nine key issues identified, the process then moved to developing a series of goals and objectives to address each key issue. To review the goals and objectives with the community, a second public meeting was held on July 27, 2016. Following that meeting, the goals and objectives were amended and a series of action strategies was drafted to provide specific direction for addressing the key issues. The draft action strategies were then vetted by the Stevensville Planning and Zoning Board. Following this vetting process, the draft action strategies were incorporated into a public survey that asked Stevensville community members to prioritize and rank each of the action strategies. The results of the public survey were used to inform each action's priority ranking in the implementation section.

Vision

This growth policy update was prepared by the Planning and Zoning Board and Town Council as a statement of the Stevensville community's values and aspirations. The vision statement below reflects how Stevensville's residents want the town to look and function 20-years into the future.

In the year 2036 Stevensville remains a liveable community with a thriving downtown, strong local businesses, an engaged citizenry, and a strong connection to the nearby natural environment. Residents enjoy a safe and well connected bicycle and pedestrian network complete with well-maintained sidewalks and bicycle paths.

Stevensville has remained successful at retaining and attracting light industrial businesses to provide living wage jobs for residents. Stevensville values its close proximity to the population and job center of Missoula, which provides residents with good job opportunities and access to urban amenities. At the same time, Stevensville has retained its unique identity which serves as a point of pride for residents and an attraction for visitors.

Growth, stemming from Stevensville's high quality of life and access to employment, has been coordinated and thought out, resulting in complete walkable neighborhoods and preservation of nearby agriculture and open spaces. Through conservation and well planned infrastructure improvements the town has been able to provide sufficient water and other municipal services to residents. Downtown Stevensville serves as a testament of success to what can be accomplished when local governments partner with Main Street organizations, local businesses, and other civic organizations.



Key Issues

Diversifying Stevensville’s Tax Base

To keep the water flowing, bills paid, and maintain infrastructure the Town of Stevensville requires stable revenue sources. The majority of the town’s tax base is made up of residential property taxpayers rather than higher paying commercial and industrial properties. This, in turn, creates a financial hardship for the local government as it works to keep up with the high cost of replacing, extending and maintaining public infrastructure, much of which is 100 years old. Currently, property taxes account for nearly half of Stevensville’s total revenue. Commercial and industrial properties in Stevensville account for just over a quarter of property tax revenues yet account for under 10% of total land area in town (see Table 1). Residential properties, by comparison, account for two-thirds of tax revenues and cover just under a quarter of total land area in town. Commercial and industrial properties are an important component of a town’s tax base as the majority of these enterprises pay higher property tax rates than residential uses.

To provide for sustainable revenue generation going forward, Stevensville needs to examine how the town can diversify its tax base to rely less on residential property taxes and increase the number of tax paying commercial and industrial uses. A successful example of Stevensville expanding the town’s commercial and industrial tax base is the creation of the Tax Increment Financing Industrial District (TIFID) north of town. One option for growing commercial and industrial uses in town is the expansion of the TIFID.

Table 1 - Property Tax Revenue By Use

Classification	% Of Prop. Tax Rev.	% Of Land Area
Commercial/Industrial	27%	9%
Residential	66%	22%
Vacant	7%	12%
Other	0.01%	57%

Water

As Stevensville transitions its water over from the infiltration gallery up Middle Burnt Fork to the well field adjacent to Twin Creeks development, there are a few important issues that come to the forefront. There is a continuing need for more water storage capacity. The existing tank on Middle Burnt Fork Road needs to be supplemented to ease the strain of peak demand for water. While leakage has been greatly reduced recently with replacement of some of the old cast iron mains, there is a continuing need to identify and eliminate other leaking pipes.

Water Rights

The town's water rights are currently being transitioned over from the old sources, such as the infiltration gallery, to the new well field. This is happening at the same time that Montana is going through an extended process of adjudicating water rights throughout the state, which will continue to be monitored. That process has resulted in the Bitterroot Valley being designated a "closed basin," which means no new water rights are being permitted. So the only way to obtain a water right is to transfer and apply an existing right. This can be a lengthy and expensive process. It may mean that any new annexations of land into the town will be required to bring a water right that will be adequate to serve the demands of the people or businesses being annexed.

Stevensville has applied to the Montana Department of Natural Resources and Conservation (DNRC) to change its water right. When a water right is granted by the state, the permitted use identifies both the "point of diversion," or source of the water (groundwater, spring, creek, etc.) and the "place of use" for that water. Stevensville has applied to change the point of diversion, which previously was the infiltration gallery up Burnt Fork plus the three older wells in town, over to groundwater rights from the new well field next to Twin Creeks. The application also calls for slightly enlarging the "place of use" for the water beyond the town's limits in order to help Stevensville anticipate providing water to future annexations

into the town. At present, the application has stalled because the DNRC has asked for more information.

Housing

The same challenges with projecting future populations make estimating the need for new housing equally challenging. Based on a 2014 average household size of 2.31, Stevensville will need to add anywhere between 89 to 933 housing units by 2036, using the population projections as a guide. In reality, new housing construction in Stevensville will be driven in large part the private housing market. If the economy of Missoula and Ravalli County continue to strengthen as projected, Stevensville will likely see increased housing demand. On that same note, Missoula home prices have risen sharply in recent years and are increasingly becoming unaffordable for many residents. As Stevensville already serves as a bedroom community to Missoula, it is very likely that Missoula's high home prices will push people to Stevensville, where they can find the intact neighborhoods, access to services, and sense of community similar to many areas of Missoula. These factors are increasingly driving locational decisions for America's baby boomer and millennial generations. In all likelihood people priced out of Missoula are already looking to Stevensville, though there is a lack of data to support this claim beyond anecdotal evidence.

In terms of where residential development is likely to occur, there are several areas east and south of town that will likely see new home construction as demand for new housing increases. The most notable areas are the Creekside Meadows and Twin Creeks subdivisions. Both of these subdivisions are already platted and have numerous buildable lots.

Like much of western Montana, the cost of both rental and for sale housing in Stevensville is increasing. While increasing home prices can be a sign of an improving economy, they can also serve to limit options for people in need of housing. Additionally, as Stevensville's population continues to age, this will likely alter the demand for different housing types and locations.

Non-Motorized Transportation

Stevensville has a fairly robust network of sidewalks in existing residential and commercial areas, though there are several areas in residential neighborhoods where sidewalk gaps exist. Sidewalks along Main Street are in good condition with bulb-outs and crosswalks at downtown intersections to provide for safe crossings. While the majority of residential neighborhoods in Stevensville do not have sidewalks, where they do exist, sidewalks tend to be in poor condition, with extensive root damage in places. Stevensville’s bicycle network by comparison is not as expansive in terms of dedicated infrastructure – e.g. bike lanes, off street paths, cycle tracks, etc. However, most streets in Stevensville are low volume and low speed, making them ideal for safe bike travel. There is an off-street path leading from the north end of Stevensville to the Bitterroot Trail which provides for safe non-motorized travel along Highway 93 between Hamilton and Missoula.

Proposed Non-Motorized Improvements

While, Stevensville has done well to develop a relatively well-connected and safe bicycle and pedestrian network, there are areas needing improvement. Map 1 shows proposed non-motorized transportation improvements for Stevensville. These recommended improvements serve to provide a safe and well connected system for cyclists and pedestrians to access major trip attractors in Stevensville (e.g. downtown, parks, Stevensville schools) as well as attractions outside of town such as the Lee Metcalf Wildlife Refuge.

Off-Street Paths

Off-street paths are physically separated from roads and are designed to accommodate a variety of non-motorized transportation modes including walking, biking, and skateboarding. The existing off-street path along the Stevensville cutoff road provides safe access to Stevensville from the Bitterroot Trail which extends north to Missoula and south to Hamilton. Beyond this however, there are no off-street paths in or outside of Stevensville. The proposed off-street paths identified in Map 1 are intended to provide safe biking

and walking options for people accessing popular walking and biking destinations in and outside of Stevensville, including Stevensville Public Schools.

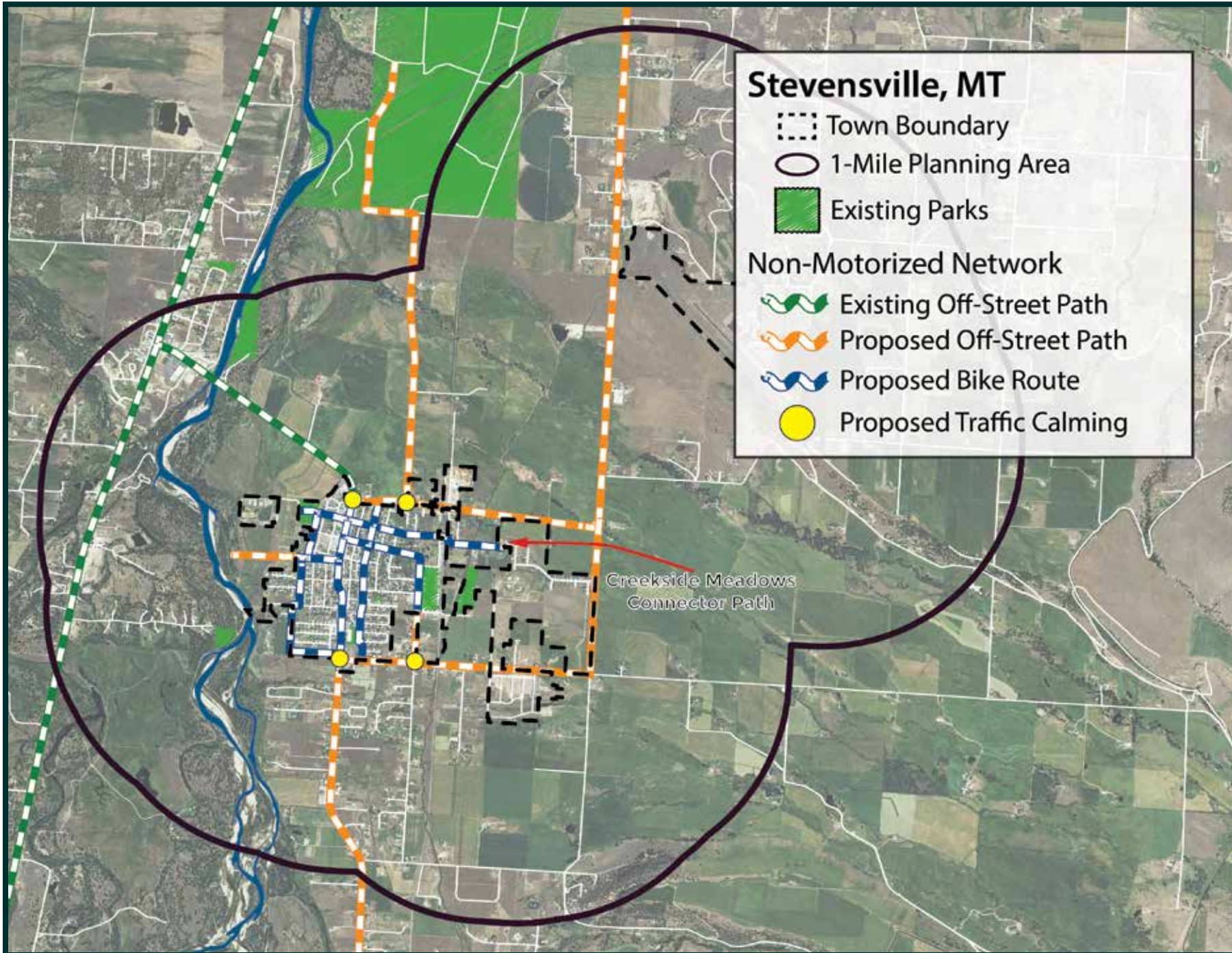
Off-street paths not only provide safe biking and walking options for residents but they also bolster the growing bicycle tourism market in the Bitterroot. One challenge with off-street paths however, lies in the cost of both construction and maintenance. As the majority of the proposed off-street paths lie outside of Stevensville, the town will need to work closely with Ravalli County and MDT to construct these paths. There are a variety of state and federal grants available which could be used to pay for construction, including the recreational trails program, transportation alternatives, and the federal lands access program (for the Lee Metcalf path). Another challenge is with ongoing maintenance. The Montana Department of Transportation has limited financial resources to dedicate to maintaining off-street paths, and as a result they are reluctant to construct new off-street paths without dedicated maintenance funding. The same is true for Ravalli County. As a result, for these proposed off-street paths to become a reality, Stevensville will need to work with both MDT and Ravalli County to develop a program for sustained path maintenance.

Priority Improvements

Park Avenue between Middle Burnt Fork Road and Phillips Street is a popular route for children walking and biking to and from school. Currently this section of road does not have sidewalks or bike lanes, presenting a safety issues for cyclists and pedestrians and serving to discourage parents from letting their children walk or bike to school. An off-street path on this section of Park Avenue would provide a safe biking and walking option for school age children as well as the general public.

The Lee Metcalf Wildlife Refuge is a popular destination for both residents and visitors. Many people choose to walk and/or bike to the refuge, though many more are discouraged from doing so due to safety concerns. Between Stevensville and the refuge, along Eastside Highway and Wildfowl Lane, there is currently no dedicated walking or biking infrastructure, forcing cyclists and pedestrians to either travel on a very narrow shoulder or share the road with

Map 1 - Proposed Non-Motorized Transportation Improvements





vehicle traffic. The proposed off-street path to the refuge would not only provide safe access but would also serve to encourage more people to walk or bike to this treasured asset.

Bike Routes

The proposed bike routes in Map 1 are intended to provide a safe and well connected bicycle network within Stevensville that provides access to downtown, Stevensville schools, parks, and existing and proposed off-street paths. There are a variety of tools available for developing bike routes ranging from signage to painting bike lanes on the street. Below are the available options for Stevensville to consider as the town implements the proposed bike route network.

Wayfinding

Wayfinding is a way of strategically placing signs to keep people on bike routes and direct them to attractions in town, including downtown, parks, and the Bitterroot River.

Bike Lanes

Bike lanes are designated by a white stripe on the road, a bicycle symbol, and signage that alerts drivers that a portion of the road is dedicated to bicyclists



Bike Boulevards

Bike boulevards are low-speed, low-volume streets that have been enhanced for bicycle travel. Bike boulevards are designed to give priority to bicyclists as through traffic by discouraging cut-through vehicle traffic but allowing local vehicle traffic. This is achieved through small design improvements ranging from signage to traffic calming elements.

Sharrows

Sharrows are a shared lane bicycle marking, indicating to motorists that bicycles are allowed to use the full lane. Streets with sharrows do not have bike lane markings.

Sidewalks

As mentioned previously many of the sidewalks in Stevensville's residential neighborhoods are in varying states of disrepair. In addition, many residential streets do not have sidewalks at all. In the public survey done for this growth policy update, repairing damaged sidewalks was identified as a top priority. Individual property owners in Stevensville are responsible for sidewalk repair and replacement. To help offset the high cost of sidewalk maintenance, Stevensville offers a program where property owners may apply to split the cost of

maintenance or replacement with the town. The program however, is seldom utilized, likely as a result of residents being unaware that it exists.

Complete Streets

A complete street is designed to accommodate all modes of transportation – cars, bikes, pedestrians, and people of all ages and abilities. There are many elements that make up a complete street, including sidewalks, bike facilities, crosswalks, wide shoulders, medians, and bulb-outs. While the individual elements will vary from street to street, the end result is a well-connected and safe transportation system for all users. To better accommodate all transportation users, Stevensville should develop a complete streets policy to ensure, newly developed roadways, and major roadway reconstructions, incorporate elements of complete streets. The state of Montana’s Department of Public Health and Human Services developed a [Complete Streets Toolkit](#), to assist Montana communities with implementing complete streets. For guidance, Stevensville can also look to the City of Hamilton, which recently adopted a complete streets policy

Permitting and Enforcement of Existing Regulations

Stevensville has benefited over the years from having many well-qualified elected and appointed officials who have stepped in and filled the numerous roles needed to keep the town working. Land use planning and zoning regulations are particularly difficult to enforce and complex to administer. As a result of the work of elected and appointed officials, Stevensville has been able to respond to the numerous requests from landowners and residents for interpretation of the town’s regulations.

In the past when subdivision proposals were submitted, the town contracted with attorneys and civil engineers to help review the submittals and make recommendations to the Planning and Zoning Board and the Town Council. A large part of the processing and

administration of these major proposals, including required mailings, fell on the Town Clerk.

The future of land use rules and regulations in Montana only looks to become more complex and challenging. The demands from landowners for interpretation of these rules will grow as Stevensville expands. Because Stevensville does not currently have a staff planner, these demands by default fall on the Town Clerk. This arrangement benefits the town’s budget, but may not be beneficial to the efficiency of the administration if it draws staff from completing other duties. Furthermore, enforcement of zoning, building, and land use regulations is severely limited without a designated staff position.

Stevensville should consider options for staffing or contracting to fill a planner position, or expanding the assigned duties of existing staff to fulfill this task. In any case, it would be beneficial to formalize a process for accepting and reviewing zoning requests and land use planning interpretations.

Guiding Development Patterns South of Town

Stevensville’s Development Code has, for a couple of decades, anticipated growth to occur south of town along both sides of the Eastside Highway. Landowners in this area had requested that the town implement zoning in a manner that would permit continued residential development throughout most of the area, while also accommodating and generally controlling commercial development along the highway frontage. In addition, the development code includes specific requirements for any subdivisions proposed in the zoned area south of town, with the intent to assure that development would follow a pattern that would facilitate the extension of town services, including sewer, water and streets. Since the implementation of these requirements, there has been a “leapfrog” pattern of residential development to lands that are not contiguous to the town. This has caused a little difficulty in, for instance, applying the Street Master Plan to roads built in the area.

Annexation

Over the 20-year planning horizon Stevensville is likely to continue to grow, as are adjacent areas of Ravalli County. As growth occurs outside of Stevensville’s town limits, new development may have a need for municipal services, prompting Stevensville to consider annexation of land currently outside of town limits. For properties proposing to be annexed into Stevensville, the town’s development code requires that developers provide necessary water, sewer, lighting, and street infrastructure.

For annexation to be successful, it needs to be done so that there is a mutually beneficial outcome for both the town and the landowners. Of critical importance is the need to verify that infrastructure (streets, sewer, water) and services (police, fire protection) are adequate to serve the new area, without straining those services for existing residents.

Montana’s annexation laws are intended to provide for sound urban development, well planned provision of municipal services, and equitable sharing of community resources and financial responsibility by people deriving benefits from municipal infrastructure. Montana state law provides for annexation of land to a municipality through the following methods

- Addition to Municipalities (MCA 7-2-42)
- Annexation of Contiguous Land (MCA 7-2-43)
- Annexation of Contiguous Government Land (MCA 7-2-44)
- Annexation of Wholly Surrounded Areas (MCA 7-2-45)
- Annexation by Petition (MCA 7-2-46)
- Annexation with Provision of Services (MCA 7-2-47)

Under state law, in order for annexation to occur, a municipality must have a plan for extending services that shows anticipated development at least five years into the future and how the city or town will extend services and add sections to the town. Additionally, the town must be assured that any improvements to be built within

the annexed lands will meet the standards set by the town for being incorporated into the town’s infrastructure. This assures an orderly and manageable connection from the existing town to the newly annexed area.

Annexation Resolution

The two most common methods of annexation used by municipalities in Montana are annexation by petition (MCA 7-2-46) and annexation with provision of services (MCA 7-2-47). Both of these processes require a majority approval from residents of the area proposed to be annexed. Upon resident approval, each process then requires passing a resolution providing for the annexation and establishing a service plan for future annexations. This section is intended to provide the information necessary for Stevensville to draft a resolution for annexation as required by the two aforementioned annexation processes. A [template](#) for drafting the resolution is provided on the Montana Department of Commerce Community and Technical Assistance Program’s website.

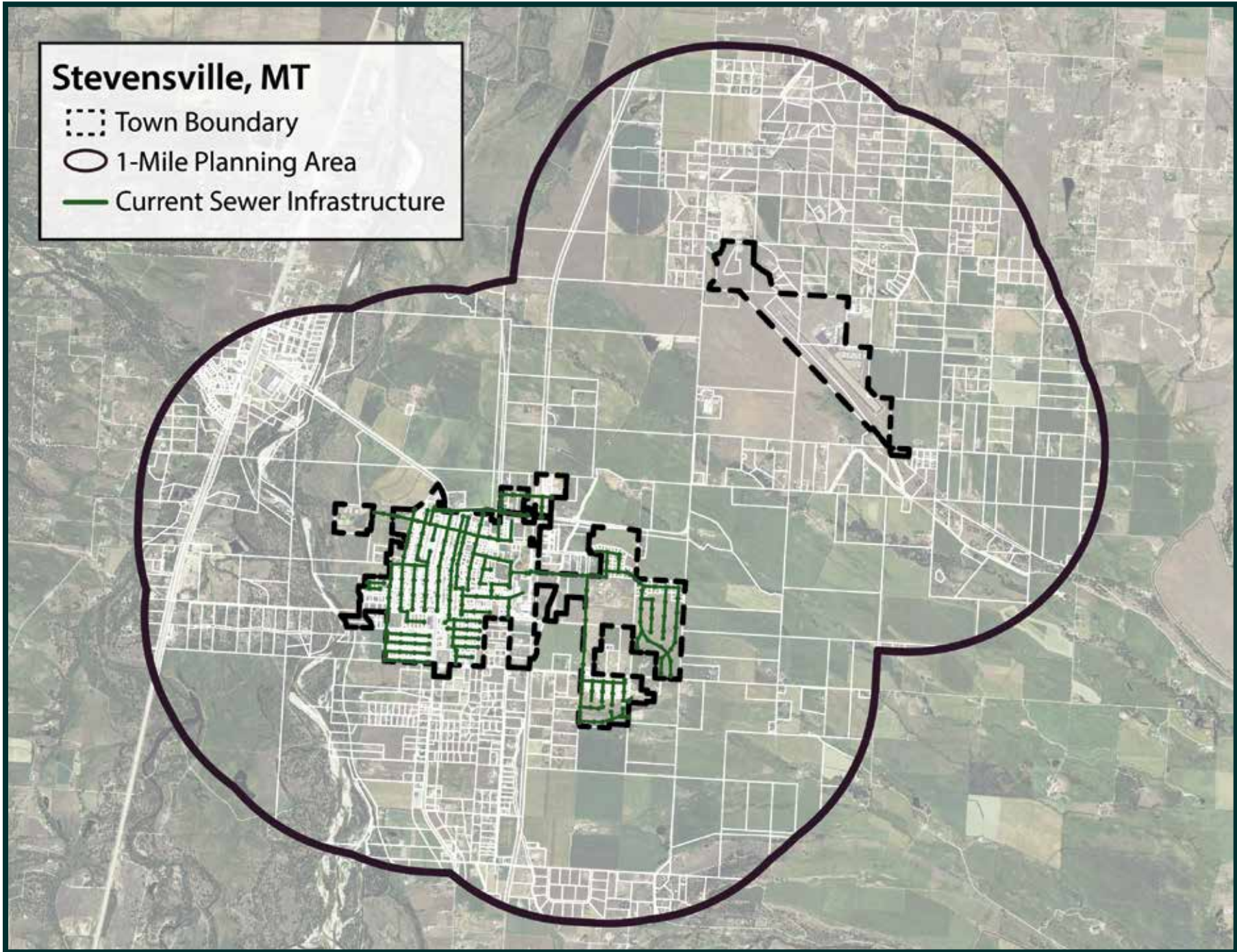
5-Year Plan

Over the previous 15 years Stevensville’s population has steadily grown with an average annual growth rate of 1.8% between 2000 and 2014, with Ravalli County experiencing a growth rate of 0.90% during this same time period. By comparison the state of Montana’s average annual growth rate during this time was 0.96%. As of 2014 (the most recent year for which data are available) Stevensville’s population was estimated at 1,944 by the American Community Survey. Based on population projections in the growth policy, Stevensville could reach a population of 2,049 by 2023.

Public Facilities

Wastewater

Stevensville’s wastewater treatment system provides service within Stevensville’s town limits, with the exception of the airport – see Map 2. Stevensville’s wastewater treatment facility currently serves 783 connections or a population of 1,809. Stevensville’s wastewater



treatment system is estimated to be able to serve 1,007 connections or a population of 2,326. Based on these figures Stevensville's wastewater treatment system could accommodate an additional 224 connections or a population of 517.

Within Stevensville town limits the Creekside Meadows and Twin Creeks subdivisions have yet to be fully built out and will require connections to the town's wastewater treatment system as build out occurs. Within the Creekside Meadows subdivision there are 11 vacant lots, platted during phases 1 and 2, which could be connected. If phases 3-5 of the Creekside Meadows subdivision were platted, that would add an additional 149 lots which could be connected. In the Twin Creeks subdivision there are roughly 50 vacant lots which were platted during phase 1. If phase 2 of the Twin Creeks subdivision were platted it would add an additional 45 lots. Altogether, with full subdivision approval and build out, there is potential for an additional 255 wastewater connections on lands currently within Stevensville town limits, which exceeds the current capacity of Stevensville's wastewater treatment system.

In the near term Stevensville does not have plans for major improvements to the town's wastewater treatment system. To accommodate additional connections as a result of annexation and subdivision build out Stevensville would need to increase the capacity of its wastewater treatment system and extend sewer lines to areas of potential annexation. Specifically, Stevensville's trunk line on the west side of town is nearing capacity and will either need to be replaced with a larger main or an additional parallel line will need to be installed to support future annexations and subdivision build out. Lastly, to support annexation to the south, additional lift stations will need to be installed.

Water

Stevensville's water distribution system, provides service within Stevensville's town limits (with the exception of the airport) and to the east of town along Middle Burnt Fork Road – see Map 3. Stevensville water supply system currently serves 814 water connections or a population of roughly 1,970 people.

As mentioned above in the wastewater section, the Creekside

Meadows and Twin Creeks subdivisions have the potential to add an additional 255 water connections on lands currently within Stevensville town limits. This many new connections would bring Stevensville's water system to capacity, requiring expansion in order to accommodate future annexations.

As a result of metering and fixing leaking pipes Stevensville has increased the efficiency of its water system dramatically. Stevensville plans to continue to identify and fix leaks as funding becomes available. In addition, Stevensville intends to construct a new water storage tank or reservoir near the new well field by Twin Creek subdivision. Beyond these projects, Stevensville does not have any near term plans for major upgrades to the town's water system. To accommodate additional connections as a result of annexation and subdivision build out Stevensville would need to increase the capacity of water and extend water lines to areas of potential annexation.

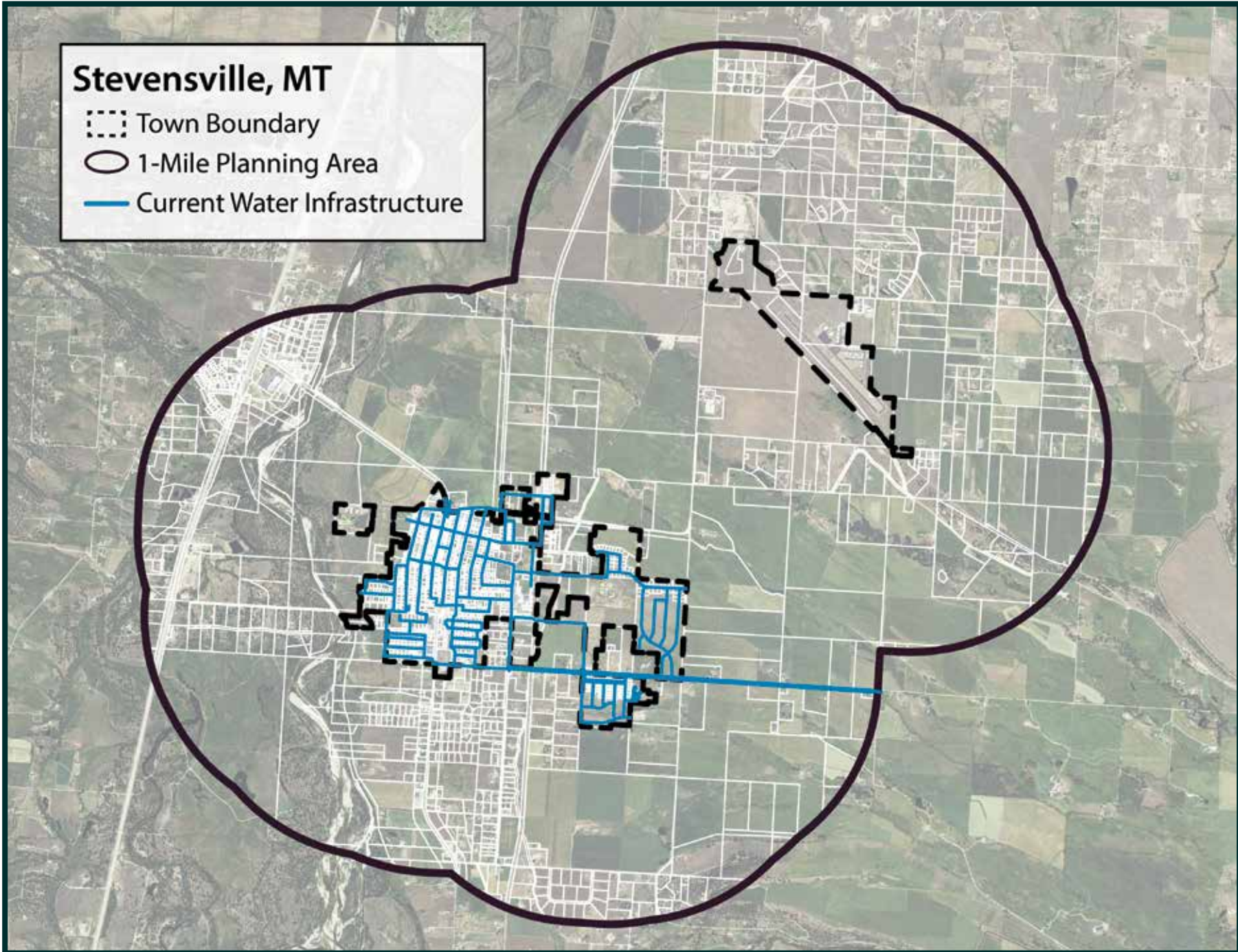
Streets

As Stevensville grows, future annexations will connect with the existing street network, with preference for maintaining a grid network of streets where feasible. In addition, future streets will be developed in accordance Stevensville's 2006 Streets Master Plan. All new streets proposing to be annexed will be built to town standards and maintained by the Town of Stevensville. As existing streets are annexed, they will be brought up to town standards and thereafter be maintained by the Town of Stevensville.

Service Providers

Municipalities are expected to provide additional services such as police and fire protection to newly annexed areas. Staffing and funding are always constraints on the capacity of departments.

In terms of law enforcement, Stevensville's police department is currently understaffed and is in need of additional full time officers. However, because the department operates under a mutual aid agreement with the Ravalli County Sheriff's Office, it is unlikely that annexation would unreasonably exacerbate the department's ability to provide law enforcement in Stevensville if development occurs over a prolonged period as opposed to a rapid influx. Nevertheless,



with any proposed annexation, comments will be needed from the Stevensville Police Department regarding the department’s ability to serve the proposed area to be annexed.

The Stevensville Fire Department is currently meeting emergency service needs of the Stevensville community. While there is a need for additional staffing, the department currently has capacity to serve additional annexed areas. The department currently serves areas outside of town through the interlocal agreement with the Stevensville Rural Fire District. Beyond staffing, annexation would result in a need for increased water flows and storage. In addition, the annexation of commercial areas would place additional burden on administrative staff for inspections and pre-planning. As with police, any proposed annexation will require comments from the Stevensville Volunteer Fire Department regarding the department’s ability to serve the proposed area to be annexed.

Areas Considered for Annexation

North

Most of the area to the north of Stevensville is not anticipated to be annexed in the near future. Much of this land is agricultural and serves as a key migration corridor for wildlife accessing the Bitterroot River. There are two exceptions. The land surrounding the TIFID could potentially be annexed should there be demand for commercial or industrial enterprises needing municipal services. The other location is north of East 2nd Street, south of the Eastside Highway, and west of the Creekside Meadows subdivision – see Map 4. This area is currently in residential use with homes on wells and septics. There is potential for annexation of this area in the future should additional residential development require municipal services.

South

The area south of Stevensville has the highest potential for annexation as this area is conducive to residential and commercial growth and is a logical extension of municipal infrastructure. Much of this area is already zoned by the Town of Stevensville.

East

The area east of Stevensville has pockets where there is potential for annexation. The areas with the highest potential are north of Middle Burnt Fork Road and west of Logan Road. These areas would be a logical extension of the town boundary and could be provided municipal services at a relatively low cost as they are surrounded by existing in-town development.

West

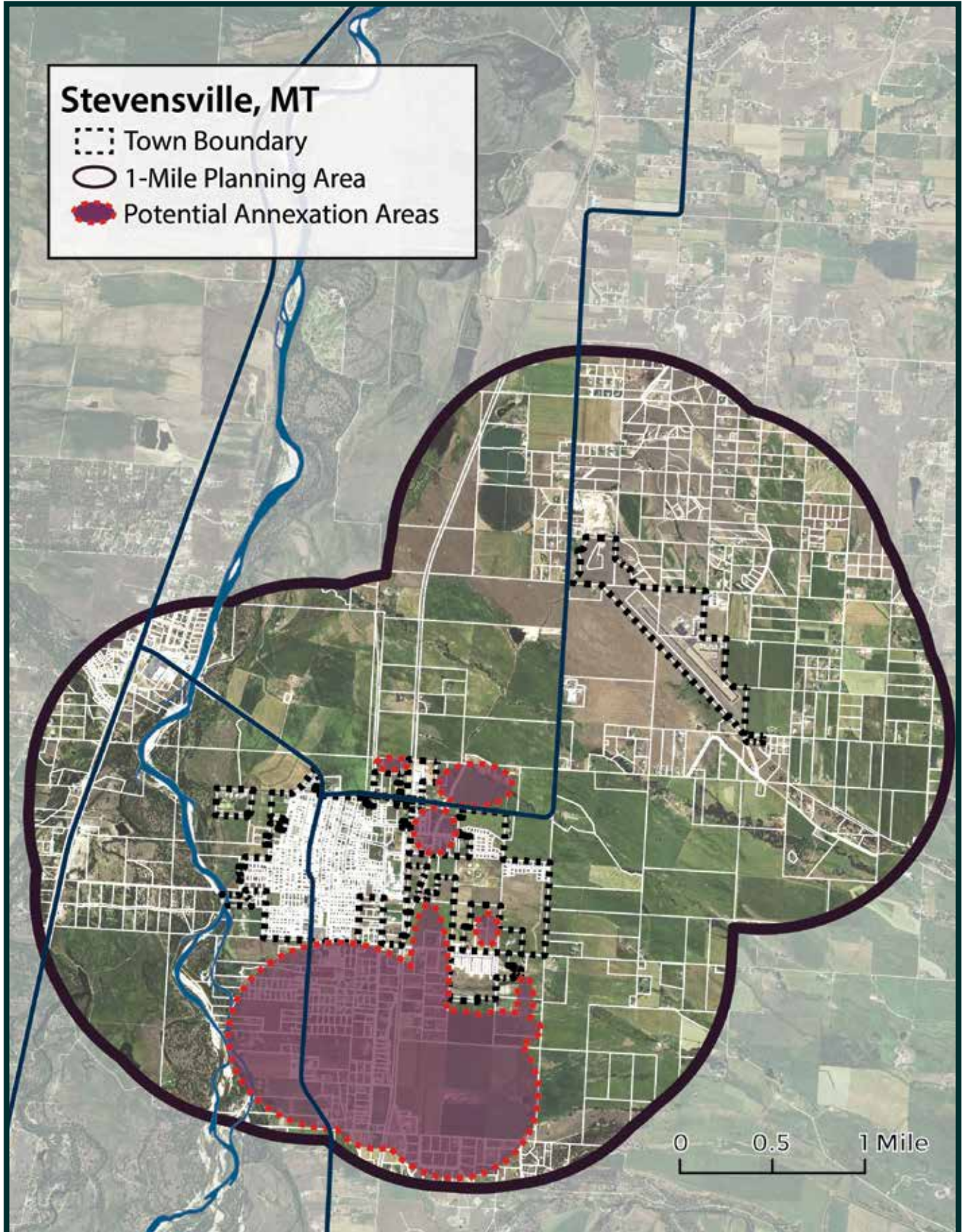
It is highly unlikely that Stevensville will annex land the west of town as the Bitterroot River constrains growth in this direction.

Downtown

Stevensville’s identity and sense of place are derived in large part from its downtown. Downtown Stevensville, being the commercial, civic and social heart of the community, is what comes to mind when visitors and residents think of Stevensville. The quality of any small downtown serves to encourage new businesses and residents to relocate there. On the surface it demonstrates a community’s commitment to sustaining local business and maintaining a high quality life. By all accounts Main Street Stevensville is a vibrant and



Map 4 - Stevensville Potential Annexation Areas



healthy downtown, with a diverse array of shops and businesses, well-kept historic buildings, and relatively few vacant storefronts. On most days of the week (especially in summer) there are many indicators of the success of downtown – open parking spaces are limited, there is ample foot traffic, and Main Street businesses are well kept and inviting. The success of Stevensville’s downtown is a major contributor to the overall economic health of Stevensville and serves as an attractor for new residents and visitors seeking communities with vibrant downtowns and a sense of unique character not found in auto-oriented commercial centers.

In addition to local business owners, a key force behind the success of downtown is the Stevensville Main Street Association (SMSA). The SMSA is one of only three designated Main Street communities in Montana, meaning they have paid staff, an established board of directors, and proven success in applying the Main Street program’s four-point approach, which focuses on organization, design, promotion, and economic vitality. The SMSA works on a diverse array of programs and activities to strengthen the downtown economy. Their work includes organizing community events, promoting Stevensville to potential visitors, and developing programs to retain existing businesses and recruit complimentary businesses that will strengthen the existing business mix in downtown. The SMSA was also instrumental in securing grant funding for a downtown streetscape project, which improved pedestrian safety and the aesthetics of downtown with the installation of marked crosswalks, bulb-outs at intersections and landscaping along Main Street.

The success of downtown Stevensville’s is attributed, in part, to its urban form – buildings and streets laid out to encourage walking, storefronts abutting the sidewalk, historic buildings, etc. However, preserving the form of downtown and ensuring storefronts are occupied requires work which has been an ongoing effort on the part of business owners, the SMSA, the town, and local residents. While Stevensville has been successful in preserving the quality of its downtown, this work must continue to ensure ongoing preservation and economic success.

Downtown Urban Design

Urban design refers to the form and function of downtown. This is a crucial element of what makes traditional downtowns unique and inviting places. The quality of architecture, streets, sidewalks, storefronts, public art, parks and landscaping, and building facades all contribute to the appeal of a downtown. A well maintained and aesthetically pleasing downtown conveys a message that the community cares about its image.

The design of downtown Stevensville contributes to the community’s economic vitality and overall quality of life for residents. In the absence of good land use planning and good urban design a town can lose its center, its character, and its soul. By implementing urban design policies and guidelines, Stevensville will remain a cohesive small town with a distinctive character enjoyed by both its residents and its visitors.

Design Guidelines/Standards

One way to regulate the form and design of development in downtown is through the use of design standards or guidelines. It is important to note that standards are more objective, direct, and mandatory,



whereas guidelines can be open to interpretation and are more suggestive rather than required. However, design guidelines can often times encourage more innovation as they are less rigid than design standards. The use of design standards generally requires a separate design review board that reviews development applications to ensure conformity with the adopted standards. This type of a process is on the higher end of the regulatory spectrum and requires significant work in both developing and enforcing design standards.


While Stevensville does not have any adopted local design standards or guidelines in place, the town's development code addresses design in downtown by requiring applicants for new development and remodeling of buildings in downtown to consider the Secretary of Interior standards for rehabilitating historic buildings. The development code further states that applicants may also consider resources from the SMSA's design committee. While these requirements and suggestions are well intentioned, they provide little concrete direction for developers in downtown. Rather than stating developers *may* consult the SMSA, Stevensville would be better served to work with the SMSA to develop locally specific design guidelines for developers to utilize when building or remodeling in downtown. This would provide clearer direction for developers and more place-specific guidelines to help achieve the town's interest in preserving the historic qualities of downtown Stevensville.

Another approach is to embed less detailed design standards into the existing development code, which allows some control over the look and feel of development in downtown without creating additional guidelines or standards. An example of this approach is what is already in the standards for the downtown commercial (C1) district. Currently, setback requirements in the C1 district allow buildings to be built to the property line, presumably to encourage development that is pedestrian oriented and in line with the existing built environment. To further encourage this form of development Stevensville could have a maximum setback in the C1 district. This example is simply meant to illustrate that simple design standards can be used within existing zoning to achieve a base level of desired building form without having to implement separate guidelines or standards.

Access to Bitterroot River

The Bitterroot River is a treasured asset for many Ravalli County residents. Stevensville residents in particular enjoy a high degree of access to the Bitterroot River through Stevensville's Bitterroot River Park northwest of town. The Bitterroot River Park is a popular destination for anglers, boaters, swimmers, and people simply coming to enjoy the peace of the river. However, to access the Bitterroot River Park residents must cross a public access easement over a portion of private land, which has been contested in the past.





Goals, Objectives & Implementation

Stevensville’s growth policy is intended to be a working document that is implemented over time to achieve the town’s vision for the future. This section provides a guide for putting the plan into action. The implementation table below lists a series of goals and objectives aimed at achieving the town’s vision and addressing the nine key issues facing Stevensville. For each objective individual actions are included to provide a specific direction forward. The implementation table is organized so as to layout a timeline for implementing actions and to identify partnering agencies and organizations. Below is a description of the additional columns in the implementation table.

Timeline

The timeline column outlines, generally, the expected amount of time to implement each action. Timelines are organized in the following manner:

- *Short-term*: initiated or completed within 1 to 3 years of adoption of the growth policy
- *Mid-term*: initiated or completed within 4 to 6 years of adoption of the growth policy
- *Long-term*: initiated or completed within 6 years or longer after adoption of the growth policy
- *On-Going*: occurring continually

Partners

Recognizing that implementation will require working with other agencies and organizations, the partner(s) column identifies the parties likely to play key roles in implementation of each action. Partners are identified using the following acronyms.

- DNRC – Department of Natural Resources & Conservation
- MDT – Montana Department of Transportation
- RCEDA – Ravalli County Economic Development Authority
- SMSA – Stevensville Main Street Association

- TIFID – Tax Increment Financing Industrial District

Priority

The priority ranking column is intended to be used as a tool for prioritizing the allocation of limited resources. The priority rankings are a reflection of where Stevensville residents feel the town should be investing its time and resources. As resources are limited, implementation of each action will be incumbent upon availability of staff and funding. Priority rankings are organized as follows:

1. High Priority
2. Medium priority
3. Still a priority to complete but contingent upon available resources

The priority rankings serve to identify where to begin in implementing the growth policy. For instance, an action with a long-term timeline but a high priority ranking indicates that action will likely take an extended period of time to complete but that initiation of that action should begin as soon as resources are available.

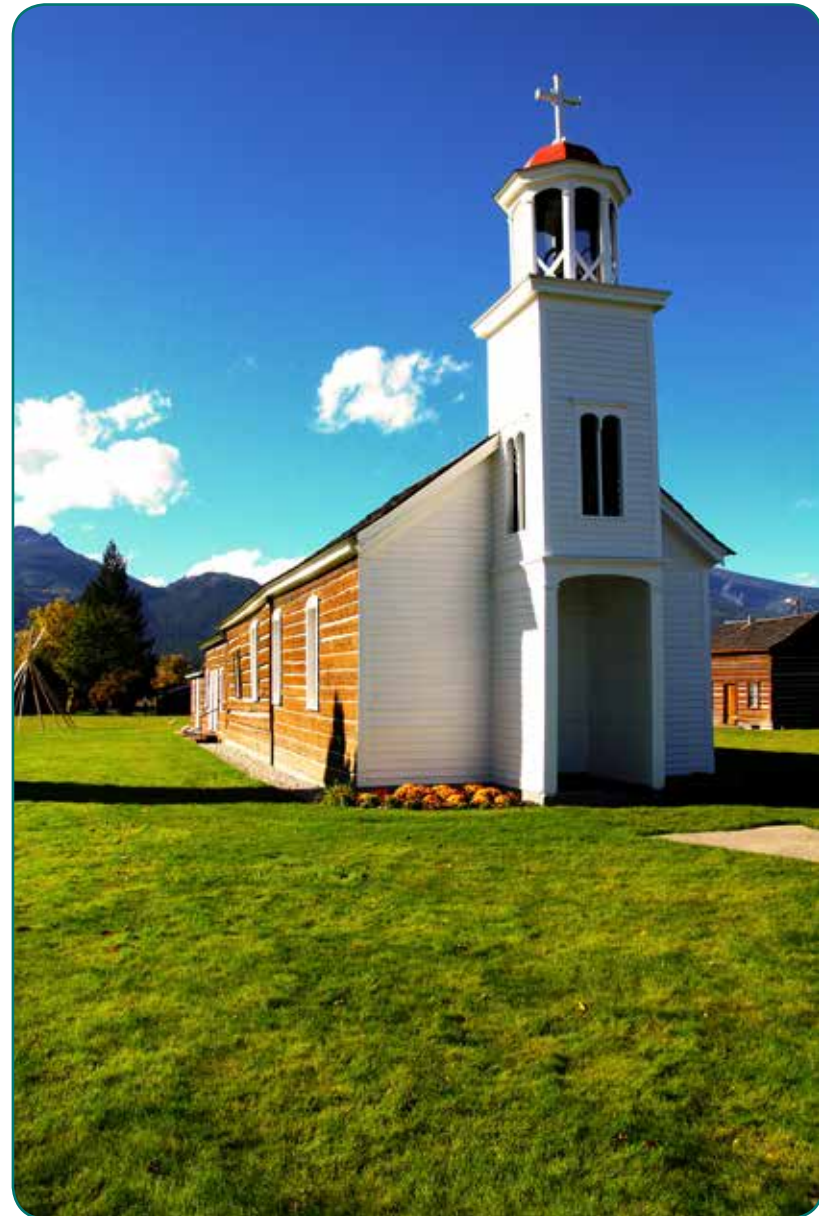
Review and Revisions

State law requires that growth policies include a list of conditions that will lead to a revision of the growth policy. In addition to the conditions listed below, Stevensville will review the growth policy at least once every five years to ensure the goals and objectives are still relevant and respond to the issues facing the town. Ideally, at least a cursory review should occur on an annual basis in order to set work plans and gauge progress. Updates to the growth policy are expected based on the findings of these periodic reviews. Other conditions that will lead to review and revision are:

- Ravalli County adopting a growth policy and zoning in the extraterritorial zoning area.
- Changes in population, economic conditions, housing, infrastructure needs, or development patterns that are

significantly different from those envisioned in this growth policy.

- A change in state law that necessitates a revised growth policy.



Goal #1: Encourage Reuse and Infill in Existing Commercial Areas

Objectives	Actions	Partner(s)	Timeline	Priority
1.1 Vacant commercial and industrial properties are marketed to potential tenants.	1.1.1 Conduct an inventory of vacant commercial buildings and lands, identifying what level of infrastructure & amenities they have in place.	Town of Stevensville, SMSA, local realtors	Mid-Term	2
	1.1.2 Use commercial buildings and lands inventory to develop and maintain a commercial property database. Publish this information on Stevensville's, SMSA's, and the Bitterroot Valley Chamber of Commerce's websites for prospective business owners.	Town of Stevensville SMSA, Bitterroot Valley Chamber of Commerce	Mid-Term	2
	1.1.3 Match properties to particular businesses, tenants, and store types and develop a targeted marketing campaign to attract these business types.	Town of Stevensville, SMSA, RCEDA	Mid-Term	2
	1.1.4 Provide incentives for tenants who move into vacant commercial and industrial buildings.	Town of Stevensville, SMSA, RCEDA	Mid-Term	2
1.2 Entrepreneurs and work-from-home professionals are attracted to Stevensville.	1.2.1 Expand high speed internet service to underserved areas.	Town of Stevensville, Ravalli County, internet providers, RCEDA	Mid-Term	1
	1.2.2 Create a co-working space for "work-from-home" professionals.	Town of Stevensville, SMSA, property owners	Long-Term	2
	1.2.3 Provide free Wi-Fi in downtown Stevensville.	Town of Stevensville, internet providers, RCEDA	Long-Term	2

Goal #2: Retain Existing Commercial and Industrial Enterprises

Objectives	Actions	Partner(s)	Timeline	Priority
2.1 Local economic development organizations are supported.	2.1.1 Support SMSA and RCEDA in promoting economic development in Stevensville.	Town of Stevensville, SMSA, RCEDA	On-going	1
2.2 Local commercial and industrial businesses are engaged to identify how the town can support their needs and enable them to remain in Stevensville.	2.2.1 Organize a business owner's round table where local business owners and community leaders can discuss challenges, needs, and opportunities for retaining existing businesses and attracting new ones.	Town of Stevensville, Ravalli County, SMSA, RCEDA, local business owners	Short-term	1
	2.2.2 Work with individual businesses to provide marketing assistance in their respective target areas.	Town of Stevensville, SMSA, RCEDA	Mid-Term	1

Goal #3: Expand Commercial and Industrial Areas in Stevensville

Objectives	Actions	Partner(s)	Timeline	Priority
3.1 Locations with capacity for additional commercial and industrial uses are identified and evaluated as to whether additional amenities and/or infrastructure improvements are needed to attract businesses.	3.1.1 Evaluate the potential for additional industrial uses at the Stevensville airport and conduct a benefit/cost analysis for bringing water and wastewater to the airport.	Town of Stevensville, Airport Board, RCEDA, Ravalli County	Long-Term	3
	3.1.2 Evaluate feasibility of expanding TIFID.	Town of Stevensville, TIFID Board, RCEDA, Ravalli County	Long-Term	3

Goal #4: Provide for Long-Term Supply of Municipal Water

Objectives	Actions	Partner(s)	Timeline	Priority
4.1 Water conservation is encouraged.	4.1.1 Analyze water flows throughout the Town to determine where leaks are occurring and fix leaks or replace water mains as needed.	Town of Stevensville	Mid-Term	1
	4.1.2 Continue to regulate outside water use in residential areas during summer months.	Town of Stevensville	Ongoing	1
	4.1.3 Provide incentives for water conservation during months when water sources are depleted.	Town of Stevensville	Short-term	1
4.2 A policy for how the Town will address water rights upon annexation is developed.	4.2.1 Continue DNRC water rights application and identify how much water Stevensville has legal rights to and how much water the town is using under its existing rights. Use this information to determine available water capacity for new development and whether or not future annexations will be required to bring water rights in order to connect to the municipal water system.	Town of Stevensville, DNRC	Mid-Term	2
4.3 Water storage capacity is increased.	4.3.1 Identify a preferred location for a new water storage tank or reservoir and apply for grant funding to construct new water storage facility.	Town of Stevensville	Mid-Term	1

Goal #5: Provide for a Mix of Housing Options in Stevensville

Objectives	Actions	Partner(s)	Timeline	Priority
5.1 Development of affordable housing is encouraged.	5.1.1 Update Stevensville’s development code to remove barriers to infill housing and address potential impacts on development of affordable housing, while preserving neighborhood compatibility.	Town of Stevensville	Short-Term	1
	5.1.2 Continue to support efforts of the Human Resource Council to develop below market rate housing in Stevensville.	Town of Stevensville, Human Resource Council	Ongoing	2
	5.1.3 Provide incentive to developers for building affordable housing – e.g. density credits.	Town of Stevensville	Mid-Term	2
	5.1.4 Identify housing needs and opportunities for providing additional below market rate housing.	Town of Stevensville, Human Resource Council	Mid-Term	3
	5.1.5 Encourage development of housing that allows seniors to age in place.	Town of Stevensville, Human Resource Council, other housing organizations	Ongoing	2
5.2 New and existing housing stock is well built, well cared for, and energy efficient.	5.2.1 Provide incentives for energy efficient housing.	Town of Stevensville	Short-Term	1
	5.2.2 Work with homeowners on applying for grants that provide assistance for low and moderate income households for repairs and improvements.	Town of Stevensville, local property owners	Ongoing	3

Goal #5: Provide for a Mix of Housing Options in Stevensville

Objectives	Actions	Partner(s)	Timeline	Priority
5.3 Higher residential densities are encouraged.	5.3.1 Update Stevensville’s development code to permit accessory dwelling units in residential neighborhoods.	Town of Stevensville	Short-Term	2
	5.3.2 Encourage mixed-use residential housing as a component of new development projects in commercial districts.	Town of Stevensville	Mid-Term	2

Goal #6: Develop a Safe and Accessible Non-Motorized Transportation Network

Objectives	Actions	Partner(s)	Timeline	Priority
6.1 Stevensville’s sidewalks are in good condition.	6.1.1 Conduct an inventory of sidewalks including conditions and where sidewalks are nonexistent.	Town of Stevensville	Short-Term	1
	6.1.2 Prioritize areas for sidewalk repair, replacement, or installation.	Town of Stevensville	Short-Term	1
	6.1.3 Reach out to property owners in priority locations to encourage them to take advantage of Stevensville’s sidewalk maintenance program.	Town of Stevensville, local property owners	Short-Term	1

Goal #6: Develop a Safe and Accessible Non-Motorized Transportation Network

Objectives	Actions	Partner(s)	Timeline	Priority
6.2 Safe non-motorized connections to the Lee Metcalf Wildlife Refuge and Stevensville schools are developed.	6.2.1 Work with Ravalli County on constructing an off-street path on Park Avenue between Middle Burnt Fork Road and Stevensville’s public school campus.	Town of Stevensville, Ravalli County, Stevensville Public Schools	Long-Term	1
	6.2.2 Work on constructing an off-street path from Stevensville to the Lee Metcalf Wildlife Refuge.	Town of Stevensville, Ravalli County, MDT, Lee Metcalf Wildlife Refuge, local property owners	Long-Term	2
	6.2.3 Work with MDT on installing traffic calming measures at the intersection of Main Street and the Eastside Highway at the north end of Town and other intersections as needs arise. Examples of traffic calming measures include, but are not limited to, speed humps, traffic circles, and changes in pavement color or texture.	Town of Stevensville, MDT	Long-Term	1
6.3 Ongoing maintenance of non-motorized transportation facilities is provided for.	6.3.1 Develop a program to fund the maintenance of non-motorized transportation facilities.	Town of Stevensville, Ravalli County	Mid-Term	3

Goal #6: Develop a Safe and Accessible Non-Motorized Transportation Network

Objectives	Actions	Partner(s)	Timeline	Priority
6.4 In-town bicycle facilities are developed.	6.4.1 Designate, sign, and install an on-street bicycle network.	Town of Stevensville	Mid-Term	2
	6.4.2 Install additional bike racks in downtown.	Town of Stevensville	Mid-Term	3
	6.4.3 Construct an off-street path connecting East 2 nd Street with Birch Lane in the Creekside Meadow's subdivision.	Town of Stevensville, Ravalli County, local property owners	Long-Term	1
6.5 Stevensville is proactive in ensuring non-motorized transportation facilities are developed.	6.5.1 Adopt a complete streets policy.	Town of Stevensville	Short-Term	1
	6.5.2 Develop a Non-Motorized Transportation Plan.	Town of Stevensville	Mid-Term	3

Goal #7: Provide a Predictable and Consistent Development Environment

Objectives	Actions	Partner(s)	Timeline	Priority
7.1 All development regulations are up to date and compliant with state law.	7.1.1 Apply for Community Development Block Grant funding to develop subdivision regulations.	Town of Stevensville	Short-Term	1
	7.1.2 Update development code to better reflect existing conditions and to implement the growth policy.	Town of Stevensville	Short-Term	1

Goal #7: Provide a Predictable and Consistent Development Environment

Objectives	Actions	Partner(s)	Timeline	Priority
7.2 The development review process is clear and easy to follow for applicants and administrators.	7.2.1 Hire part time planner/zoning administrator to guide development review processes.	Town of Stevensville	Short-Term	1
	7.2.2 Create a process for zoning conformance.	Town of Stevensville	Short-Term	1
	7.2.3 Create forms (and make them available online) for all potential land use and developments requests.	Town of Stevensville	Short-Term	1

Goal #8: Provide for Coordinated Growth Outside of Town Limits

Objectives	Actions	Partner(s)	Timeline	Priority
8.1 Logical extensions of municipal services are facilitated and development patterns south of Stevensville are coordinated.	8.1.1 Encourage road networks that connect with existing in-town streets.	Town of Stevensville, developers	Long-Term	3
	8.1.2 Provide standards for water and sewer upgrades that will be needed for annexation to occur.	Town of Stevensville	Long-Term	3
	8.1.3 Update Stevensville's development code to encourage commercial development along the Eastside Highway corridor that is pedestrian friendly and enhances Stevensville's aesthetic qualities.	Town of Stevensville	Short-Term	1
	8.1.4 Update Stevensville's development code to encourage residential development patterns similar to Stevensville's traditional block style neighborhoods.	Town of Stevensville	Short-Term	1

Goal #8: Provide for Coordinated Growth Outside of Town Limits

Objectives	Actions	Partner(s)	Timeline	Priority
8.2 Stevensville is prepared for annexation in the event of increased growth pressure outside of town.	8.2.1 Draft and adopt a resolution establishing a service plan for future annexations, enabling Stevensville to annex by petition and annex with provision of services.	Town of Stevensville	Mid-Term	2
	8.2.2 Ensure Stevensville has adequate capacity to provide municipal services to potential areas of annexation.	Town of Stevensville	Mid-Term	2
8.3 Property rights are balanced with the common interests of the Stevensville community.	8.3.1 Work with Ravalli County on ensuring development patterns, on land adjacent to Stevensville, are consistent with town goals and this growth policy.	Town of Stevensville, Ravalli County, impacted property owners	Ongoing	2

Goal #9: Provide for the Continued Success of Downtown Stevensville

Objectives	Actions	Partner(s)	Timeline	Priority
9.1 The aesthetic qualities of downtown Stevensville, and the town as a whole, are preserved and enhanced.	9.1.1 Work with the SMSA on developing design guidelines for downtown Stevensville.	Town of Stevensville, SMSA	Short-Term	2
	9.1.2 Develop sign regulations for Stevensville.	Town of Stevensville, SMSA	Short-Term	3
	9.1.3 Develop a façade improvement program.	Town of Stevensville, SMSA	Mid-Term	1

Goal #9: Provide for the Continued Success of Downtown Stevensville

Objectives	Actions	Partner(s)	Timeline	Priority
9.2 Visitors are attracted to downtown.	9.2.1 Create an iconic public art feature at the intersection of Highway 93 and Stevensville Cutoff Road (Stevensville Junction) to attract passing motorists to downtown.	Town of Stevensville, SMSA	Long-Term	1
	9.2.2 Work with MDT on installing signage on the Bitterroot Trail directing cyclists to downtown Stevensville.	Town of Stevensville, SMSA, MDT	Short-Term	1
9.3 Stevensville is proactive in planning for the future of downtown.	9.3.1 Develop a downtown master plan.	Town of Stevensville, SMSA	Mid-Term	2

Goal #10: Provide Quality Recreation Opportunities for Stevensville Residents

Objectives	Actions	Partner(s)	Timeline	Priority
10.1 Stevensville's parks are well maintained.	10.1.1 Create a parks district to fund ongoing maintenance of Stevensville's parks.	Town of Stevensville, Stevensville Parks Board	Mid-Term	1
10.2 Additional park amenities are provided for the enjoyment of residents.	10.2.1 Retrofit the swimming pool at Lewis & Clark Park to be a covered year-round facility.	Town of Stevensville, Stevensville Parks Board	Long-Term	1
	10.2.2 Continue to work towards securing land at Bitterroot River Park to provide long-term, secure public access to the Bitterroot River.	Town of Stevensville, Montana Fish, Wildlife & Parks	Short-Term	1
	10.2.3 Expand infrastructure at Bitterroot River Park.	Town of Stevensville, Montana Fish, Wildlife & Parks	Mid-Term	1

Goal #11: Ensure Protection of the Natural Environment and Wildlife Habitat as Development Continues

Objectives	Actions	Partner(s)	Timeline	Priority
11.1 Agricultural lands and open spaces area protected.	11.1.1 Support efforts to conserve land in the Burnt Fork drainage.	Town of Stevensville, Ravalli County, Bitterroot Land Trust	Ongoing	1
11.2 Stormwater runoff is managed to mitigate adverse impacts to water quality.	11.2.1 Install bio-swales in stormwater collection areas.	Town of Stevensville	Long-Term	3
	11.2.2 Encourage developers to go beyond state stormwater management requirements.	Town of Stevensville	Ongoing	2
11.3 Stevensville's connection to the natural environment is preserved.	11.3.1 Update development code to preserve viewsheds of the Bitterroot Mountains to the west.	Town of Stevensville	Short-Term	2
	11.3.2 Identify additional public access connections to the Bitterroot River.	Town of Stevensville, local property owners	Long-Term	2
11.4 Environmental stewardship among residents is promoted.	11.4.1 Support efforts to offer recycling services in Stevensville.	Town of Stevensville, Ravalli County Recycling	Ongoing	1
	11.4.2 Support local efforts to clean up the Bitterroot River.	Town of Stevensville, Bitterroot Water Forum	Ongoing	1

Goal #12: Uphold Public Safety

Objectives	Actions	Partner(s)	Timeline	Priority
12.1 Adequate law enforcement services are available to Stevensville residents.	12.1.1 Hire additional law enforcements officers as needed by the Stevensville Police Department.	Town of Stevensville, Stevensville Police Department	Short-Term	1
	12.1.2 Maintain mutual aid agreement with the Ravalli County Sheriff's Office.	Town of Stevensville, Stevensville Police Department, Ravalli County Sheriff's Office	Ongoing	1
12.2 Adequate fire protection services are available to Stevensville residents.	12.2.1 Work with the Stevensville Volunteer Fire Department to identify water supply needs to support fire suppression needs as future growth and development occurs.	Town of Stevensville, Stevensville Volunteer Fire Department	Short-Term	2
	12.2.2 Work with the Stevensville Volunteer Fire Department on constructing an additional fire station at the Stevensville Airport.	Town of Stevensville, Stevensville Volunteer Fire Department, Stevensville Airport Board	Long-Term	2
	12.2.3 Maintain mutual aid agreement with the Stevensville Rural Fire District.	Town of Stevensville, Stevensville Volunteer Fire Department, Stevensville Rural Fire District	Ongoing	1

Goal #13: Expand and Maintain Public Infrastructure Commensurate with the Needs of the Community

Objectives	Actions	Partner(s)	Timeline	Priority
13.1 Stevensville proactively plans for public infrastructure improvements.	13.1.1 Develop an asset management program to track the condition and maintenance needs of public infrastructure.	Town of Stevensville	Mid-Term	1
	13.1.2 Update the town’s capital improvements plan.	Town of Stevensville	Short-Term	1
13.2 Expansions of public infrastructure are coordinated with anticipated growth.	13.2.1 Evaluate water and sewer infrastructure needed to support growth and annexation to the south of town.	Town of Stevensville	Long-Term	2
13.3 Sufficient wastewater capacity is available.	13.3.1 Address groundwater infiltration in wastewater system.	Town of Stevensville	Long-Term	1
	13.3.2 Construct wastewater line parallel to trunk line on west side of town.	Town of Stevensville	Long-Term	2



Coordination

The Stevensville community consists of people who live within town limits and also the surrounding area of Ravalli County. Regular communication and coordination between Stevensville and Ravalli County is necessary for effective governance, in order to address issues of mutual interest and to provide efficient use of taxpayer dollars. This section describes how Stevensville plans to coordinate and cooperate with Ravalli County on matters related to the growth policy.

Stevensville currently has in place extraterritorial zoning extending south of town limits in Ravalli County. Any proposed subdivisions in the extraterritorial zoning undergoes review by the Ravalli County Planning Department to ensure compliance with Stevensville zoning. In addition, when Ravalli County receives a preliminary plat application for a subdivision within one-mile of Stevensville's town limits, the planning department seeks comment from Stevensville regarding anticipated impacts on the town. In the event annexation is proposed Stevensville will provide notice and the opportunity for comment to Ravalli County.



Subdivision Review

Montana state law requires growth policies to include statements on how governing bodies will conduct subdivision review. Specifically, state law requires growth policies to state how subdivision primary review criteria will be defined and evaluated in making decisions regarding proposed subdivisions as well as how governing bodies will conduct public hearings on proposed subdivisions.

Currently Stevensville addresses subdivision review within its development code by requiring that proposed subdivisions be reviewed in accordance with the Montana Subdivision and Platting Act – MCA 76-3. However, the requirements of MCA 76-3 are not intended to serve as local subdivision regulations but rather direct Montana cities and counties on what must be included in local subdivision regulations and how subdivision review must occur. Stevensville does not currently have local subdivision regulations as required by MCA 76-3-501, and thus the town is not compliant with Montana’s Subdivision and Platting Act.

Primary Review Criteria

The Montana Subdivision and Platting Act requires that subdivision proposals be evaluated for their impact on the following seven primary review criteria:

- Agriculture
- Agricultural water user facilities
- Local services
- The natural environment
- Wildlife
- Wildlife habitat
- Public health and safety

Unless exempted under state law, when preparing a subdivision application, a subdivider must identify the anticipated impacts on the primary criteria. In the event adverse impacts are anticipated, the subdivider is required to present realistic measures to mitigate impacts. Each subdivision proposal is unique and as such there

are no established guidelines for determining adverse impacts and appropriate mitigation measures. To determine if adverse impacts exist, and whether mitigation is needed, Stevensville will evaluate each subdivision proposal to determine whether adverse impacts are likely, and will work with developers to identify appropriate mitigation measures. In addition, Stevensville will seek comment from public agencies, service providers and other experts to determine whether adverse impacts are likely and whether mitigation should be required. In all cases, mitigation measures should be related and roughly proportional to the expected impact.

This section serves to define the seven primary review criteria and provide guidance as to evaluating whether adverse impacts exist.

Agriculture

Definition

Agriculture means the use of land for growing, raising, or marketing of plants or animals to produce food, feed, and fiber commodities. Examples of agricultural activities include, but are not limited to, cultivation and tillage of the soil; dairying; growing and harvesting of agricultural or horticultural commodities; and the raising of livestock, bees, fur-bearing animals, or poultry. Agriculture does not include gardening for personal use, keeping of house pets, kenneling, or landscaping for aesthetic purposes. The definition of agricultural land also includes land considered by the Natural Resources Conservation Service to have a soil of agricultural importance and lands devoted to a soil conservation or rangeland management program.

Evaluating Impacts on Agriculture

When evaluating a proposed subdivision's impact on agriculture, Stevensville will consider the following factors.

- The amount of agricultural land removed from production.
- The amount of agricultural land with soil considered prime or having statewide or local importance by the Natural Resources and Conservation Service.

- Potential conflicts between the proposed subdivision and adjacent agricultural operations including interference with the movement of livestock or farm machinery, maintenance of fences, proliferation of weeds, harassment of livestock by pets, odors, visual quality.

Agricultural Water User Facilities

Definition

Agricultural water user facilities shall mean those facilities which provide water for agricultural land or provide water for the production of agricultural products. These facilities include, but are not limited to, ditches, canals, pipes, head gates, tanks, drains, reservoirs, ponds and developed springs used for agricultural purposes.

Evaluating Impacts on Agricultural Water User Facilities

When evaluating a proposed subdivision's impact on agricultural water user facilities, Stevensville will consider the following factors.

- The location and proximity of an agricultural water user facility.
- Potential conflicts between facility users and subdivision residents.
- The rights of all water right owners and users of the facility.

Local Services

Definition

Local services means any and all services provided to the public by local government entities or public utilities such as transportation systems, including non-motorized facilities, parking, law enforcement, fire protection, drainage structures water supply, sanitary sewage disposal, solid waste disposal, recreation, parks, libraries or schools.

Evaluating Impacts on Local Services

When evaluating a proposed subdivision's impact on local services,

Stevensville will consider the following factors.

- The goals and objectives of existing plans.
- Increased demand on services and need to expand services as a result of the proposed subdivision. Lack of adequate service capacity and capability of a local service may be grounds for denial if the impact cannot be mitigated by the applicant.
- The cost of providing services by determining the per capita or per lot cost of services and current and anticipated tax and fee revenue.

Natural Environment

Definition

The natural environment means that physical, chemical, and biological factors that exist within or influence a geographic area or community. These factors include, but are not limited to, geology, soils, topography, climate, surface water, groundwater, floodplain, vegetation, and objects or places of cultural, historic, or aesthetic significance.

Evaluating Impacts on the Natural Environment

When evaluating a proposed subdivision's impact on the natural environment, Stevensville will consider the following factors.

- Riparian or wetland areas
- Vegetation cover or type
- Noxious weeds
- Important or sensitive natural habitats
- Surface and groundwater quality
- Stream bank stability
- Erodible soils
- Cultural and historic landmarks
- The amount of open space preserved for natural resource

conservation

- Results of water and sanitary facility inspection for all proposed lots
- The number of cuts and fill on slopes as a result of road or building construction

Wildlife

Definition

Wildlife means animals that are not domesticated or tamed.

Evaluating Impacts on Wildlife

When evaluating a proposed subdivision's impact on wildlife, Stevensville will consider the following factors.

- Potential for human-wildlife conflicts.
- The amount of wildlife-friendly amenities, such as preserved open space, enhanced habitat or wildlife protection devices.

Wildlife Habitat

Definition

Wildlife habitat means an area containing the complex of environmental conditions essential to wildlife for feeding and forage, cover, migration, breeding, rearing, nesting, or buffers for those areas. It also includes areas essential to the conservation of species protected by the Endangered Species Act or of special interest or concern to the State of Montana.

Evaluating Impacts on Wildlife Habitat

When evaluating a proposed subdivision's impact on wildlife habitat, Stevensville will consider the following factors.

- The presence and potential destruction of wildlife habitat.
- Proposed subdivisions proximity to migration routes.

- Water quality of aquatic species.

Public Health and Safety

Definition

A condition of well-being, reasonably free from danger, risk or injury, for a community at large, or for all people, not merely for the welfare of a specific individual or a small class of persons. Conditions that relate to public health and safety include, but are not limited to, flood hazards, geologic hazards, dam failures, avalanches, air quality, water quality, toxic or hazardous substance exposure, fire or wildfire hazards, proximity to high voltage power lines or high pressure gas lines, noise, air or vehicular traffic hazards, parks and recreation facilities, and threats to life, health, safety and wellness.

Evaluation Impacts on Public Health and Safety

When evaluating a proposed subdivision's impact on public health and safety, Stevensville will consider the following factors.

- Potential hazards to residents of the proposed subdivision from high voltage lines, high-pressure gas lines, highways, railroads, or railroad crossing and nearby industrial or mining activity.
- Any public health or safety hazards created as a result of the proposed subdivision, such as traffic or fire conditions, contamination or depletion of groundwater supplies, accelerated stormwater runoff, widening of existing floodplain or flood hazard areas.

Public Hearings

Public hearings provide the opportunity for individuals who have an interest in or may be impacted by a proposed subdivision to express their concerns to Planning and Zoning Board and Town Council. Montana's Subdivision and Platting Act requires public hearings for major and subsequent minor subdivisions. This section serves to outline how public hearings will be conducted by the Planning

and Zoning Board and Town Council for proposed subdivisions in Stevensville.

1. Notice of the public hearing will be published in a newspaper at least 15 days prior to the hearing date.
2. At least 15 days prior to the hearing, notifications will be sent, by certified mail, to the subdivider, each property owner of land adjoining the proposed subdivision, and each purchaser under contract for property adjoining the proposed subdivision.
3. A quorum, consisting of four or more Planning and Zoning Board members or three or more Town Councilpersons, is required for official action. When a quorum is not present, no action on the item will be taken and the hearing will be rescheduled to the next available meeting date for which public notice requirements can be met.
4. At the hearing a staff member, or contract reviewer, will give a summary of the staff report pointing out key issues, findings and recommendations, followed by board or council members being given the opportunity to ask questions of staff.
5. The subdivider and their representative will be given the opportunity to provide a summary of the subdivision proposal and address the key issues, findings and recommendations. In the case of a hearing before the Town Council, the subdivider may also discuss their preference for mitigation. Councilpersons will then be given the opportunity to ask questions of the subdivider.
6. The presiding officer will ask for public comments from proponents, opponents and others, followed by the subdivider being given the opportunity for rebuttal. In the interest of time, the presiding officer may limit the amount of time members of the public are given to speak so long as everyone desiring to speak has a reasonable opportunity.
7. The presiding officer will close the public hearing for board or council deliberation. During this time board or council

members may ask questions of the subdivider, staff and any members of the public. Due to late hour or other extraordinary circumstances, a public hearing may be closed and continued at a later date.

8. The board will deliberate and make a recommendation (Planning and Zoning Board) or decision (Town Council) on the application.
9. Prior to voting on the subdivision application, board or council members will review the subject matter contained in the public comments and discuss whether and how the comments impacted their decisions.
10. Planning and Zoning Board recommendations and Town Council decisions will be supported by written findings of fact and conclusions of law.

Conditions, Trends, & Projections

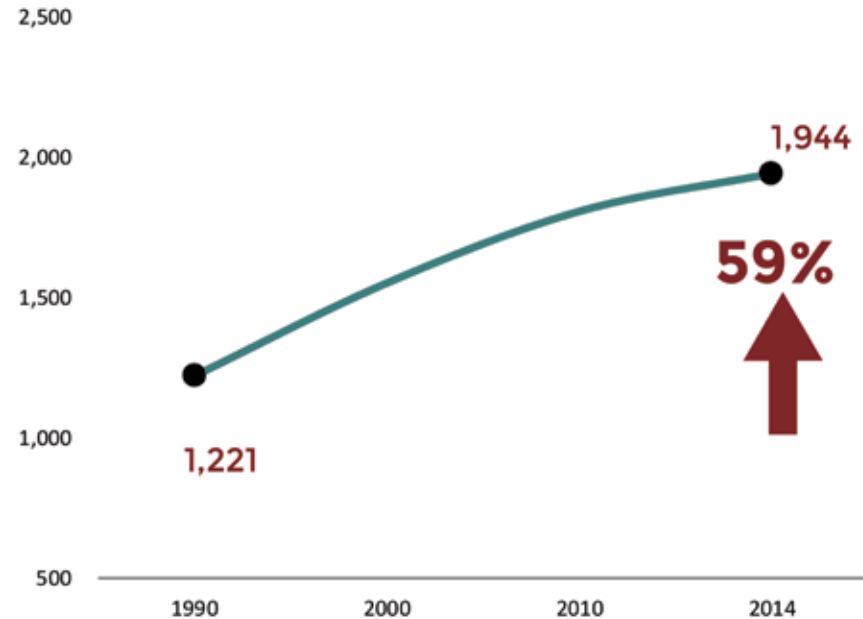
Population

As of 2014 the population of Stevensville was estimated at 1,944, a 7% increase since 2010 when the population stood at 1,809. Since 1990, Stevensville's population has grown steadily, with the 1990s being a period of high population growth, followed by a period of more moderate growth (see Figure 1).

Age Distribution

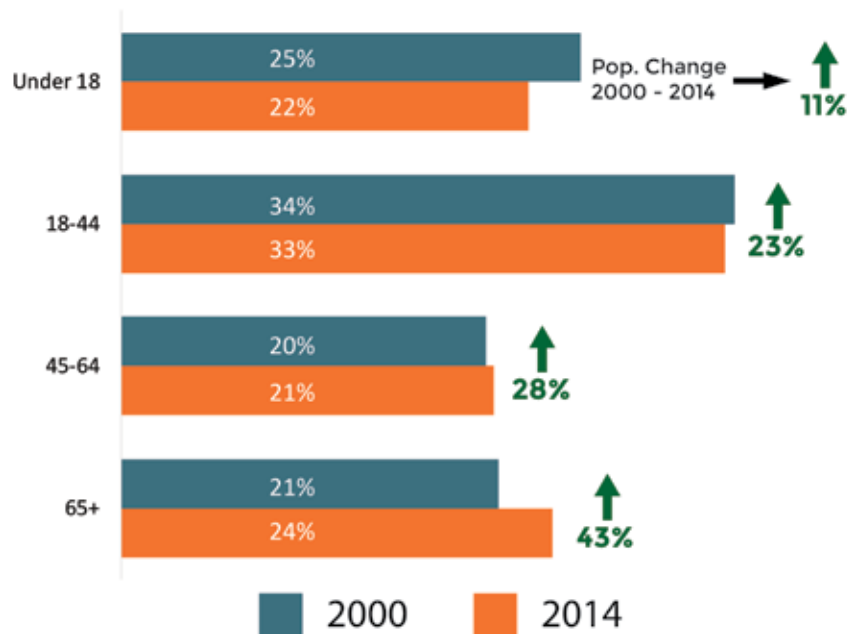
As of 2014, the 18-44 age group made up the largest share of Stevensville's population at 33%, followed by 65+ (24%), under 18 (22%), and the 45-64 age group (21%). As shown in Figure 2, this represents changes since 2000, with decreases in the under 18 and 18-44 age groups and increases in the 45-64 and 65+ age groups. The increase in individuals aged 45-64 is notable because in 20 years all of these individuals will be at or near retirement age and will likely have

Figure 1 - Population Change 1990 - 2000



Source: American Community Survey and U.S. Census

Figure 2 - Age Distribution 2000 - 2014



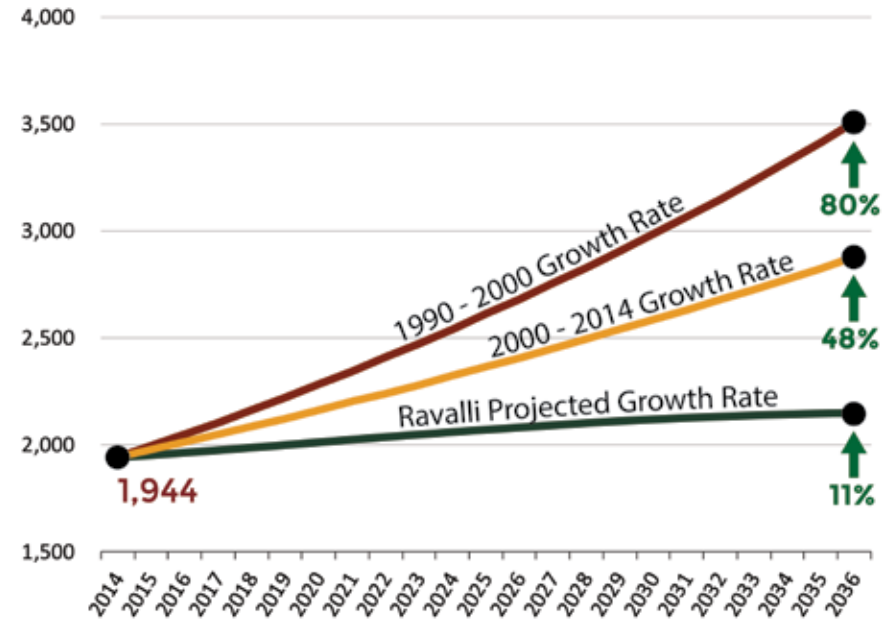
Source: American Community Survey and U.S. Census

different needs in terms of housing, mobility, and healthcare. During this same time period, the median age in Stevensville increased from 38.9 to 40.2. Taken together, these figures point to a population that is growing older with a decreasing share of school-aged children.

Projections

The state of Montana’s Census and Economic Information Center (CEIC) provides county level population projections, produced by Regional Economic Models, Inc. In the absence of local level projections provided by CEIC, three scenarios were created, projecting Stevensville’s population 20 years into the future. One projects Stevensville’s future population using Ravalli County growth rates (provided by CEIC); one projection applies Stevensville’s average annual growth rate between 1990 and 2000 (2.72%), and the final projection applies Stevensville’s average annual growth rate between 2000 and 2014 (1.8%) (see Figure 3).

Figure 3 - Population Projections 2014 - 2016



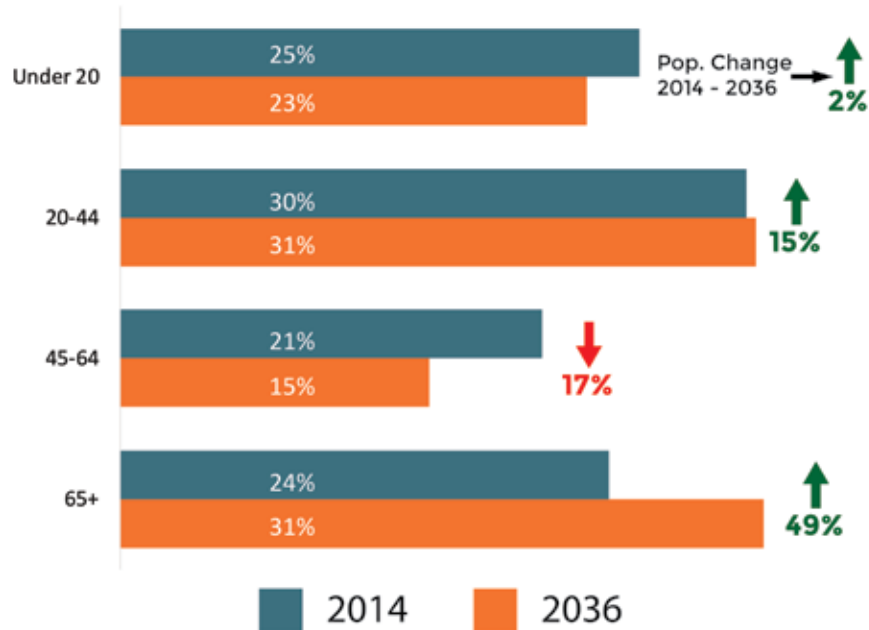
Source: Montana Census and Economic Information Center

The Ravalli County growth rate, projects Stevensville’s total population increasing by 11% between 2014 and 2036 – the smallest increase of all projections. The other two projections show more significant growth. The 1990-2000 growth projection estimates Stevensville’s population to increase by 80% over the next 20 years, while the use of recent growth rates (2000-2014) estimates Stevensville’s population to increase by 48%.

Projections by Age Group

The CEIC also provides county level population projections for different age groups. To project growth within different age groups in Stevensville, Ravalli County growth rates have been used in place of local level projections. Between 2014 and 2036, Stevensville’s senior population (age 65+) is projected to see the largest increase in population at 55%, equating to 31% of the total population, up from 24% in 2014 (see Figure 4). Both the under 20 and 20-44 age groups are also projected to increase over the next 20 years by 2% and 15%, respectively. On the other end, the population of the 45-64 age

Figure 4 - Projected Age Distribution 2036



Source: Montana Census and Economic Information Center

group is project to decrease by 17%. With the increase in the 65+ population, these projections show the result of the current aging trend being experienced in Stevensville. Predictably, more senior friendly housing, transportation options, and medical services will be needed to accommodate an aging population. At the same time, this aging trend is also projected to be balanced by increases in the under 20 and 20-44 age groups.

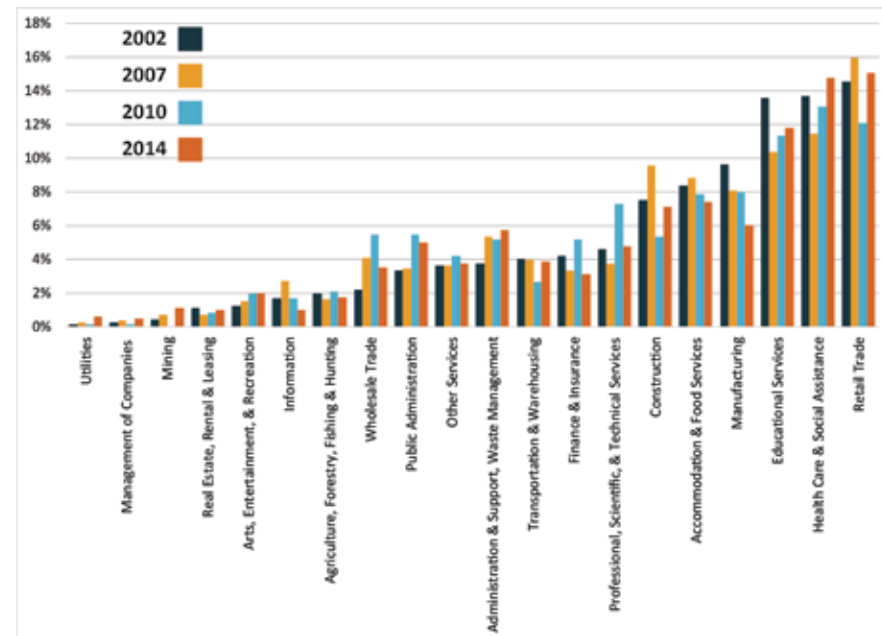
It is important to note that there are many unknowns inherent in growth projections. There is a range of different future variables that could impact population change in Stevensville. In all likelihood Stevensville will not see a continued rate of growth similar to that experienced between 1990 and 2000. Nevertheless, Stevensville will likely grow as the economies of Missoula and Ravalli County continue to strengthen, bringing a need to plan for and prepare for future growth.

Economy

Employment

Between 2002 and 2014 total employment among Stevensville residents increased by 11%. The industry sectors employing the most Stevensville residents as of 2014 were retail trade, healthcare and social assistance, and educational services, accounting for 15%, 15%, and 12% of all jobs, respectively (see Figure 5). When looking at employment trends in Stevensville it is helpful to look to the recent past and the impacts of the national recession. Since 2002, Stevensville, much like Ravalli County and the rest of the United States, has experienced the volatility of a turbulent economy. Stevensville benefited from a strong economic climate in the early part of the century followed by the national recession and subsequent moderate economic growth.

Figure 5 - Employment Share By Industry



Source: U.S. Census - OnTheMap

2002-2007

2002 to 2007 (2007 being the year of peak employment), was a period of economic growth in Stevensville and Ravalli County. During this five-year period total employment among Stevensville residents increased by 12%, and average annual earnings in Ravalli County increased by 19% (see Table 2). By 2007, Ravalli County’s unemployment rate was at 4.5% down from 5.1% in 2002. Much of Stevensville’s economic growth during this period was fueled by new home construction and increases in consumer spending, evidenced by the fact that construction employment increased by 43% (from 54 to 77 jobs) and retail trade employment increased by 40% (from 104 to 128 jobs) (see Figure 6).

Table 2 - Economic Indicators

	2002	2007	2010	2014
Total Employment (Stevi.)	716	802	713	798
Avg. Earnings (Ravalli)	\$23,320	\$27,684	\$28,132	\$30,623
Unemployment (Ravalli)	5.1%	4.5%	9.4%	6%

Figure 6 - Employment Change By Industry 2002 - 2007



Source: Bureau of Economic Analysis

2007-2010

During 2007 the economic climate in Stevensville began to shift, reflecting impacts of the national recession. Between 2007 and 2010 (the year of lowest employment), total employment among Stevensville residents decreased by 11% and average annual earnings in Ravalli County increased by only 2%. By 2010, Ravalli County’s unemployment rate was at a 10-year high of 9.4% compared to 7.3% for the state as a whole. Several industry sectors saw employment decreases during this time. Employment in construction decreased by 51%; retail trade by 33%; and accommodations and food services by 21% (see Figure 7). In total, out of the 20 industry sectors analyzed, 11 experienced decreases in employment between 2007 and 2010.

Figure 7 - Employment Change By Industry 2007 - 2010



Source: Bureau of Economic Analysis

2010-2014

Since 2010 Stevensville has been rebounding from the effects of the recession. Between 2010 and 2014, total employment among Stevensville residents increased by 12% and average annual earnings in Ravalli County increased by 9%. Out of the 20 industry sectors analyzed, 13 experienced increases in employment between 2010 and 2014 (see Figure 8). The industries experiencing the highest nominal employment growth were retail trade, healthcare and social assistance, and construction. Conversely, there were several industries that saw employment decreases during this time period, including professional, scientific, and technical services (-27%); finance and insurance (-32%); and wholesale trade (-28%). Stevensville's rebound is further reflected when assessing the unemployment rate in Ravalli County, which dropped to 6% by 2014.

Figure 8 - Employment Change By Industry 2010 - 2014

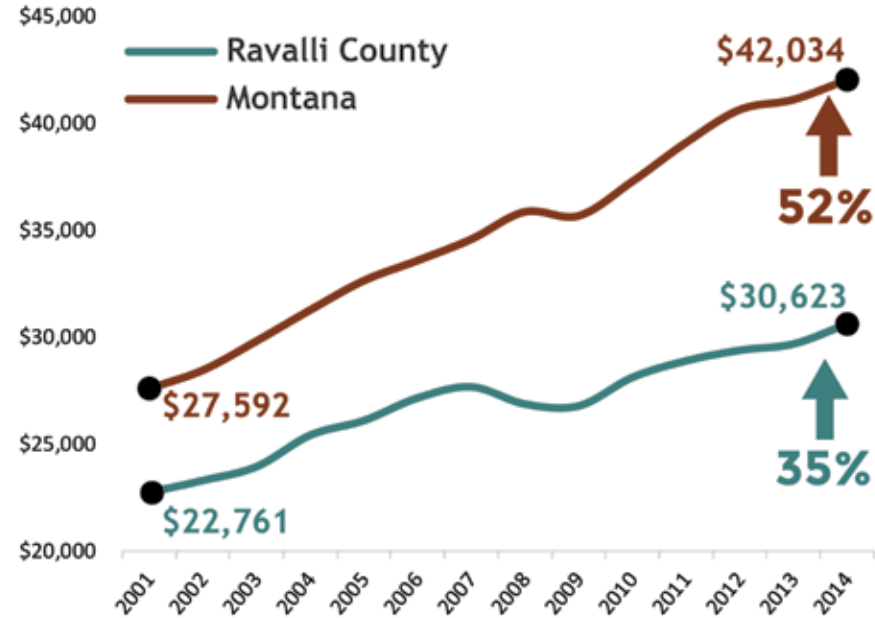


Source: Bureau of Economic Analysis

Earnings

Between 2001 and 2014 average annual earnings in Ravalli County increased by 35%, compared to 52% for the State of Montana as a whole (see Figure 9). As might be expected, earnings in Ravalli County vary by industry. In terms of average annual earnings by industry, jobs in utilities, wholesale trade, and government had the highest average annual earnings in 2014 while jobs in mining; real estate, rental, and leasing; and arts, entertainment, and recreation had the lowest (see Figure 10). While all industry sectors analyzed experienced increases in annual average earnings between 2001 and 2014, the magnitude of growth varied by industry. The greatest percentage increases in average annual earnings were experienced in transportation and warehousing; professional, scientific, and technical services; and healthcare and social assistance, while the smallest increases were experienced in manufacturing; real estate, rental, and leasing; and construction (see Figure 11).

Figure 9 - Change in Average Annual Earnings 2001 - 2014



Source: Bureau of Economic Analysis

Figure 10 - Average Annual Earnings By Industry in Ravalli County - 2014



Source: Bureau of Economic Analysis

Figure 11 - Change in Average Annual Earnings By Industry 2001 - 2014



Source: Bureau of Economic Analysis

Labor Force Mobility

With Stevensville being located in close proximity to a large number of people and jobs in Missoula and other Ravalli County communities, it stands to reason that many Stevensville residents work in and around the region, and many of Stevensville's jobs are filled by residents of those areas. U.S. Census data show this to be true and highlight that a majority of Stevensville residents commute out of town for employment and a majority of jobs in Stevensville are filled by residents of other communities.

Trends by Place of Residence

As of 2014, 10% of employed Stevensville residents worked in Stevensville, down slightly from 10.3% in 2004. At the same time, 33% of employed Stevensville residents worked in Missoula County, down from 41% in 2004, and 27% worked in other Ravalli County Communities, down from 36% in 2004. In total, in 2014 60% of Stevensville residents worked in either Missoula or Ravalli Counties, down from 87% in 2004. This trend indicates that Stevensville residents are increasingly commuting greater distances, which is further reflected by the fact that in 2014, 30% of Stevensville residents commuted more than 50 miles, one-way, between home and work, up from 13% in 2004.

Economic Development

Funding sources for local governments are limited. The Montana Legislature recognized this fact in 1974 when it adopted Montana's first tax increment financing laws. Tax increment financing (TIF) was first approved for use by cities and towns as a method to fund urban renewal. Over the last 40 years, the purposes for which TIF could be used have grown and changed significantly. Today TIF can be used to fund infrastructure improvements to promote urban renewal and to encourage or retain value-adding industry. Stevensville has created two districts that implement tax increment financing; a Targeted Economic Development District (TEDD), and a Tax Increment Financing Industrial District (TIFID).

Stevensville Airport Targeted Economic Development District

The Stevensville Airport Targeted Economic Development District (TEDD) occupies 174 acres and is currently home to aircraft related industries. Stevensville's Airport TEDD is intended to provide the local government with the ability to employ tax increment financing (increases in tax revenue) for appropriate public infrastructure projects in support of aviation related light industrial businesses at the Stevensville Airport. There are currently nine businesses with a total of about 20 employees. Of these, seven businesses are engaged in value adding light industrial activities and the majority of their revenue is derived from outside the State of Montana. Of those seven businesses engaged in value added enterprises, three are also engaged in research and development associated with providing new innovations to the aircraft market including home kits, bush aircraft, and experimental aircraft engines. However, further growth of value-adding businesses and industries at the site is limited by the lack of adequate sewer and water infrastructure.

The Stevensville Airport TEDD is located on land that was recently annexed to the town. The recently annexed airport land is suitable for value added, light industrial and technology development if the proper infrastructure and public improvements can be provided. One limiting factor to the development of these types of enterprises is the fact water and waste water infrastructure do not currently extend to the airport. The town views the Stevensville Airport TEDD as an opportunity to incentivize appropriate locations for light industrial and manufacturing businesses. Proper infrastructure for water and waste water is a key component of this effort.

The TEDD clearly defines appropriate, sustainable space in the community of Stevensville where secondary, value-adding business growth can occur. Its purpose is to develop additional infrastructure to encourage the location, expansion and retention of value added industries suitable for location at an airport, compatible with Federal Aviation Agency (FAA) regulations. As the district is also in close proximity to residential and commercial areas, the types of industrial uses will be limited to those with minimal adverse off-site impacts.

Stevensville Tax Increment Financing Industrial District

Stevensville's TIFID is situated on 40 acres at the north end of town and is home to a variety of industrial uses. The TIFID area includes properties of Selway Corporation, which is engaged in steel fabrication and serves the western United States, Alaska and western Canada, as well as some adjacent vacant land and some pre-existing residential uses. Selway Corporation's manufactured products are large and many of them must be shipped out by over-size flatbed trailers. The corporation has 135 employees with an annual payroll of \$5.5 million.

The purpose of the TIFID was to address the immediate needs of the companies in the district and then to develop additional infrastructure to encourage the location, expansion and retention of industrial and value added industries in the Town of Stevensville. To that end, both public water and public sewer mains were recently extended into the district, enabling existing and future industries to utilize those services.

The district provides land for a wide range of activities, including manufacturing and other light industrial businesses. Because the district is in close proximity to residential areas, the types of industrial uses will be limited to those with minimal adverse off-site impacts.

Tourism and Recreation

From hunting, fishing, biking, and camping, the economic impact of tourism and recreation spending is substantial in Ravalli County and Stevensville. The University of Montana's Institute for Tourism and Recreation estimates that non-resident visitor expenditures in Ravalli County in 2014 were over \$32 million, doubling since 2011. The top five highest spending categories in 2014 were fuel, restaurants/bars, outfitters/guides, retail, and groceries (see Table 3).

A key recreation attraction is the Bitterroot River. The Bitterroot River is one of the most heavily fished rivers in the state. According to surveys from the Montana Department of Fish, Wildlife, and Parks, it typically attracts more than 100,000 angler-days of use each year. The Bitterroot River is a significant source of income for

Table 3 - Ravalli County Non-Resident Visitor Expenditures

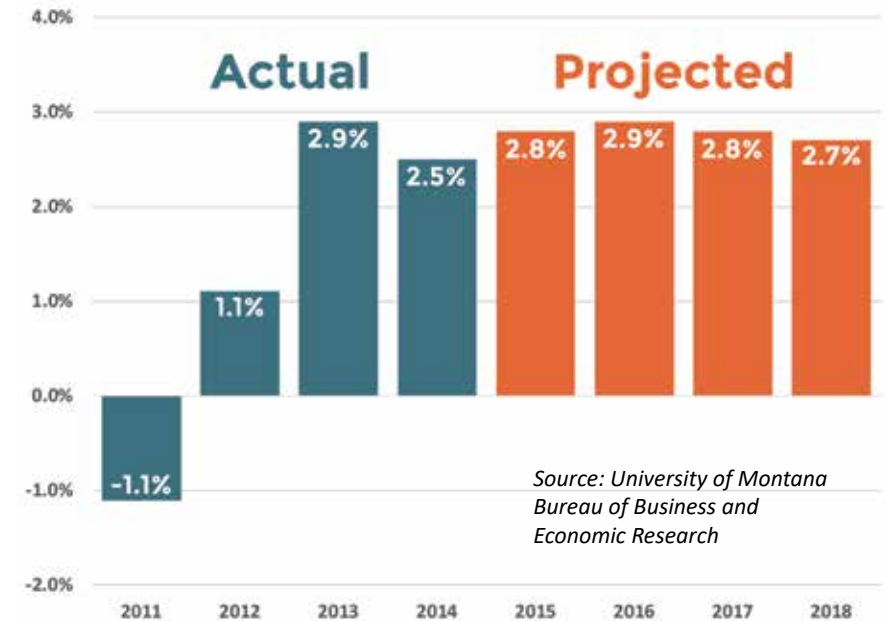
Spending Category	2011	2012	2013	2014
Gas, Diesel	56,000	753,000	1,007,000	441,000
Restaurant, Bar	34,000	30,000	130,000	134,000
Hotel/B&B	-	120,000	271,000	338,000
Outfitter, Guide	28,000	25,000	10,000	101,000
Grocery, Snacks	3,117,000	5,525,000	5,621,000	7,637,000
Retail	1,654,000	2,789,000	2,842,000	2,942,000
Rental Cabin	1,168,000	1,295,000	856,000	897,000
License, Fees	319,000	174,000	471,000	815,000
Auto	335,000	1,028,000	3,316,000	5,637,000
Camping	267,000	178,000	726,000	1,117,000
Trans. Fares	3,886,000	4,977,000	4,803,000	5,926,000
Gambling	4,678,000	4,082,000	3,433,000	5,404,000
Service	-	282,000	288,000	1,043,000
Farmers Market	7,000	6,000	6,000	-
Total	15,549,000	21,264,000	23,780,000	32,432,000

guides, outfitters, fly shops, restaurants and lodging establishments throughout the valley. In total the total economic impact of fishing in the Bitterroot Valley is estimated at \$9.8 million annually.¹

Outlook

Although projections for the Town of Stevensville are not available, building on recent economic growth, Ravalli County's economy is projected to continue to grow in the near future. Data from the

Figure 12 - Ravalli County Non-Farm Earnings Projection

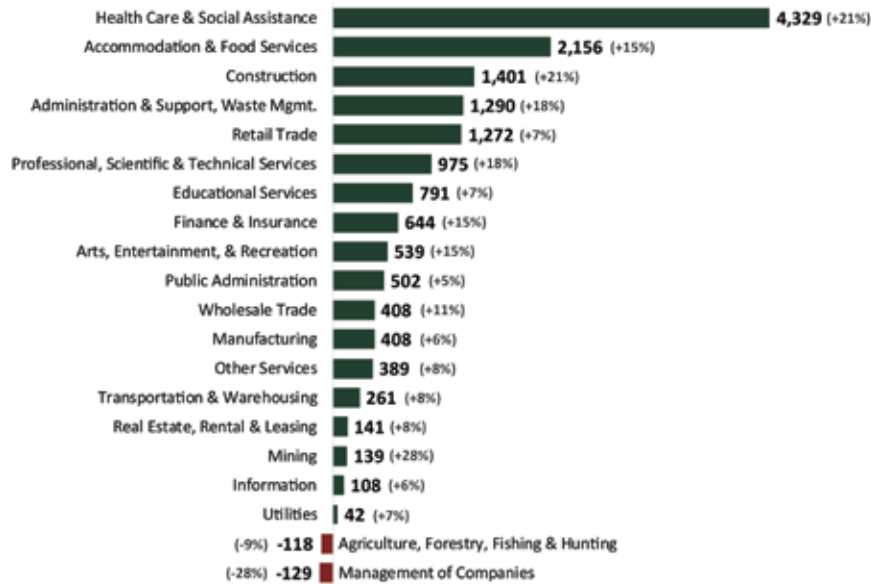


University of Montana's Bureau of Business and Economic Research show that non-farm earnings in Ravalli County are to projected to grow through the year 2018 (see Figure 12).²

In terms of employment, the Montana Department of Labor and Industry (MDLI) provides employment projections by industry for five Montana regions. Stevensville lies in the northwest region, encompassing Ravalli, Missoula, Mineral, Lake, Flathead, Sanders, and Lincoln Counties. During the recession, employment in the northwest region declined by over 5%. While the region has been slower to recover than other areas of Montana, job growth has been occurring and is projected to continue. Steady employment growth of 1.2% annually is projected for the northwest region through 2024, equating to over 15,000 new jobs over the ten-year period. In terms of projections by industry, healthcare and social assistance are projected to add the greatest number of jobs, followed by accommodation and food services and construction. The only industries projected to lose jobs during this period are agriculture, forestry, fishing, and hunting and management of companies (see

Figure 13). Much of this growth will likely be fueled by growth in the larger population centers of Missoula and to a lesser extent Kalispell. Growth in Missoula benefits residents of Stevensville considering its close proximity to Missoula and the fact that over 30% of employed Stevensville residents already commute to Missoula for work.

Figure 13 - Projected Employment Change by Industry in the NW Montana Region 2014 - 2024



Source: Montana Department of Labor and Industry

Housing

In 2014, there were an estimated 877 housing units within Stevensville's town limits. The housing stock in Stevensville is dominated by single-family housing (69% of all housing units) followed by multi-family housing (28%) and mobile homes (7%). Since 2000 there has been a noticeable increase in both multi-family housing units and mobile homes (see Table 4).

As of 2014, 93%, or 819 housing units in Stevensville were estimated

Table 4 - Types of Housing Units

	2000	2014	Change '00 - '14
Housing Units	711	877	23%
Single Family	490	574	17%
Multi-Family	178	244	37%
Mobile	39	59	51%

to be occupied and 7% were vacant, representing a small decrease in the number and percent share of vacant housing units since 2000 (see Table 5). Of the 819 occupied housing units, 51% were owner-occupied and 49% were renter-occupied, which represents an increase in the number and percent share of renter-occupied housing since 2000. This increase appears to correspond with an increase in demand for rental housing in Stevensville as the rental vacancy rate dropped from 7.4% in 2000 to 6.3% in 2014. On the other end, the vacancy rate for owner-occupied housing increased during this time period from 2.7% to 4.2%.

Table 5 - Housing Occupancy Indicators

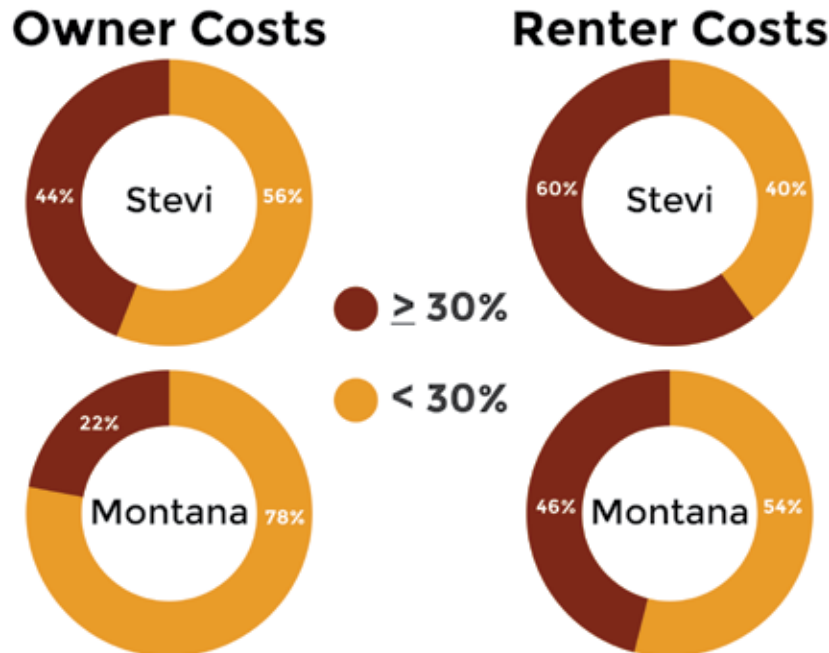
	2000	2014	Change '00 - '14
Housing Units	711	877	23%
Vacant	59	58	-2%
Occupied	652	819	26%
Owner Occupied	366	415	13%
Renter Occupied	286	404	41%

Housing Costs

The median housing value as of 2014 in Stevensville was \$160,400 (63% increase since 2000), which is substantially lower than Ravalli County as a whole at \$233,400 (75% increase since 2000). When looking at rents however, Stevensville is more in line with Ravalli County. In 2014 the median rent in Stevensville was \$690 (38% increase since 2000), not far below the median rent for Ravalli County which was \$702 in 2014 (40% increase since 2000). In order to get a better understanding of housing affordability and housing

cost burden in Stevensville it is helpful to analyze housing costs as a percent of household income. The United States Department of Housing and Urban Development defines housing cost burden as paying more than 30% of household income on housing. In 2014 an estimated 44% of homeowners in Stevensville had a housing cost burden, nearly double the same figure for the state as a whole (see Figure 14). The financial challenges are even greater for renters. In 2014, 60% of renters in Stevensville experienced a housing cost burden, compared to 46% for the state.

Figure 14 - Homeowner Costs and Rent as a Percent of Income - 2014



Source: American Community Survey

Household Composition

As of 2014 there were an estimated 819 households in Stevensville, a 26% increase from 2000 when there were 652 households. During this time period household composition shifted from there being more family households than non-family households in 2000, to non-family households making up a slight majority of households in 2014 (see Table 6). At the same time the number of households

with children under the age of 18 decreased by 11%, and the number of households with an individual over the age of 65 increased by 58%.

A similar pattern has emerged during this time period when looking at household size. Between 2000 and 2014 the number of one-person households in Stevensville increased by 53% to 356. Of the 356 one-person households in Stevensville over half (53%) are occupied by residents over the age of 65, compared to 41% in 2000. While the share of two, three and four or more person households is decreasing, the actual number of these households is increasing, though at slower rates than one-person households (see Figure 15). Despite the shift to an increasing share of one-person households, the average household size Stevensville actually increased between 2000 and 2014 from 2.27 to 2.31. While these data may seem contradictory, the discrepancies are likely explained by the increase in average family size from 2.93 to 3.31 between 2000 and 2014 – see Table 6.

Table 6 - Changes in Household Composition

	2000	2014
Households (HH)	652	819
Non-Family HH	266	425
Family HH	386	394
Family HH w/ Children <18	205	183
HH w/ >1 Individual 65+	196	310
Avg. HH Size	2.27	2.31
Avg. Family Size	2.93	3.31

Source: Census

Figure 15 - Change in Household Size 2000 - 2014



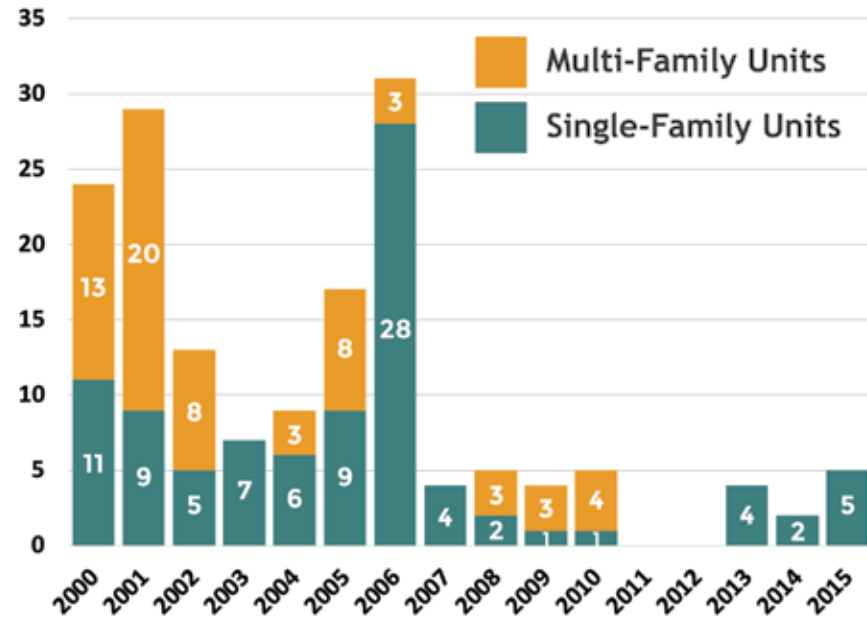
Source: American Community Survey

New Home Construction

Demand for new home construction is driven in part by population and job growth in a community. As a result, it makes sense that new housing construction in Stevensville was relatively steady in the years leading up to the recession and fell off sharply at the beginning of the recession (see Figure 16). Between 2000 and 2006 Stevensville added an estimated 130 housing units, 58% of which were single-family units and 42% of which were multi-family units. As Figure 16 shows, there was a precipitous drop in new housing in 2007 to the point where in 2011 and 2012 there were no new housing units constructed in Stevensville. Beginning in 2013 Stevensville began to see slight increases in new home construction, though well below pre-recession levels. As of May 2016, the trend of increased new home construction appears to be continuing as several new homes are under construction in the Creekside Meadows subdivision.

When looking at new home construction in Ravalli County a similar pattern emerges. New residential septic permits issued by the Ravalli

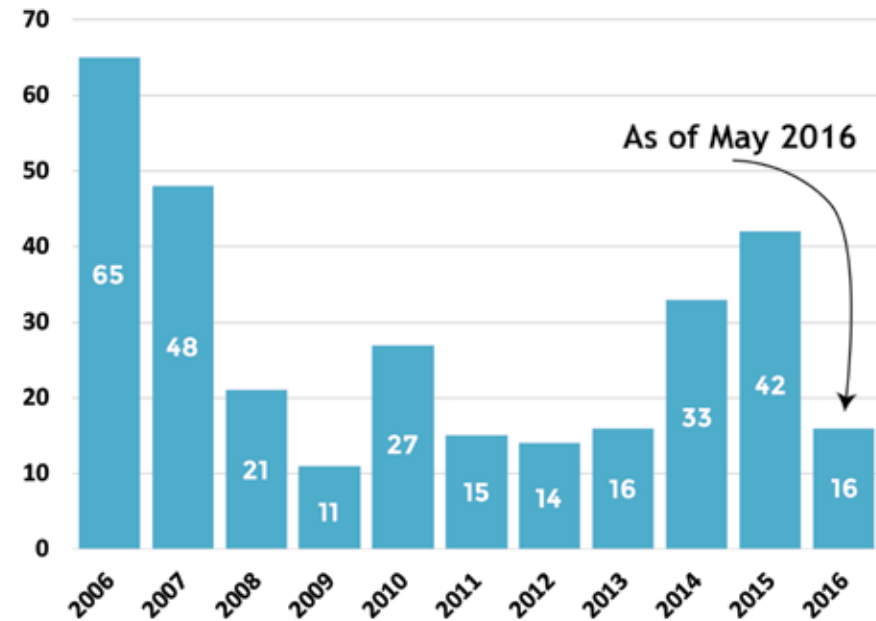
Figure 16 - Residential Building Permits 2000 - 2015



Source: U.S. Census

County Department of Environmental Health are used as a proxy for new home construction to get an idea of development in the County area outside Stevensville. Figure 17 shows the number of new residential septic permits in the five-mile area around Stevensville. Similar to the trend in Stevensville's building permits, Ravalli County saw a sharp decline in septic permits at the onset of the national recession around 2007, and began to see increases starting in 2014. When looking at the location of these septic permits in Map 5, it appears that development outside of Stevensville is clustered in the area northeast of the Stevensville Airport and increasingly south and east of town.

Figure 17 - Ravalli County Septic Permits w/in 5-miles of Stevi. 2006 - May 2016

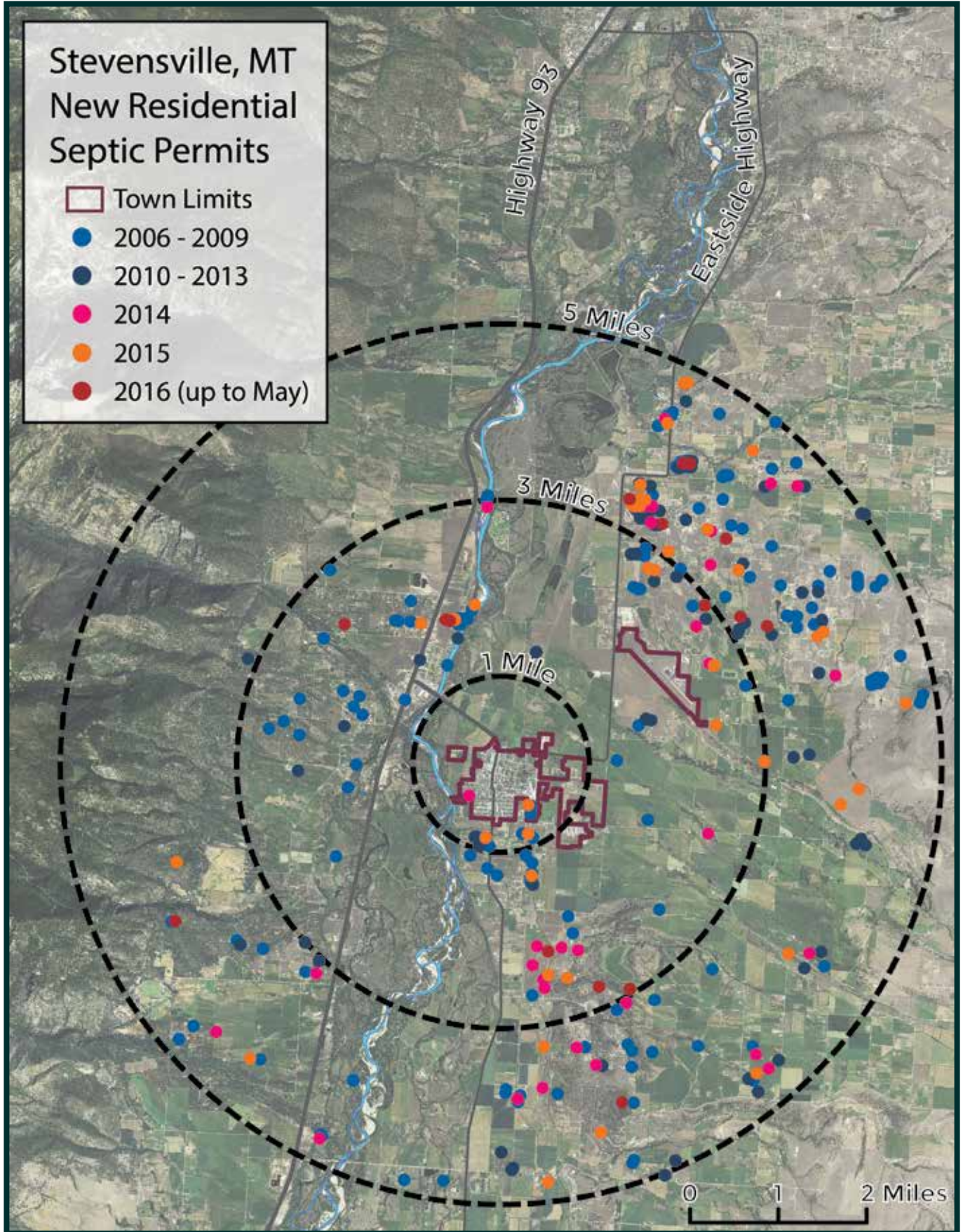


Source: Ravalli County Department of Environmental Health

Subsidized Housing

Stevensville currently has two subsidized housing facilities providing below market rate housing for seniors and individuals with a disability living on limited incomes. The Burnt Fork Manor was built in 1990 with funding from the United States Department of

Map 5 - Ravalli County Septic Permits 2006 - May 2016



Agriculture (USDA) Rural Development Program and Housing Tax Credit program. The Burnt Fork Manor has 30 units for seniors and disabled individuals. The Charlos Apartments were built in the 1980s with funding from the USDA Rural Development program. There are eight units in the Charlos Apartments for seniors and individuals with a disability. As of May 2016 both facilities had a short wait list.

The majority of below market rate housing facilities are built with funding from the USDA Rural Development program and/or housing tax credit program. Since construction of the Burnt Fork Manor in 1990, there have been no below market rate housing units constructed through either program in Stevensville. The Human Resource Council (HRC), which provides housing assistance services in Ravalli, Mineral, and Missoula Counties, has twice applied to the Montana Board of Housing for housing tax credit funding to construct a 16-unit housing facility for low-income seniors. While both applications were denied funding, the HRC is preparing to apply once again during the 2016 funding cycle. A market study commissioned by HRC documented a need for below market rate housing for seniors in Stevensville, citing increases in the senior population and a limited supply of similar affordable housing options in town.

Land Use

The Town of Stevensville is located in the Bitterroot Valley in the northern portion of Ravalli County approximately 25 miles south of the City of Missoula. It is situated on a valley plain bounded on the west by the Bitterroot Mountains and on the east by the Sapphire Mountains. Next to Hamilton, it is the second largest of 10 communities within Ravalli County.

Stevensville is laid out in a grid pattern with the commercial core running north-south along Main Street, which is also a state highway. Residential neighborhoods flank Main Street on the east and west. On the north end of Stevensville is an area of commercial and light industrial development with the TIFID. While the majority of residential neighborhoods lie in the traditional grid pattern street network adjacent to downtown, there are two recently platted subdivisions in the eastern and southeastern portions of town. Both

the Twin Creeks and Creekside Meadows have yet to realize full build out and could potentially provide an additional 255 buildable lots if additional phases of each subdivision are platted.

The Stevensville planning area encompasses the present town limits and unincorporated county areas one mile outside of town (see Map 6). In this area there is sufficient land to support the future growth of Stevensville. Growth is currently occurring in this area and is expected to continue during the planning period. The planning area includes the extraterritorial zoning district south of town, as well as other areas where extension of municipal services can logically be expected. Further expansion to the west is constrained by the Bitterroot River and its associated floodplain.

Stevensville Westside Business Area

Stevensville junction is outside the Town of Stevensville, located approximately one-mile northwest of downtown. The area is a substantial retail corridor along Highway 93, where automobile-oriented retail has been developed. During the public process for this growth policy residents expressed a desire to create a more pedestrian-oriented development pattern as opposed the auto-oriented retail development pattern which currently exists. The Stevensville Main Street Association (SMSA) is also looking to this area as a site for a gateway public art feature that will serve to attract traveling motorists and cyclists into downtown Stevensville.



Map 6 - Planning Area Boundary



Land Use Classifications

The Montana Department of Revenue’s tax classifications provide a high level view of the different classifications of land in Stevensville. The classifications identify lands by use including residential, commercial/industrial, agricultural, vacant, exempt (non-taxed), and other uses. Map 7 shows the land use mix in Stevensville based on these land classifications, while Table 7 shows the total acreage and percent share for each land classification. These calculations include the Stevensville Airport, which is exempt, but not public rights-of-way such as streets and alleys. Map 7 excludes the Stevensville Airport for legibility purposes. As can be seen, Stevensville is dominated by exempt and residential land uses, followed by vacant, agricultural, and commercial/industrial. The sizeable portions of vacant land in Stevensville indicates capacity for growth in terms of available land for development.

Table 7 - Land Use Classifications

	Acres	% of Total
Exempt	333	46%
Residential	162	22%
Vacant	86	12%
Agricultural/ Farmstead	69	9%
Commercial/ Industrial	63	9%
Non-Valued	6	0.8%
Centrally Assessed	2	0.2%

Zoning

Existing Zoning

The Stevensville Development Code defines and regulates land uses within the Town of Stevensville, and the extraterritorial jurisdictional area south of town. Map 8 shows the zoning map (currently in draft form) and displays the zoning districts within the current zoning jurisdiction of the Town of Stevensville. The land use districts in Stevensville are described below.

Residential Low Density

The R-1 residential low density district encompasses all of the single-family residential areas in the town. Residential densities are generally less than five units per acre.

Residential Medium Density

The R-2 residential medium density district is the town’s multifamily residential area that allows attached housing at densities ranging up to 16 units per acre. Access to multifamily housing is predominantly from arterial streets.

Commercial

The C-1 commercial district is downtown, featuring a diverse mix of pedestrian-oriented land uses. A limited amount of housing may be developed above ground-floor retail and service uses.

Limited Commercial

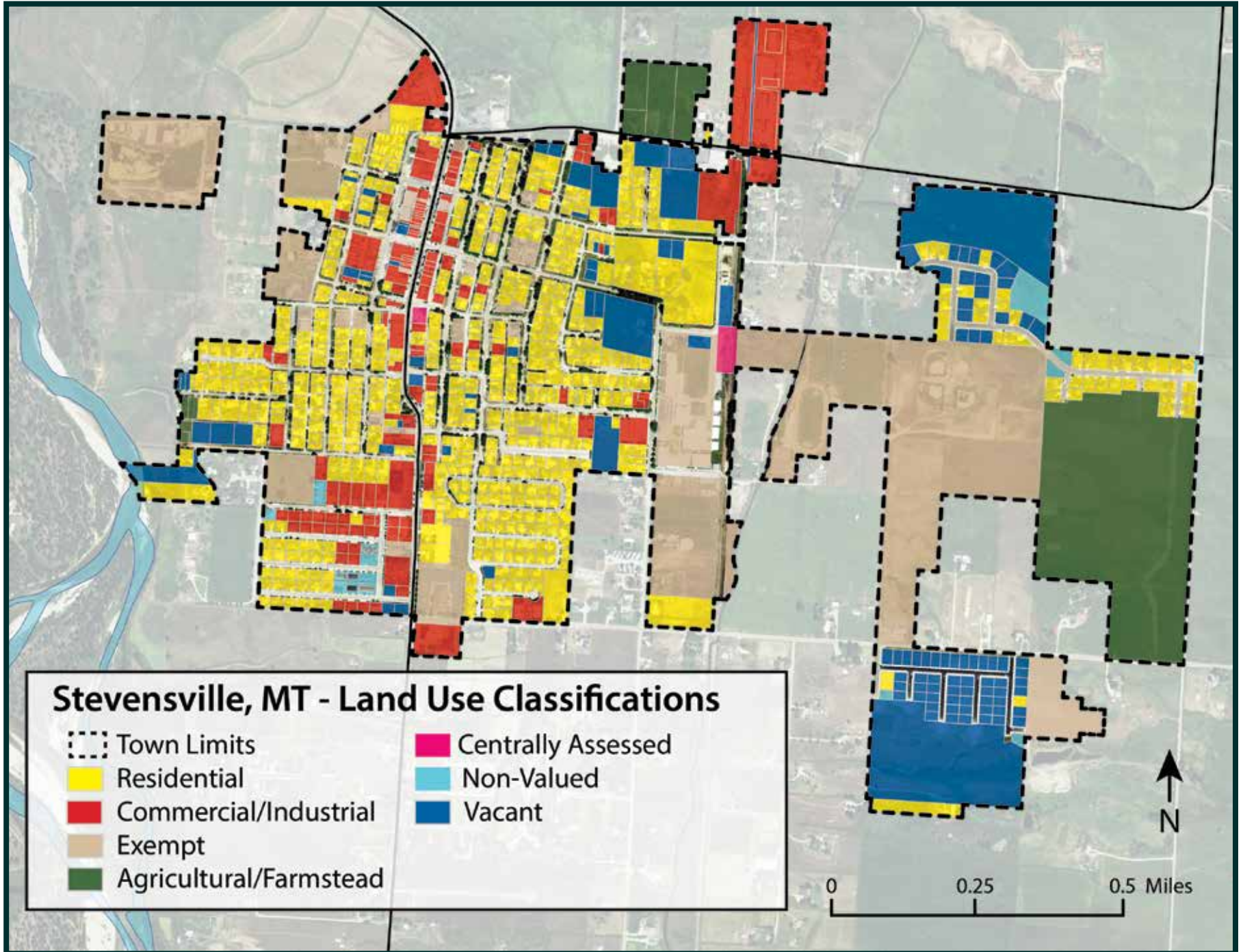
The C-2 limited commercial district is intended to serve as a transitional buffer between residential areas and the more intensely developed downtown area. Small scale commercial and recreation uses that generate little traffic are allowed, together with a wide range of residential uses.

Highway Commercial

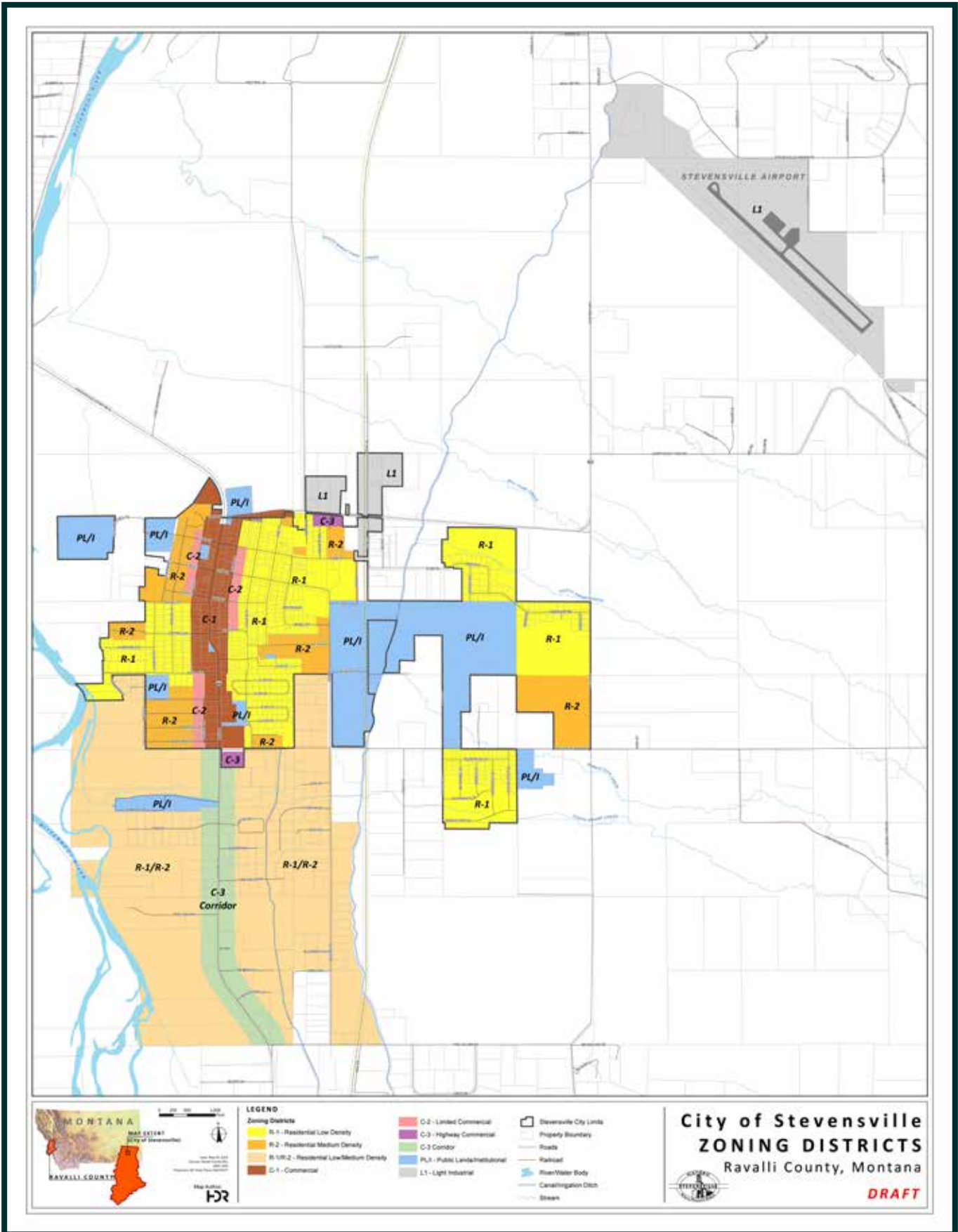
The C-3 highway commercial district is intended to accommodate businesses that require highway access and that would be incompatible with the pedestrian environment intended for the downtown area. It occupies primarily a corridor of land that straddles the Eastside Highway, from Middle Burnt Fork Road to the south. The highway commercial corridor is 500 feet wide on each side of the Eastside Highway.

Public Lands/Institutional

The PLI public lands/institutional district is the site for the town’s parks and public institutions such as schools. Other uses allowed in PLI include social service providers and some types of residential uses such as nursing homes and community residential facilities.



Map 8 - Draft Zoning Map



Light Industrial

The LI light industrial district provides land for a wide range of activities, including manufacturing, services, trade and transportation and utilities. Because the light industrial area is in close proximity to residential areas, the types of industrial uses are limited to those with minimal adverse off-site impacts.

Extraterritorial Zoning

Extraterritorial zoning refers to regulating land use, through municipal zoning, in areas outside of incorporated city or town boundaries. Montana state law allows cities and towns to adopt extraterritorial zoning outside municipal boundaries in locations where a county has not adopted a growth policy and accompanying zoning regulations. Extraterritorial zoning authority is provided to allow Montana cities and towns to ensure that adjacent growth will be well designed and compatible with current municipal land use patterns, given the likelihood that these areas may eventually be annexed at some point in the future. As Ravalli County does not currently have a growth policy or zoning in place, Stevensville is permitted under state law to exercise zoning authority in areas up to one mile beyond town boundaries.

Extraterritorial Zoning in Stevensville

Stevensville's development code supports extraterritorial zoning by stating in section 10-3(a)(6) "It is appropriate to regulate the land uses within a one-mile perimeter of the town limits as these areas are likely to require town municipal services and will likely annex to the town in the future." Stevensville currently exercises extraterritorial zoning authority in the area extending south from town to Pine Hollow Road, which is bound by the Bitterroot River to the west and the 'Big Ditch' to the east – see Map 8. This area is primarily zoned residential, with a strip of highway commercial along the Eastside Highway and a small portion of public lands/institutional where the cemetery is.

While the area south of town is the only location where Stevensville exercises extraterritorial zoning the town's development code states in Section 10-223 "The zoning provisions of this chapter

shall be extended to include all property located within one mile beyond the town's corporate limits pursuant to MCA 76-2-310 and the regulations herein shall be enforced as if the property were situated within the corporate limits in accordance with MCA 76-2-311." Stevensville does not exercise extraterritorial zoning authority outside of the area south of town and as such this provision is not accurate and will need to be amended during the next development code update.

Plans for Extending Extraterritorial Zoning

The Town of Stevensville does not currently have plans to extend extraterritorial zoning to additional locations outside of town. In the event that development pressure increases outside of town however, Stevensville will give due consideration to extending extraterritorial zoning in areas up to one-mile outside of town where zoning will serve to promote Stevensville's goals and ensure compatible land use patterns with existing in-town development. In considering extending extraterritorial zoning, Stevensville will evaluate any such extension based on the following factors:

- Landowner's request for extension of municipal zoning
- Anticipated impacts of development on Stevensville and public health and safety
- The likelihood for annexation within five years
- The ability of Stevensville to provide municipal services
- The goals and objectives of this growth policy
- Comments from the Ravalli County Commissioners and Planning Department

In the event Ravalli County adopts a growth policy and accompanying zoning regulations for areas where Stevensville exercises extraterritorial zoning, the town's zoning authority in these areas will be superseded by county zoning.

Local Services

Law Enforcement

The Stevensville Police Department provides law enforcement within the town limits of Stevensville and serves areas of Ravalli County on an as needed basis through a mutual aid agreement with the Ravalli County Sheriff's Office. The department is currently staffed by two full time officers (including the chief of police) and one half-time officer who also serves as a school resource officer, for a total of two and one half full time equivalents (FTEs). The department also has five reserve officers and a part-time records clerk. As of 2016, the Stevensville police department is understaffed to handle the demands of the community. It is estimated that five FTE officers are needed to sufficiently police Stevensville and the surrounding area. A 2014 Montana Board of Crime Control Report showed that the Stevensville Police Department has 1.06 FTEs per 1,000 people. This figure is the lowest for police departments in cities under 5,000 people and statewide is behind only the University of Montana police department.³

Fire Protection

The Stevensville Volunteer Fire Department provides fire protection and emergency medical services within the town limits of Stevensville. The department is staffed by 40 volunteers, including a fire chief, assistant fire chief, administrative assistant, two captains, and two lieutenants. The department owns a type 1 fire truck, a 55-foot ladder truck, a type 6 brush truck, and an ambulance under joint ownership with the Stevensville Rural Fire District. Stevensville's Volunteer Fire Department has an interlocal agreement with the Stevensville Rural Fire District, whose jurisdiction covers a roughly 100 square mile area outside of Stevensville. Under the agreement, both departments provide mutual aid on an as needed basis. Looking forward, the department is planning to add an additional fire station at the Stevensville airport, which is contingent upon available

funding. While the Stevensville Fire Department is currently meeting the needs of the community, there remains a need for additional staffing, which would become more apparent in the event a station is completed at the airport.

Medical Services

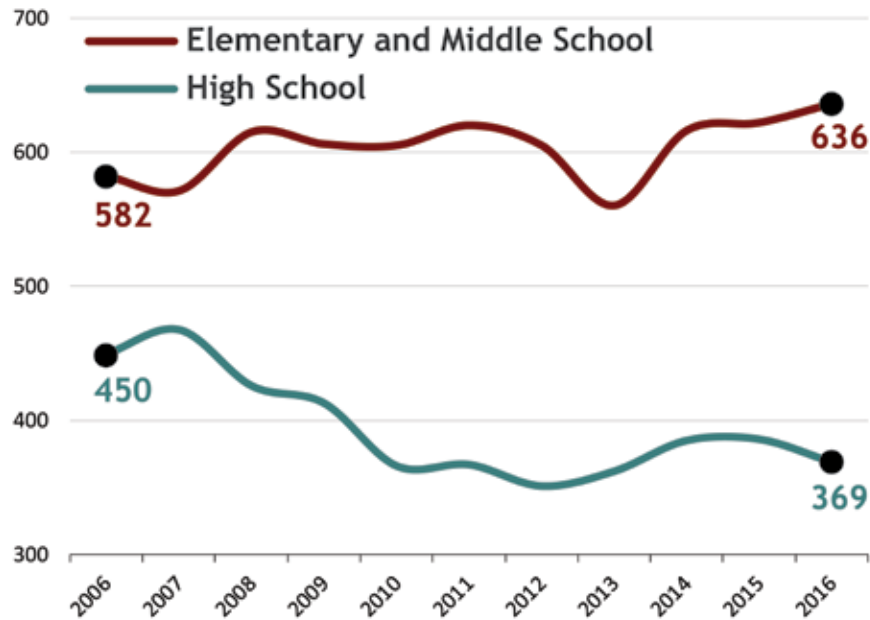
Medical services in the Town of Stevensville are provided by the Stevensville Clinic, which is an affiliate of Community Medical Center. The clinic staffs three doctors and one family nurse practitioner. The clinic provides a full range of primary care services, including treatment for most illnesses and injuries and obstetrical care for expectant moms throughout their pregnancy and delivery. Patients arriving at the clinic in need of emergency care are immediately transferred, via ambulance, to an emergency room of their choice.

Stevensville is also within a 30-minute drive of Marcus Daly Hospital in Hamilton, which has an emergency room, hospice, surgical care, and other specialized services. For patients needing more specialized medical service, Missoula is a 45-minute drive away, home to St. Patrick Hospital and Community Medical Center.

Education

Stevensville's public schools consist of an elementary school, a middle school, and a high school. As of 2016 total public school enrollment stood at 1,005, a 2.6% decrease since 2006. However, since 2013 there has been an increase in total enrollment with the exception of a decrease of three students between 2015 and 2016. At the high school level, enrollment has decreased by 18% since 2006, while enrollment at the elementary and middle school has increased by 9% (see Figure 18). With the enrollment increase in the elementary and middle schools, it can be expected that high school enrollment will also increase in the coming years.

Figure 18 - Stevensville Public School Enrollment 2006 - 2016



Source: Montana Office of Public Instruction

Solid Waste

Curbside solid waste pickup in Stevensville is provided by Bitter Root Disposal. Waste is carried to the Victor transfer station where it is then taken to the Missoula landfill. Ravalli County Recycling has a drop-off location at the Burn Fork Market in Stevensville, which accepts aluminum, tin cans, newspapers and mixed paper. The primary recycling drop-off location in Hamilton accepts cardboard as well. It is anticipated that Bitter Root Disposal will continue to provide curbside solid waste pickup though the feasibility of the recycling drop-off has come into question.

Power and Telecommunications

Electricity and gas in Stevensville are provided by NorthWestern Energy. Phone services are provided by CenturyLink and Charter Communications, while internet is provided by CenturyLink, Charter, and Rocky Mountain Internet. Charter's high-speed internet services

are only available in the core of Stevensville and are unavailable to areas in the eastern portion of Stevensville's town limits. CenturyLink internet services, while available in these areas unserved by Charter, generally offer slower internet speeds. Outside of Stevensville internet is provided by Rocky Mountain internet through a series of broadcast towers.

Public Facilities

Roads

Residential Roadways

Within the Town of Stevensville there are 11.4 miles of residential access streets. Over 90 percent of the town's streets are paved. Many of the town's eight miles of alleys are paved. Funds for road paving and maintenance are derived primarily from the state's gasoline tax.

Developers, in association with subdivision activity, construct new residential access streets per standards outlined Stevensville's 2006 Streets Master Plan. An interconnected system of streets, as opposed to a series of cul-de-sacs, will better serve the long-range transportation needs of the community. Residential street standards include full-width pavement, plus curb, gutter and sidewalk. A landscape strip planted with street trees is a desirable component of residential streets that adds value to a neighborhood.

Commercial Roadways

Stevensville's Main Street (Eastside Highway) is the primary access route serving the downtown business district. Beyond downtown, automobile-oriented businesses are located along the Eastside Highway to both the south and the east. Since 1972, the town has worked cooperatively with the Montana Department of Transportation (MDT) to maintain and upgrade Main Street. In 1996, MDT improved Main Street through downtown Stevensville with the addition of intersection "bump-outs" to enhance the pedestrian environment and to calm traffic. Diagonal parking on Main Street provides 119 parking spaces for downtown businesses. Side streets

perpendicular to Main Street offer an additional 66 formal parking spaces.

Commercial street standards for downtown Stevensville include curb, gutter, sidewalk and street trees in tree wells cut into the sidewalk. A landscape strip is not appropriate in the urban downtown. Outside of the downtown area, street trees are to be planted in a landscape strip that separates the vehicular travel lanes from the sidewalk. Turning lanes on arterial streets are appropriate where traffic exiting to perpendicular streets is of such a volume as to create, or potentially create, problems related to congestion or traffic safety.

Bridges

The Montana Department of Transportation rebuilt and widened the Bitterroot River Bridge in 2002. The new bridge included a 10-foot wide walkway on the north side. Community planning through the Walkable Communities Workshop identified the original bridge as a hazard to pedestrians and bicyclists. Residents also identified the bridge as a potentially significant gateway into Stevensville.

Airport

The Stevensville Airport is located two miles northeast of the Town of Stevensville. It is Montana's fastest growing general aviation airport. The airport consists of 117 acres of land owned by the town at an elevation of 3,610 feet above sea level. There is one paved runway that is 60 feet wide and 3,800 feet long. The Stevensville Airport Board operates the airport. The Stevensville Airport was recently awarded a grant of nearly \$2 million to resurface and widen the existing runway, add an automated weather tower, and make several other smaller improvements.

Land use at the Stevensville Airport includes aircraft hangars and automobile parking. Construction of a terminal building has been discussed. Existing land around the airport is in agricultural and residential uses, both of which are generally compatible with the existing and proposed airport operations. In 1989, the Town of Stevensville enacted the Airport Zoning Ordinance to limit the height of objects and address land use around the Stevensville Airport.

The ordinance enables the town to identify and remove objects that penetrate the described airspace, or issue permits for non-conforming objects that may be marked and lighted.

Major private employers in and around the Stevensville airport include Specified Fittings, Bitterroot Tool and Machine, Aircraft Structural Repair and expansions are taking place. The airport, with 85 based aircraft, experiences approximately 12,500 aircraft operations annually.

Public Transportation

The Ravalli County Council on Aging operates the Bitterroot Bus, which provides curb to curb service to origins and destinations in Ravalli County and Missoula. Rides are on a first come first served basis and must be scheduled 24 hours in advance, though a regularly scheduled route between Hamilton and Missoula operates every Tuesday. Ravalli County Aging Services also operates two lift equipped vehicles to provide rides for individuals with a disability in Ravalli County.

For commuting purposes, the Missoula Ravalli Transportation Management Association (MRTMA) operates 16 vanpools between Missoula and Ravalli County. Of the 16 vanpools, 11 begin in Ravalli County, providing round trip commute service to Missoula, several of which stop or originate in Stevensville. Five of the vans provide reverse commute service originating in Missoula, two of which stop in Stevensville. The vanpools operating in Ravalli County currently have a short wait list, indicating a small need for increased public transportation service between Missoula and Ravalli County.

Rail

Montana Rail Link runs north-south through the Bitterroot Valley. In the past, the rail served Stevensville's CHS Mountain West fertilizer plant and the Selway Corporation. However, recent years, especially since the closing of the Darby Lumber Mill, have seen a reduction in use of the rail line to the point where it is difficult to anticipate this

being a major factor in Stevensville’s near-term economic growth.

Parks

Parks are a critical aspect of a community’s quality of life. Parks are more than simply recreational amenities; they are important pieces of Stevensville’s infrastructure and help define the image of the town. There are three in-town parks in Stevensville that are maintained by the town – see Map 9. In addition, Stevensville owns the Bitterroot River Park northwest of town. In-town parks include Veterans Park, Father Ravalli Park, and Lewis & Clark Park. Lewis & Clark Park is the largest at seven acres and includes a swimming pool, Bear Mountain Playground, a skate park, basketball courts, and pavilions for picnics and events. Father Ravalli Park is a smaller park on the south end of town and has swings and a basketball court. Veterans Park is at the north entrance of town next to the Stevensville Main Street Association office.

In addition to these in-town parks, Stevensville residents benefit from being in close proximity to Fort Owen State Park less than a mile outside of town, and the 2,700-acre Lee Metcalf Wildlife Refuge, 1.5 miles north of town.

One pressing issue facing Stevensville is financing regular park maintenance. With the recent addition of the skate park and Bear Mountain Playground to Lewis & Clark Park, park use will likely increase and thus increase maintenance needs. To fund ongoing park maintenance, Stevensville’s Park Board, in concert with the Town Council, will need to explore the feasibility of creating a parks district for the purpose of raising money to fund ongoing park maintenance. Additionally, the Stevensville swimming pool at Lewis & Clark Park is in need of repair. The swimming pool is an outdoor pool and is open only during summer months. To provide for year-long use Stevensville has plans to retrofit the pool so that it is a covered facility, similar to the Bitterroot Aquatic Center in Hamilton.

Water

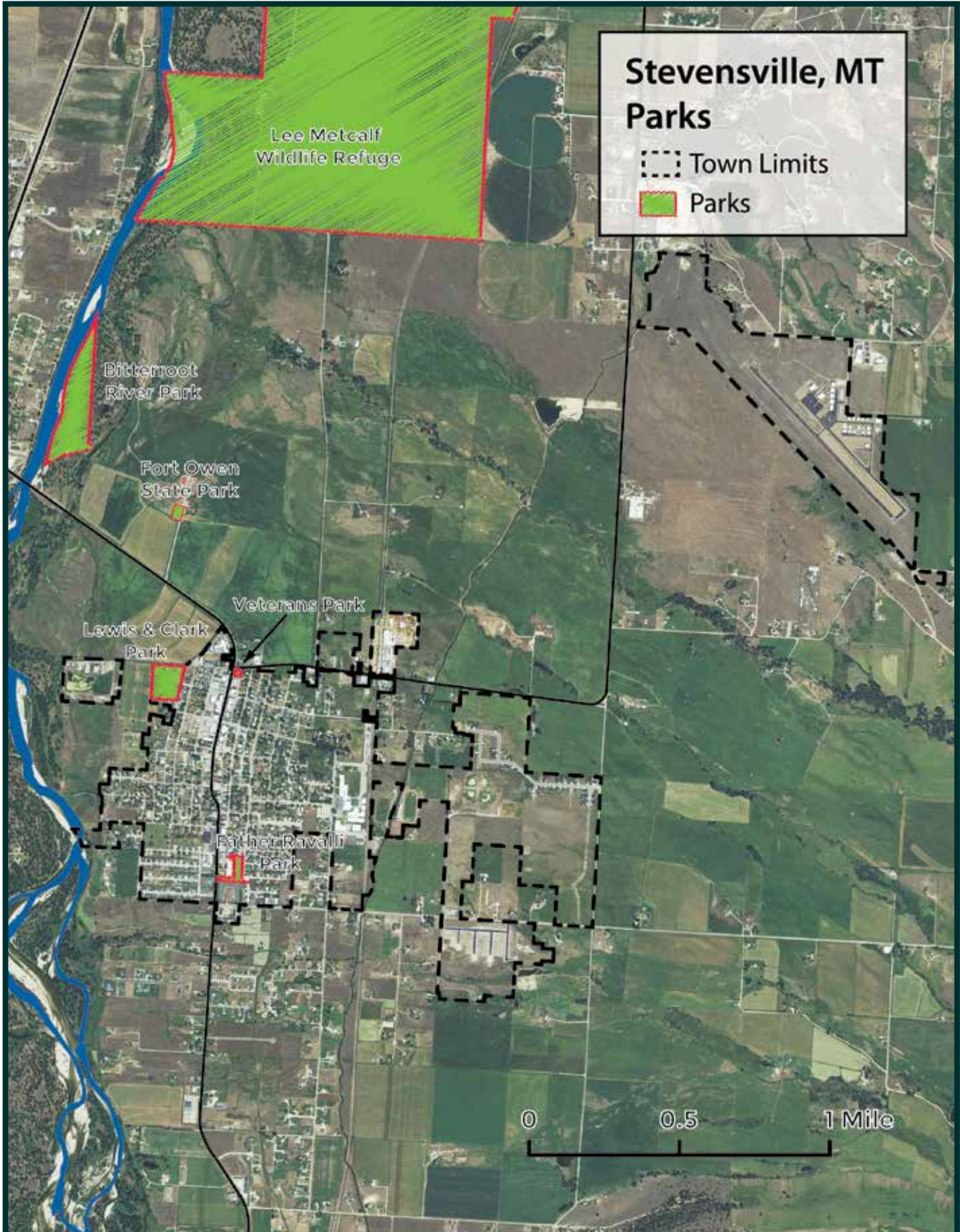
The Town of Stevensville’s original water supply was constructed in 1909 with over 6.2 miles of 4”, 6” and 8” wooden water pipe and a small concrete reservoir located between Mill Creek and North Swamp Creek. The town appropriated five cubic feet per second (CFS) from North Swamp Creek that fall and the \$20,035 construction cost was paid with a voter approved bond. Water rates were set in December, 1909 at \$1.00 per residence and \$1.50 for restaurants and saloons per month. Livery barns and hotels were charged \$3.00. Although the wooden pipe is no longer in use, sections of the 8” main still remain under Middle Burnt Fork Road.

In the 1930s, an infiltration system was constructed that gathers shallow groundwater from below the surface of the fields between Mill and North Swamp Creeks. Initially, a total of 8,134 linear feet of drainage pipe was installed generally parallel to North Swamp Creek with the intent of capturing and routing subsurface flow down to the municipal reservoir. Originally the raw water collected from the subsurface infiltration system was delivered to a large concrete storage tank at the water treatment plant site, and then piped to town in an 8” wooden pipe. The wooden main was abandoned in about 1936 when the cast iron pipe was installed.

In 2006 Stevensville performed a leak detection survey and found numerous leaks along the cast iron main near the railroad crossing on Middle Burnt Fork Road estimated at over 140,000 gallons per day. These repairs have not been completed since abandonment of the 8” line is proposed and was supposed to take place in early 2009. The public works staff reports only four to five repairs have been made to this line in the past 20 years. Therefore, many leaks are still present. The town is hesitant to repair the leaks in this line as they wish to abandon it in the near future. The large number of leaks in this main and the patching requirements of the Ravalli County Road and Bridge Department on Middle Burnt Fork Road make temporary repair of this line cost prohibitive.

With Stevensville’s recent water system improvement project, the town transitioned from the shallow groundwater infiltration gallery, surface water treatment plant and shallow wells in town to

Map 9- Parks Map



a consolidated well field with deep well groundwater sources. Table 8 shows the water rights associated with each source prior to the improvement project while Table 9 shows water rights associated with new water sources.

The new wells have been set up to run in an alternating lead/lag/lag/lag scenario. Based on the town’s 2012 water production, the new wells need to run in approximately 11-34 pump/hours per day at 570 gallons per minute to keep up with demand. Domestic use will be handled by one well running approximately 11 hours per day. During irrigation season additional wells will be required to keep up with the increased demand and two to three wells may run at the same time.

Proposed Water Rights Plan

The proposed plan is to abandon existing wells #2 and #3 and the infiltration gallery/treatment plant and transfer or use these water rights as mitigation for the new consolidated well field. The town has abandoned the infiltration gallery. The water rights from this source will be used to mitigate any groundwater depletion from the new consolidated well field. Any surplus water rights will be left in Swamp and Mill Creeks to improve fish habitat or put to another beneficial use.

Conservation

Stevensville has worked hard over the last three years to reduce leaks in the water distribution system. Water meters have been installed on all water service connections to promote water conservation and help to account for distribution system leaks. As a result of these measures, the 2012 water production is approximately 75% of the 1994 water production, mainly due to reductions in distribution system leaks and water conservation promoted by metered billing.

Wastewater

The Town of Stevensville has been working recently to improve its sewage treatment plant in order to maintain compliance with state and federal requirements that assure high water quality standards

Table 8 - Water Rights Prior To Improvement Project

Water Source	Source	Permitted Flow (gpm)	Claimed Volume (Acre-feet)
Infiltration Gallery / Treatment Plant	Mill Creek	1122	1120
	Mill Creek	561	900
	N Swamp Creek	337.5	272.2
	groundwater	345.3	556.97
Well No. 1	groundwater	500	919.86
Well No. 2	groundwater	240	40
Well No. 3	groundwater	220	340
Total		3,325.8	4,149.03

Table 9 - Water Rights Associated With New Water Resources

Water Source	Source	Permitted Flow (gpm)	Claimed Volume (Acre-feet)
Well No. 1	groundwater	500	919.86
PW-1	groundwater	240	40
(Twin Creeks 10" Well)	groundwater	300	90.30
PW-2	groundwater	TBD	TBD
PW-3	groundwater	TBD	TBD
PW-4	groundwater	TBD	TBD

for the Bitterroot River. In addition to the required improvements, parts of the Stevensville wastewater treatment plant also needed upgrades, according to a 2009 preliminary engineering report. It was noted that the Stevensville wastewater treatment plant headworks and oxidation ditch were placed into operation in 1979. Because these facilities were reaching the end of their useful life, improvements were proposed to bring the plant up to required levels of treatment.

Phased improvements have been made to the plant since that time, including construction of an ultraviolet light disinfection system; permitting the polishing pond to serve as a back-up effluent storage cell; permitting of the existing effluent discharge location; converting the existing aerobic digester to conventional biological nutrient removal; construction of a new headworks facility; and installation of an in-place stand-by generator.

While there have been needed improvements made to the plant, the sewer collection system within the town largely dates back to when Stevensville's sewage treatment was done by a simple lagoon over 40 years ago. The old leaky pipes allow groundwater infiltration to add much water to the system, forcing the treatment plant to process much more volume than is necessary. Because of these deficiencies there will need to be an effort to seal or fix the infiltration problem in the near future. Looking to the future, there are a number of potential issues that could limit Stevensville's capability to provide sewer service to areas outside the current town limits, including:

- The infiltration problem and the need to address this to increase the capacity of the wastewater treatment plant;
- The need for sewer lift stations to serve potentially annexed areas, especially south of town and west of the Eastside Highway;
- The trunk line on the west side of town is reaching capacity. There may be a need for a parallel line to extend sewer south of town.

With a well-planned growth policy, coordinated with a Capital Improvements Plan, these issues can be addressed so that future land development proposals beyond the town limits can be adequately served. Plans can then anticipate what infrastructure will be needed to serve the potential development.

Natural Resources

Soils

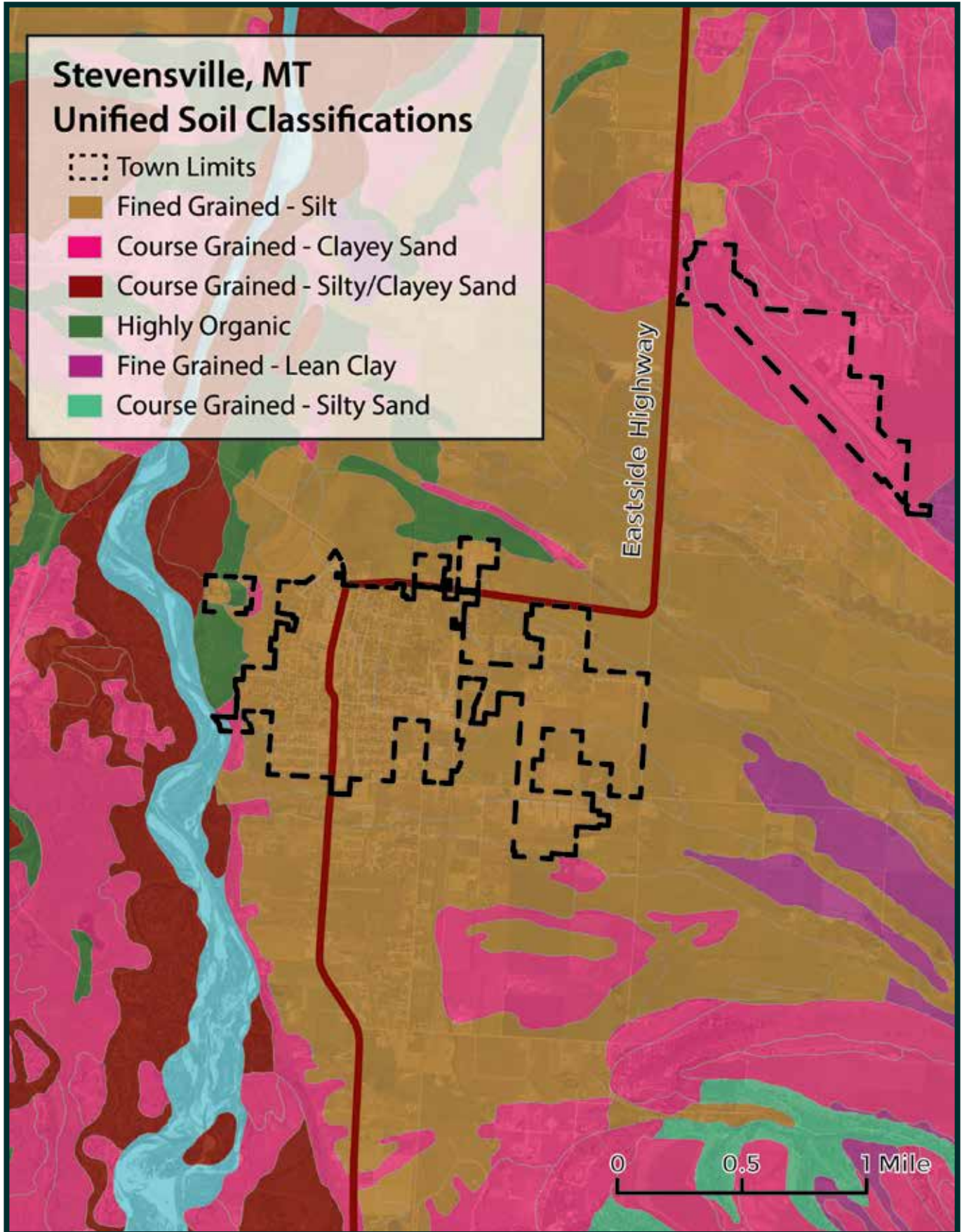
The soils in and around Stevensville are predominately silty soils with pockets of sand and clay – see Map 10. Because of the high silt content and high water table around Stevensville these soils tend to have limited drainage capabilities. A soil's drainage properties impact its ability to adequately absorb and treat effluent from on-site waste water treatment systems (septic). A soil's ability to effectively absorb effluent is impacted by many factors, including depth of the water table, depth to bedrock, flooding, and hydraulic connectivity. As can be seen in Map 11, the majority of the soils outside of Stevensville (in areas not connected to public waste water systems) have limited septic absorption ratings, as defined by the Natural Resources Conservation Service's Soil Survey. As a result, there is a higher risk of effluent polluting ground water in these areas without mitigation measures being taken.

Sand and Gravel Resources

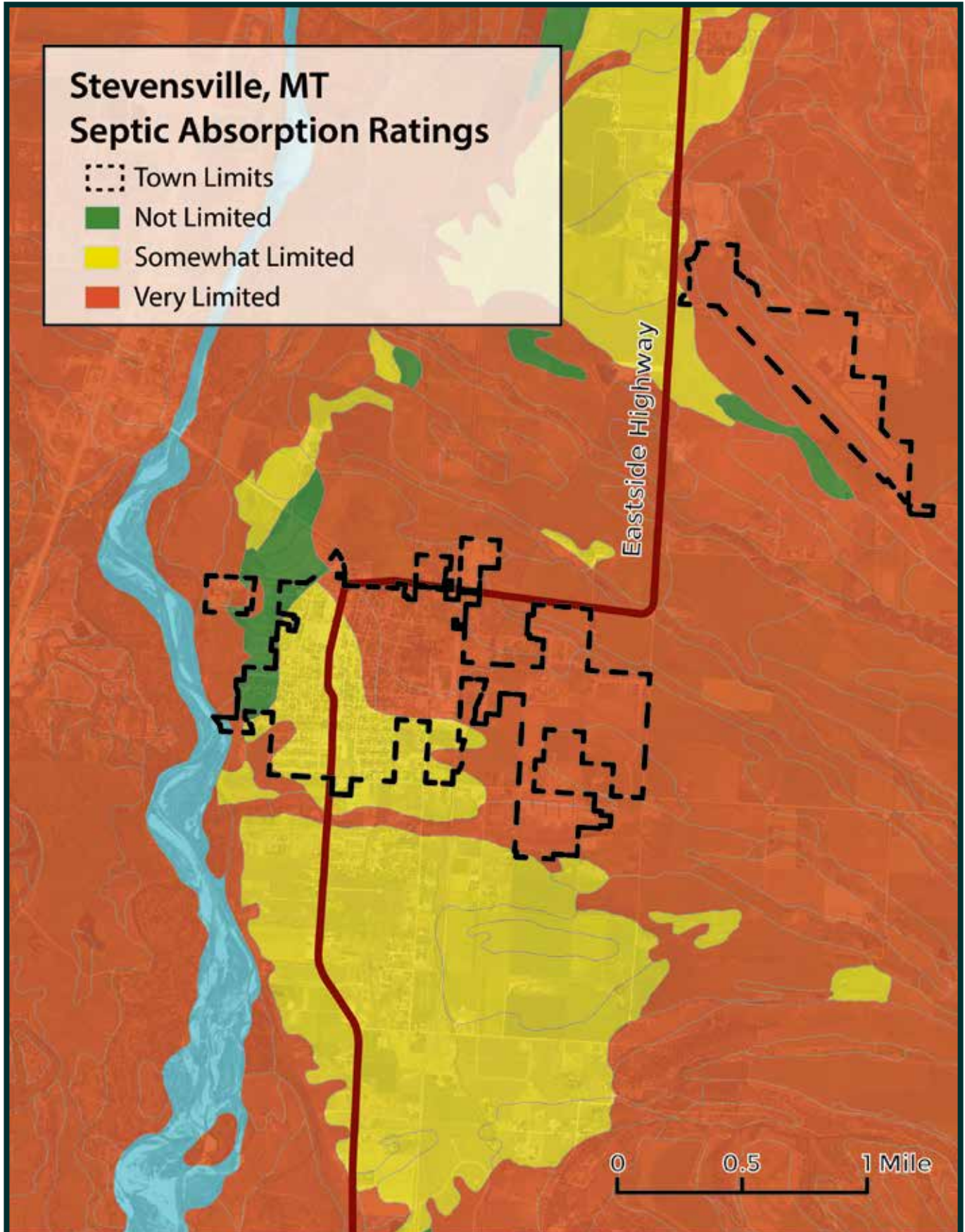
Sand and gravel are essential natural resources for growth and development and are found throughout Ravalli County. Sand and gravel are key components of many infrastructure projects from the building and maintenance of roads to home construction. Because of the transportation costs associated with sand and gravel, it is most effective for the extraction of these resources to be in close proximity to the end user. However, sand and gravel extraction operations generate noise, dust, and truck traffic, which are not desirable in close proximity to residential and some commercial land uses.

There are currently no sand and gravel extraction operations within the town limits of Stevensville. However, there are several permitted open cut mining operations in Ravalli County within close proximity to Stevensville as seen in Map 12. The sand and gravel pit just north of the Stevensville Airport is nearing the end of its useful life and will likely cease operations within the 20-year planning horizon. However, the Town of Stevensville has ownership of the land south

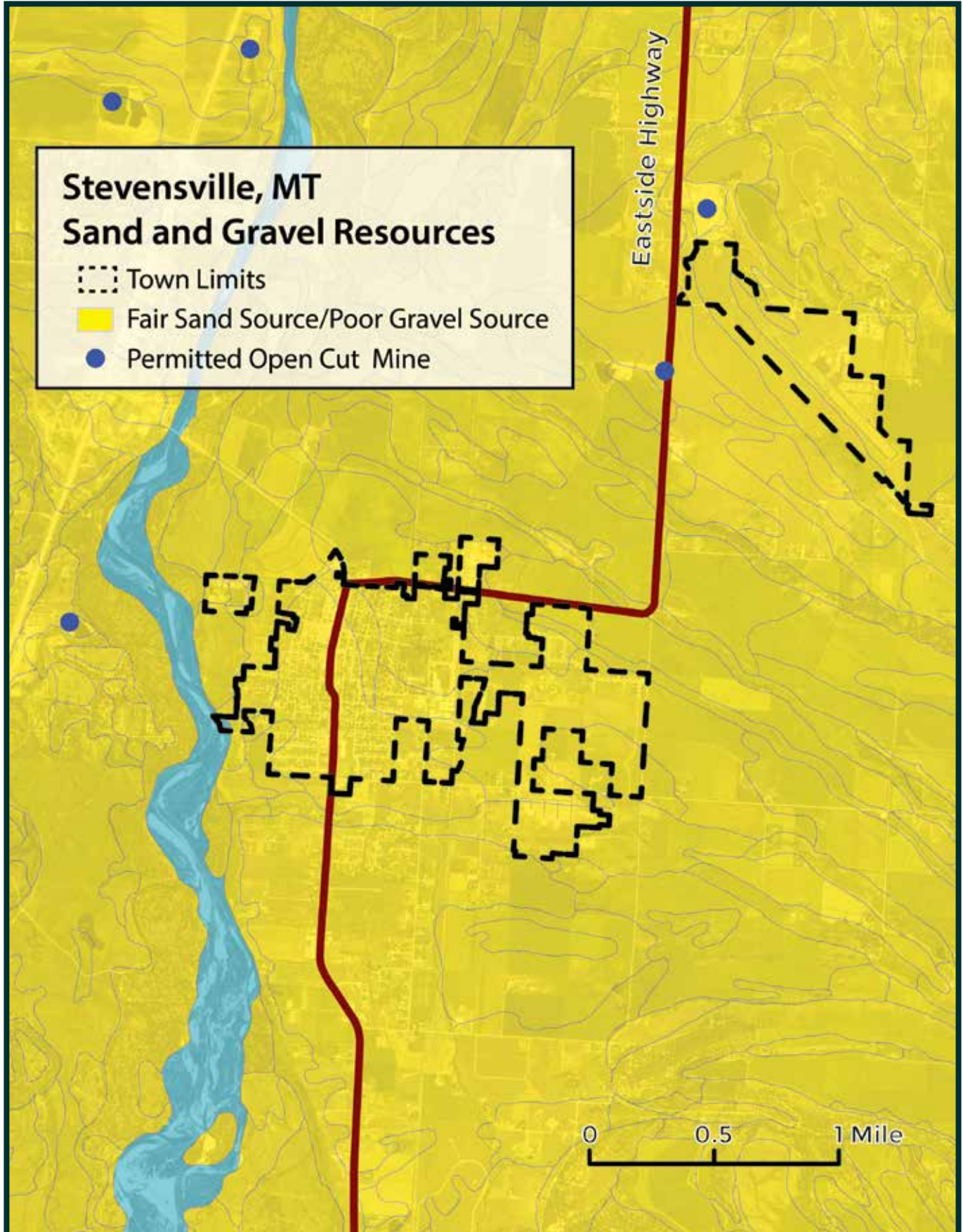
Map 10 - Soils Map



Map 11 - Septic Absorption Ratings



Map 12 - Sand and Gravel Resources



of this location, northwest of the airport runway. This location is located within Stevensville's town limits surrounding the airport and is thought to be an adequate location for sand and gravel resources. Map 12 also shows that the soils in and around Stevensville are fair sources for sand resources but generally poor for gravel resources. It should be noted however, that these soils data are generalized, thus some areas may be found to support gravel extraction upon evaluation of individual sites.

Water Resources

Surface Water

The Bitterroot River is the primary surface water body in the area and is located at the western fringe of the Stevensville planning area. Waters in this river are classified by the Montana Department of Environmental Quality (DEQ) as AB-1 and are considered suitable for drinking after conventional treatment. Other suitable uses under this classification include bathing, swimming and aquatic recreation, growth and propagation of salmonid fishes and aquatic life, waterfowl and fur-bearer habitat, and agricultural and industrial water supply. Flows in the river vary primarily in response to rainfall and snow-melt from the surrounding mountains. In addition, flows in the river are regulated to a considerable extent by the Painted Rocks Reservoir, located on the West Fork of the Bitterroot River upstream of Conner, Montana. In addition to this base flow, four other major tributary streams (Sleeping Child Creek, Skalkaho Creek, Blodgett Creek and Bear Creek) contribute substantial flows upstream of Stevensville.

Flows from the river and some of the primary tributary streams are diverted into irrigation ditches to support agricultural activities in the valley. The supply ditch is the primary irrigation ditch within the planning area and runs from south to north through the Town of Stevensville.

Within the planning area there are two smaller tributaries of the Bitterroot River that are of significance, Mill Creek and North Swamp Creek. The Town of Stevensville obtains a substantial portion of its raw water supply indirectly from these two streams by means of a

subsurface infiltration system of tile pipe laid parallel between the two creeks. A direct discharge from North Swamp Creek is available in winter months. The DEQ considers the water from this source to be 'groundwater under the direct influence of surface water' and therefore subject to EPA surface water treatment requirements.

Ground Water

Groundwater depths in the area around Stevensville are relatively shallow. Thus, dewatering of pipeline trenches and structure foundations will likely be required during the construction of system improvements. A review of well logs in the area indicates that typical depths to groundwater are in the range of 3 to 20 feet below ground surface. The depth to groundwater also varies with the irrigation of the surrounding land with high groundwater being reported during the months of more intense irrigation of nearby farmlands in June, July and August. The general direction of groundwater flow underlying the area is to the west towards the Bitterroot River.

Vegetation

In view of the fact that Stevensville is the oldest permanent settlement in Montana, dating back to 1841, most, if not all of the original native vegetation within the existing town limits has been replaced with cultivated varieties of trees, shrubs and grasses. Outside of the existing town limits and within the eastern extent of the planning area, homesteads and small farms with irrigated hay fields or grassy rangelands spread out beyond the town. For the most part, native grasses and other indigenous herbaceous plants have been replaced with hay and alfalfa fields. With the exception of scattered groupings of pine and fir trees, there are no real stands of native timber left within the planning area. Trees mainly consist of Cottonwoods and scattered fruit bearing trees (mainly apple, pear and plum trees), which are generally found along the edges of the creeks and man-made irrigation ditches where there is sufficient year-round moisture to sustain vibrant growth.

Wetlands are generally found within the floodplain of the Bitterroot River and immediately adjacent to area creeks. These wetlands

are generally confined to the edges of these streams or in isolated pockets where groundwater levels are at or near the surface. Substantial wetland areas along with highly valued waterfowl habitat are found mainly within the confines of the Lee Metcalf National Wildlife Refuge which is located just north of the planning area. This refuge contains a diverse combination of wetland types and forested river bottom habitat and is protected from man-made disturbances.

Fish and Wildlife

According to the US Fish and Wildlife Service, there are three threatened species that may occur in the planning area: Canada Lynx, Bull Trout and the Bald Eagle. In addition, the Gray Wolf, considered to be a nonessential experimental species introduced into the area, and the Yellow-billed Cuckoo, a candidate threatened species, may also occur in the area. The North Burnt Fork Creek area, northeast of Stevensville, is an important corridor for wildlife accessing the Bitterroot. To preserve wildlife access to the Bitterroot River, future development in the North Burnt Fork Creek corridor will be discouraged.

Wildland-Urban Interface

Residents of Stevensville and Ravalli County know that wildfires are a fact of life each summer. Whether fires are burning in the front country of the Bitterroot National Forest, in the Selway-Bitterroot Wilderness, or in other northwest states, by July and August smoke from wildfires commonly enters the valley, serving as a reminder that residents must live with the presence of fire.

The 2006 Bitterroot Community Wildfire Protection Plan (CWPP) was created to prioritize potential actions to address the Bitterroot Valley's ability to reduce the risks associated with wildland fires. The Bitterroot CWPP defines the Wildland-Urban Interface (WUI) as the *"zone where structures or other human development meet to intermingle with undeveloped wildland or vegetative fuels."* As part of the CWPP a WUI map was created to identify areas at risk of wildfire. Map 13 shows the WUI around Stevensville as well as

perimeters of large fires that have occurred since 2000. As can be seen in Map 13 there is a portion of land just south of town that is in the defined WUI. The southern portion of this area is characterized by mixed forest and grassland, while the northern portion closest to Stevensville is a mix of low density residential development and irrigated fields and pastures, with no surrounding forests or grasslands.

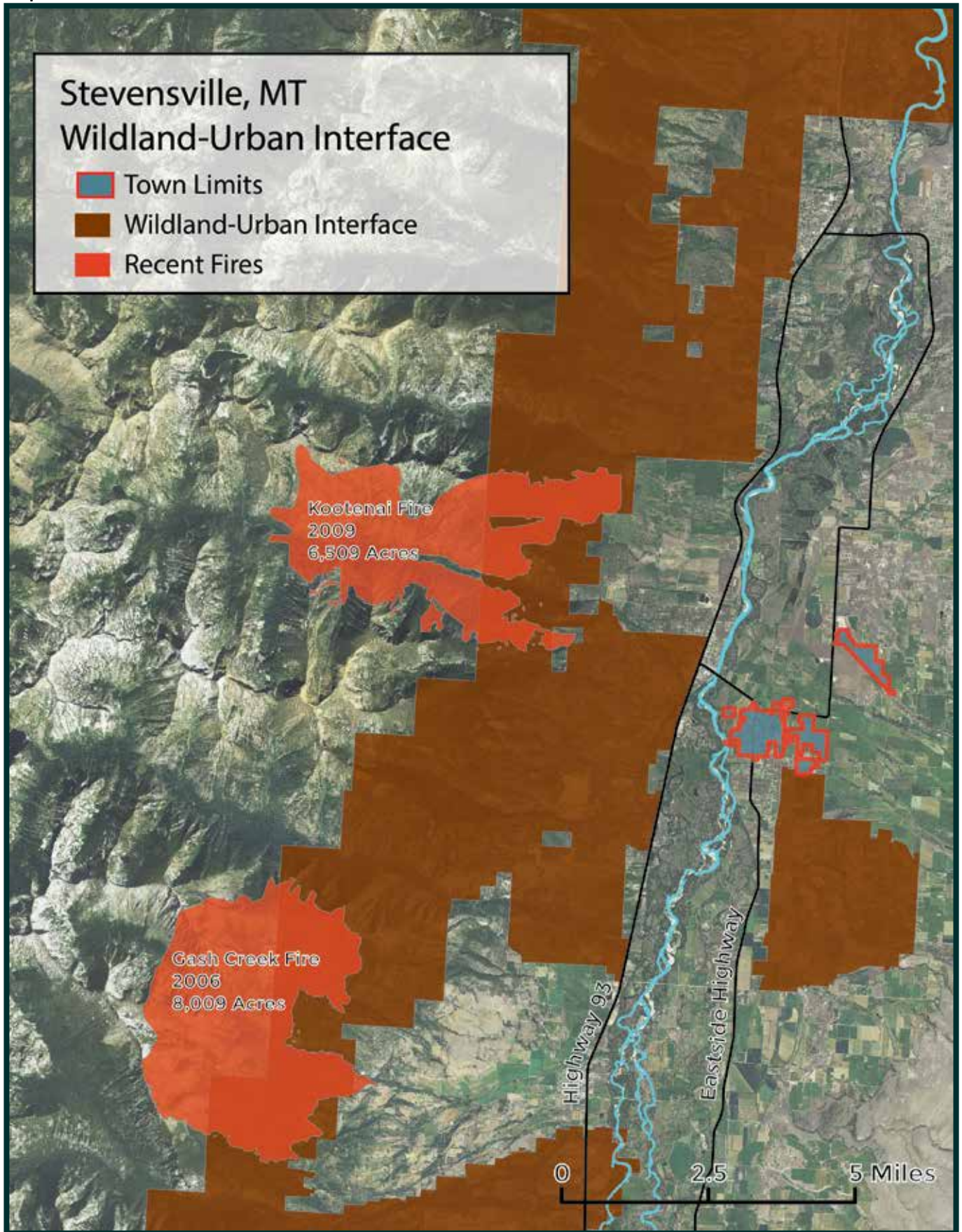
State Law Requirements

Montana state law requires that growth policies include *"an evaluation of the potential for fire and wildland fire in the jurisdictional area, including whether or not there is a need to delineate the wildland-urban interface, and adopt regulations requiring defensible space around structures, adequate ingress and egress to and from structures and developments to facilitate fire suppression activities, adequate water supply for fire protection."* While Stevensville is in close proximity to forests and grasslands at risk of wildfire, the town, being located in the valley bottom, is not immediately adjacent to these areas and is largely surrounded by river bottom areas and irrigated fields. As a result, the risk of Stevensville being impacted by wildfire is low, beyond health related impacts associated with smoke from nearby large fires. Therefore, there is not a present need to further delineate the WUI or adopt regulations requiring defensible space or ingress and egress. In terms of adequate water supply however, Stevensville does not currently meet DEQ standards for water storage capacity for fire protection. Stevensville is currently planning to fix leaks in aging water pipes and build a new water storage tank which would provide adequate storage capacity for fire protection.

(Endnotes)

- 1 <http://dnrc.mt.gov/dnrceconomy.pdf>
- 2 <http://www.bber.umt.edu/pubs/econ/CountyOutlooks/15ravalli.pdf>
- 3 <http://mbcc.mt.gov/Portals/130/Data/LEE/2014LEE.pdf>

Map 13 - Wildlan-Urban Interface



A photograph of a person skateboarding at a skate park. The skate park features several concrete bowls and ramps. In the background, there are mountains under a cloudy sky. The foreground is a grassy field.

Appendix A: Survey Results

46 responses

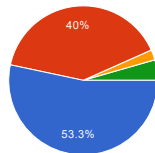
[View all responses](#) [Publish analytics](#)

Summary

[Image]

General

1. Where Do You Live?



Location	Count	Percentage
Within Stevensville Town Limits	24	53.3%
In Ravalli County near Stevensville	18	40%
In Ravalli County not near Stevensville	1	2.2%
Outside Ravalli County	2	4.4%

Diversifying Stevensville's Tax Base

Priority 1 [2. Prioritize the Following Strategies for Diversifying Stevensville's Tax Base]



Strategy	Count	Percentage
Proactively and aggressively expand commercial and industrial areas in Stevensville to the fullest extent possible.	6	13.3%
Focus on infill development and encouraging more intensive uses in Stevensville's existing developed commercial areas.	20	44.4%
Focus on retaining existing commercial uses to the fullest extent possible.	19	42.2%

Priority 2 [2. Prioritize the Following Strategies for Diversifying Stevensville's Tax Base]



Strategy	Count	Percentage
Proactively and aggressively expand commercial and industrial areas in Stevensville to the fullest extent possible.	9	20.5%
Focus on infill development and encouraging more intensive uses in Stevensville's existing developed commercial areas.	20	45.5%
Focus on retaining existing commercial uses to the fullest extent possible.	15	34.1%

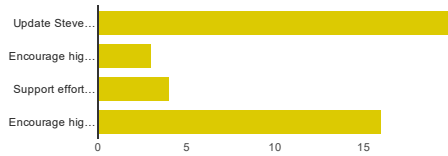
Priority 3 [2. Prioritize the Following Strategies for Diversifying Stevensville's Tax Base]



Strategy	Count	Percentage
Proactively and aggressively expand commercial and industrial areas in Stevensville to the fullest extent possible.	27	64.3%
Focus on infill development and encouraging more intensive uses in Stevensville's existing developed commercial areas.	3	7.1%
Focus on retaining existing commercial uses to the fullest extent possible.	12	28.6%

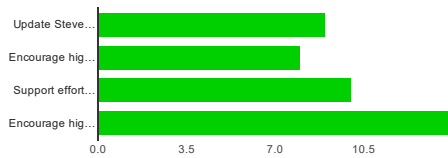
Housing

Priority 1 [3. Prioritize the Following Strategies for Addressing Housing Issues in Stevensville]



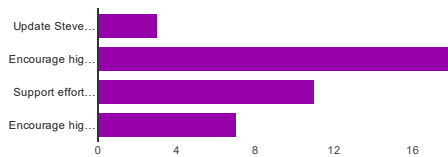
Update Stevensville's development code to remove barriers to infill housing and address potential impacts on development of affordable housing.	20	46.5%
Encourage higher residential densities to increase housing supply.	3	7%
Support efforts of the Human Resource Council to develop below market rate housing in Stevensville.	4	9.3%
Encourage high quality and energy efficient housing.	16	37.2%

Priority 2 [3. Prioritize the Following Strategies for Addressing Housing Issues in Stevensville]



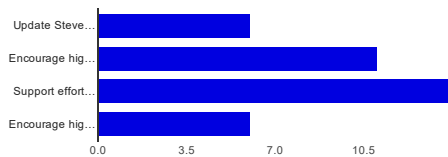
Update Stevensville's development code to remove barriers to infill housing and address potential impacts on development of affordable housing.	9	22%
Encourage higher residential densities to increase housing supply.	8	19.5%
Support efforts of the Human Resource Council to develop below market rate housing in Stevensville.	10	24.4%
Encourage high quality and energy efficient housing.	14	34.1%

Priority 3 [3. Prioritize the Following Strategies for Addressing Housing Issues in Stevensville]



Update Stevensville's development code to remove barriers to infill housing and address potential impacts on development of affordable housing.	3	7.7%
Encourage higher residential densities to increase housing supply.	18	46.2%
Support efforts of the Human Resource Council to develop below market rate housing in Stevensville.	11	28.2%
Encourage high quality and energy efficient housing.	7	17.9%

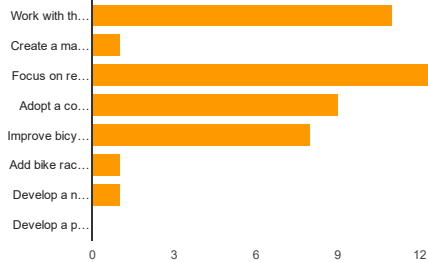
Priority 4 [3. Prioritize the Following Strategies for Addressing Housing Issues in Stevensville]



Update Stevensville's development code to remove barriers to infill housing and address potential impacts on development of affordable housing.	6	16.2%
Encourage higher residential densities to increase housing supply.	11	29.7%
Support efforts of the Human Resource Council to develop below market rate housing in Stevensville.	14	37.8%
Encourage high quality and energy efficient housing.	6	16.2%

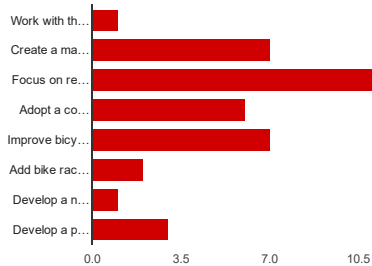
Non-Motorized Transportation

Priority 1 [4. Prioritize the Following Strategies for Addressing Non-Motorized Transportation]



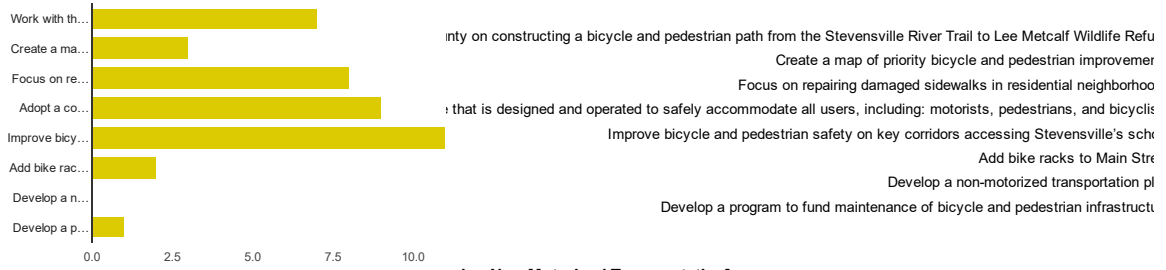
- Work with the Montana Department of Transportation and Ravalli County on constructing a bicycle and pedestrian path from the Stevensville River Trail to Lee Metcalf Wildlife Refu
- Create a map of priority bicycle and pedestrian improvemer
- Focus on repairing damaged sidewalks in residential neighborhood
- Adopt a complete streets policy – a complete street is one that is designed and operated to safely accommodate all users, including: motorists, pedestrians, and bicyclis
- Improve bicycle and pedestrian safety on key corridors accessing Stevensville's sch
- Add bike racks to Main Stre
- Develop a non-motorized transportation pl
- Develop a program to fund maintenance of bicycle and pedestrian infrastru

Priority 2 [4. Prioritize the Following Strategies for Addressing Non-Motorized Transportation]

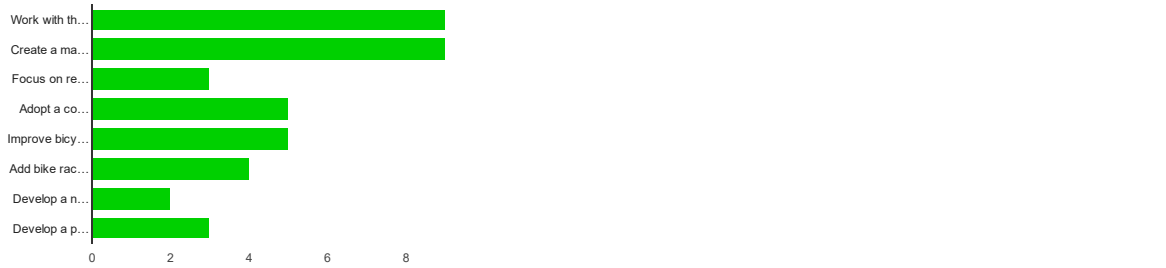


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- Add bike racks to Main Stre
- Develop a non-motorized transportation pl
- Develop a program to fund maintenance of bicycle and pedestrian infrastru

Priority 3 [4. Prioritize the Following Strategies for Addressing Non-Motorized Transportation]



Priority 4 [4. Prioritize the Following Strategies for Addressing Non-Motorized Transportation]



Work with the Montana Department of Transportation and Ravalli County on constructing a bicycle and pedestrian path from the Stevensville River Trail to Lee Metcalf Wildlife Refuge

Create a map of priority bicycle and pedestrian improvement projects

Focus on repairing damaged sidewalks in residential neighborhoods

Adopt a complete streets policy – a complete street is one that is designed and operated to safely accommodate all users, including: motorists, pedestrians, and bicyclists

Improve bicycle and pedestrian safety on key corridors accessing Stevensville's schools

Add bike racks to Main Street

Develop a non-motorized transportation plan

Develop a program to fund maintenance of bicycle and pedestrian infrastructure

Priority 5 [4. Prioritize the Following Strategies for Addressing Non-Motorized Transportation]



Work with the Montana Department of Transportation and Ravalli County on constructing a bicycle and pedestrian path from the Stevensville River Trail to Lee Metcalf Wildlife Refuge

Create a map of priority bicycle and pedestrian improvement projects

Focus on repairing damaged sidewalks in residential neighborhoods

Adopt a complete streets policy – a complete street is one that is designed and operated to safely accommodate all users, including: motorists, pedestrians, and bicyclists

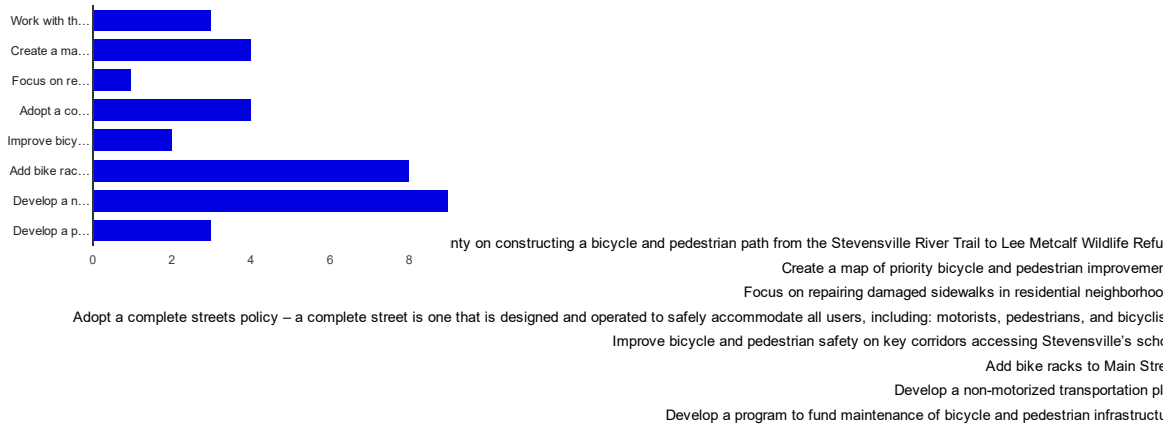
Improve bicycle and pedestrian safety on key corridors accessing Stevensville's schools

Add bike racks to Main Street

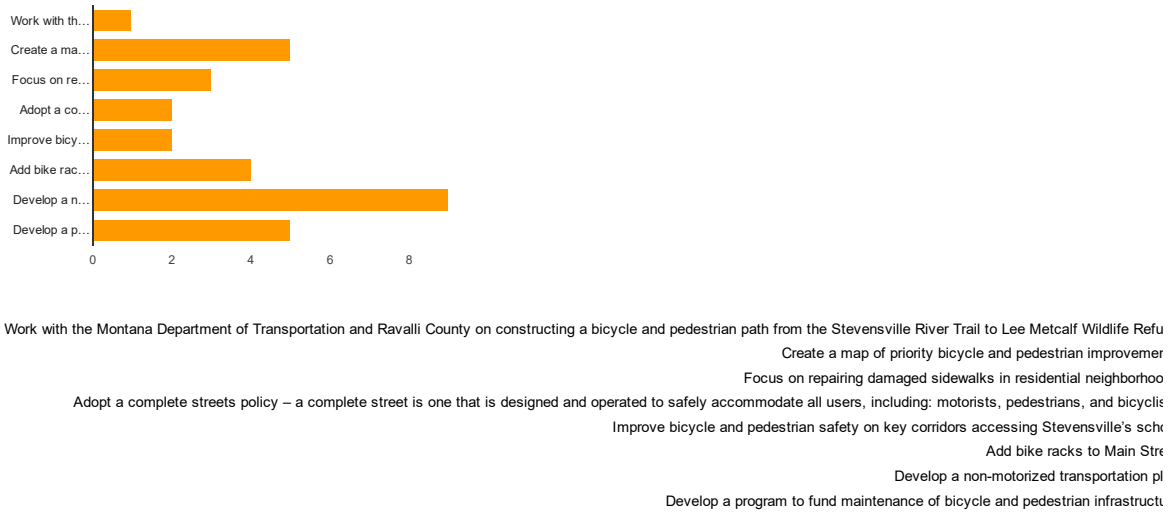
Develop a non-motorized transportation plan

Develop a program to fund maintenance of bicycle and pedestrian infrastructure

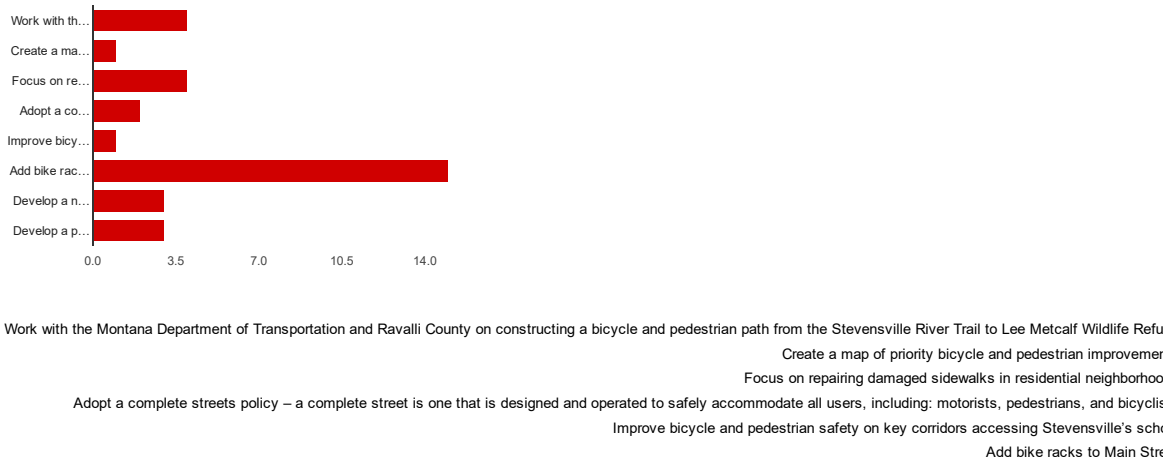
Priority 6 [4. Prioritize the Following Strategies for Addressing Non-Motorized Transportation]



Priority 7 [4. Prioritize the Following Strategies for Addressing Non-Motorized Transportation]



Priority 8 [4. Prioritize the Following Strategies for Addressing Non-Motorized Transportation]



Develop a non-motorized transportation plan
Develop a program to fund maintenance of bicycle and pedestrian infrastructure

Water

Priority 1 [5. Prioritize the Following Strategies for Addressing Water Availability and Capacity in Stevensville]



Establish a baseline of Stevensville's water availability and use to inform the creation of a policy outlining how Stevensville will address water rights for annexed properties. Explore options for water conservation and reuse.

Priority 2 [5. Prioritize the Following Strategies for Addressing Water Availability and Capacity in Stevensville]



Establish a baseline of Stevensville's water availability and use to inform the creation of a policy outlining how Stevensville will address water rights for annexed properties. Explore options for water conservation and reuse.

Priority 3 [5. Prioritize the Following Strategies for Addressing Water Availability and Capacity in Stevensville]



Establish a baseline of Stevensville's water availability and use to inform the creation of a policy outlining how Stevensville will address water rights for annexed properties. Explore options for water conservation and reuse.

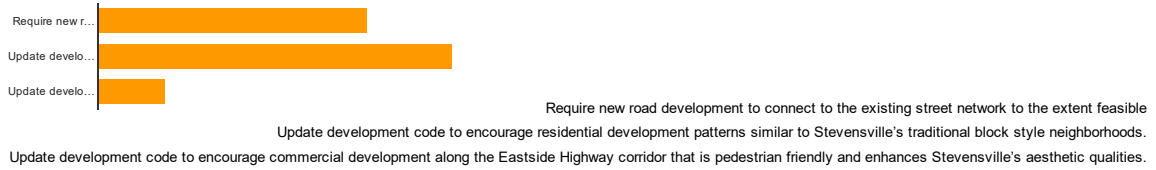
Guiding Development Patterns South of Town

Priority 1 [6. Prioritize the Following Strategies for Guiding Development Patterns South of Stevensville]

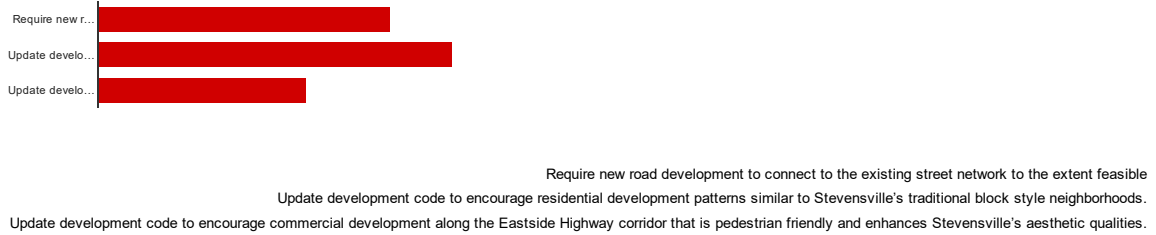


Require new road development to connect to the existing street network to the extent feasible
Update development code to encourage residential development patterns similar to Stevensville's traditional block style neighborhoods.
Update development code to encourage commercial development along the Eastside Highway corridor that is pedestrian friendly and enhances Stevensville's aesthetic qualities.

Priority 2 [6. Prioritize the Following Strategies for Guiding Development Patterns South of Stevensville]



Priority 3 [6. Prioritize the Following Strategies for Guiding Development Patterns South of Stevensville]



Downtown

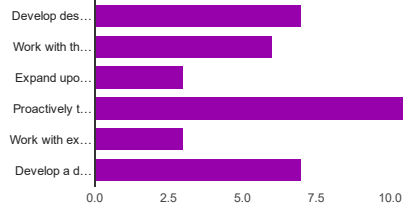
Priority 1 [7. Prioritize the Following Strategies for Improving Downtown]



Priority 2 [7. Prioritize the Following Strategies for Improving Downtown]

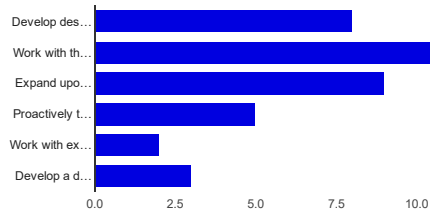


Priority 3 [7. Prioritize the Following Strategies for Improving Downtown]



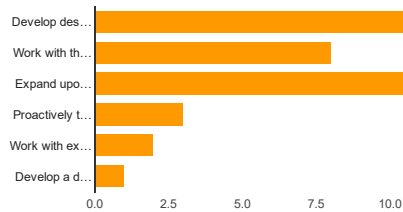
Develop design guidelines for Downtown Stevensville.	7	18.4%
Work with the Stevensville Main Street Association on developing a façade improvement program.	6	15.8%
Expand upon sign regulations within Stevensville's development code.	3	7.9%
Proactively target new commercial businesses to locate in downtown Stevensville.	12	31.6%
Work with existing business owners in Town to help their business grow in place.	3	7.9%
Develop a downtown master plan.	7	18.4%

Priority 4 [7. Prioritize the Following Strategies for Improving Downtown]



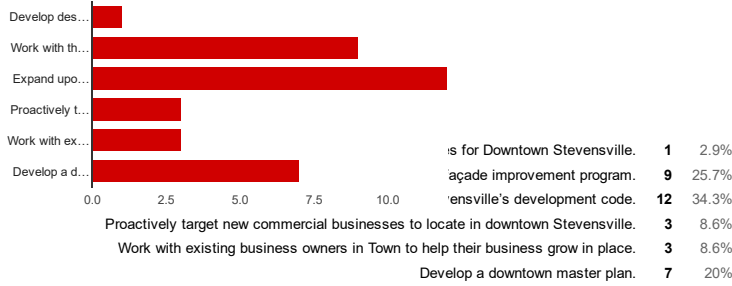
Develop design guidelines for Downtown Stevensville.	8	21.1%
Work with the Stevensville Main Street Association on developing a façade improvement program.	11	28.9%
Expand upon sign regulations within Stevensville's development code.	9	23.7%
Proactively target new commercial businesses to locate in downtown Stevensville.	5	13.2%
Work with existing business owners in Town to help their business grow in place.	2	5.3%
Develop a downtown master plan.	3	7.9%

Priority 5 [7. Prioritize the Following Strategies for Improving Downtown]



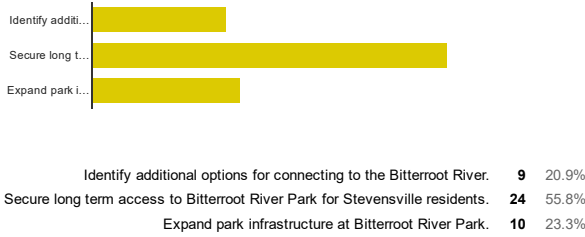
Develop design guidelines for Downtown Stevensville.	12	32.4%
Work with the Stevensville Main Street Association on developing a façade improvement program.	8	21.6%
Expand upon sign regulations within Stevensville's development code.	11	29.7%
Proactively target new commercial businesses to locate in downtown Stevensville.	3	8.1%
Work with existing business owners in Town to help their business grow in place.	2	5.4%
Develop a downtown master plan.	1	2.7%

Priority 6 [7. Prioritize the Following Strategies for Improving Downtown]

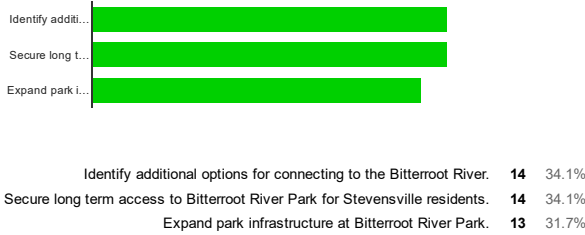


Access to Bitterroot River

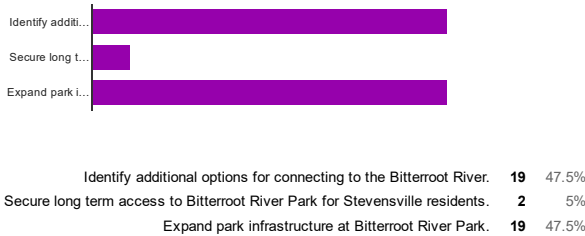
Priority 1 [8. Prioritize the Following Strategies for Improving Access Opportunities to the Bitterroot River]



Priority 2 [8. Prioritize the Following Strategies for Improving Access Opportunities to the Bitterroot River]



Priority 3 [8. Prioritize the Following Strategies for Improving Access Opportunities to the Bitterroot River]



Additional Thoughts or Comments?

none

We're new, just moved here, so won't presume to have lots of answers. We decided to invest here because we like Stevensville's fabulous downtown without overly restrictive development regulations in the surrounding area. We recognize the issues of water, over-development, and land use conflicts. But we also recognize the negative growth that results from over-regulation. Please maintain a healthy balance of reasonable (not Mizoo-like) development guidelines with opportunities to allow new development. ☺

Keep supporting the MSA.

10/10/2016

Stevensville Growth Policy Update Action Strategies Survey - Google Forms

A reduction in speed along the eastside hwy from the dollhouse to the lone rock fire station,,a safety corridor so to speak

Stevensville is a beautiful place and though I am happy to call it home, it remains neglected. Our "old town" public streets remain littered with cars, campers and trailers that never move. Our streets are not the place to store these vehicles. I also feel strongly that our sidewalks should be of the utmost importance. It is the property owner's responsibility for such, yet the city does not enforce its ordinances. How can we expect future growth when these eyesores are the first impressions for anyone looking to live or invest here???

Preserving the viability, character and integrity of Stevensville's main street business properties will have a significant impact on our ability to attract visitors and residents to our town. Because we have the benefit of being off the highway, and escaping the typical sprawl that makes every town look alike, we can be a unique place people want to experience. We should take every opportunity to make sure our town works together to be an interesting, cultural, historical, truly western hub that bustles with activity.

your survey only reflects the questions that the main st ass wants asked

Develop infrastructure and business at the airport. That airport will be the life blood of this town.

Stevensville has a lot going for it, but needs overall planning guide lines that will address future development that compliment it's historical position in Montana and the "heart of the Bitterroot Valley."

keep government stupidity & red tape out of this community

Working with the current stores on Main Street to get flow of things.

It would be nice if the town council supported the growth of the town. It would be beneficial to business owners if the town council would work with the Stevensville Main Street Association. As a business owner and a building owner on Main Street I find the lack of coordination between Main Street and the Town disconcerting. Keep fighting the good fight Main Street!!!

Develop a process to integrate the priorities of this policy in the annual work plan of the town government and Main Street Association.

What new businesses will be targeted? New business from elsewhere? I am uneasy with the 4 others, they sound controlling. We need to have a friendly environment for business and everyone living here or visiting

While attending public meetings the subject of building a new swimming pool year-round facility was discussed at every table I visited. I see nothing in the survey about this important issue. Indoor-outdoor, senior health + recreation needs; maybe school team development and cooperation as part of set up

Try to keep the historic facade of Stevensville's existing Main Street. Do no look like anytown, America! Stevensville has its own unique history!

Need to focus more on the town as a whole, not as Main Street vs. South The town is not big enough for that division. Combine the multiple non profits such as civic club, community foundation and main street association into 1 group that will be able to work together.

Talk to James Higginson about his recent public policy development project for improving the Town of Stevensville Public Relations - Limited exposure to this important survey is a prime example!

Get rid of the Commercial Street Lights and install LampLighter Posts!!!!!!!

10/11



Appendix B: Public Meeting Feedback

Stevensville Growth Policy Meeting Results

On Wednesday June 29th a public meeting was held at the United Methodist Church in Stevensville. At the meeting, Stevensville community members were asked to identify Stevensville's greatest assets and strengths, weaknesses and key issues, and opportunities for capitalizing on the Town's assets and addressing its weaknesses. The results of the meeting, in their entirety, are presented below. These results are being used to develop goals and objectives for Stevensville's Growth Policy update which will be presented at another public meeting on Wednesday, July 27th at the United Methodist Church from 6:00 P.M. – 8:00 P.M.

Strengths and Assets

- Close to, but not on, Highway 93
- Coherent Main Street
- Historic buildings and storefronts
- Bitterroot River Park
- Open space at entrance to Town
- Community pride
- History
- Scenic beauty
- Bitterroot Mountains
- Many local businesses are invested in Stevensville
- Safe community
- Bitterroot College
- Many Civic groups
- Golf Course
- Restaurants
- Churches
- Bars
- Parks and recreation areas
- Friendly community
- Historic sites
- School District
- Airport – Businesses
- Theater
- Fort Owen
- Lee Metcalf Wildlife Refuge
- Variety of Businesses
- Super Markets and Pharmacy
- Medical and Dental clinics and their affiliations with larger medical providers in Missoula
- Sports fields
- Pantry partners and other miscellaneous social providers
- Zoning

- Selway Corp
- Water and Sewer upgrades
- Farmers market
- DMV
- Library
- MSP
- Newer school
- Access to Bitterroot River
- Lewis and Clark Park (pool, playground, park)
- Consolidated services
- St. Mary's Mission
- Stevensville Hotel
- Open space
- U.S. Forest Service District Office
- TIF District
- Two hardware stores
- Stevensville Main Street Association
- Accessibility to Missoula
- Main Street streetscape improvements
- Access to Bitterroot National Forest
- Affordable housing
- Fire protection and emergency services
- Bitterroot Star
- Potential for industrial development
- Charter high-speed internet in town center

Key Issues and Weaknesses

- Water rights
- Lack of sidewalks and poor condition of sidewalks in residential neighborhoods
- Lack of retail
- Lack of signs for businesses
- Small tax base
- Ways to drive businesses to town
- Ways to educate public
- Eastside Highway Access into Stevensville
- Affordable housing
- Lack of walkable streets
- Bitterroot River Park – lack of amenities
- No Sign ordinance
- Ravalli County does not have a growth policy
- Large population outside of town using town services but not paying for operation and maintenance of Town infrastructure.

- The need to annex surrounding areas
- Lack of connection of 2nd street from Town to Creekside Meadows
- Need more basic service stores (shoes, clothing, etc.)
- Wildland fire season (smoke)
- Limited retail shops
- Limited living-wage job opportunities
- Broadband connectivity
- Condition of access to Bitterroot River Park
- Civic groups could coordinate better
- Private land access issues (e.g. the organic waste dump)
- Lack of recycling
- Lack of enforcement of ordinances
- No waste ordinance
- Lack of activities for kids in the winter
- No community center
- No movies
- Swimming pool needs help
- Lack of access to educational events
- Slow internet, particularly in areas outside of town center where high-speed internet is available

Opportunities

- Working with MDT on improving Eastside Highway Access into town
- Bike route through town
- Public education
- Band Shelter in Park
- Theater concerts
- Pool
- Civic engagement
- Grants
- Create partnerships
- Airport businesses
- Planning future development patterns
- Park district
- Connecting bike paths
- Develop River Park
- Developed boat access at Bitterroot River
- Adopt sign ordinance
- Bike path to Lee Metcalf
- Cycle tourism
- Increased access to broadband and technology to increase access to economic development and educational opportunities
- Marketing and promoting Stevensville

- Pedestrian access to refuge
- Railroad
- Nature/recreation based tourism
- Creating a walkable community
- Bringing infrastructure to the airport to support commercial/industrial growth
- Targeted businesses recruitment
- Rebuild Swimming Pool – make into year round facility

File Attachments for Item:

i. Discussion/Decision: Master Agreement for Planning Services by Morrison-Maierle for the Stevensville Airport



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:	Tyler Reed, Morrison-Maierle
Second Person Submitting the Agenda Item:	
Submitter Title:	Choose an item.
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/8/2022
Agenda Topic:	Discussion/Decision: Master Agreement for Planning Services by Morrison-Maierle for the Stevensville Airport
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	
Notes:	

MASTER AGREEMENT FOR PROFESSIONAL AIRPORT PLANNING SERVICES BETWEEN OWNER AND ENGINEER

THIS MASTER AGREEMENT made as of December 8, 2022 between the **Owner**, Town of Stevensville – PO Box 30, Stevensville, MT 59870, and the **Engineer**, Morrison-Maierle, Inc., 1055 Mount Ave. Missoula MT 59801.

WHEREAS the **Owner** intends to perform several Airport Planning Projects at the Stevensville Airport under their authority during the following **(5)** years including, but not limited to the following:

From AC 150/5100-14E 1.1.1 Aviation Planning Services.

This category includes studies under the broad headings of airport system and master planning, airport noise compatibility planning and environmental assessments and related studies. These studies include, but are not limited to, the following activities:

1. Airport Master Plan Update

This AGREEMENT sets forth the general terms and conditions which shall govern the relationships and performance of the **Owner** and **Engineer** for work designated for each project and documented by a **Task Order**. The **Task Order** will be prepared and executed by both parties for each project and will set forth specific project requirements, services of the **Engineer**, **Owner's** responsibilities, times for rendering services, deliverables to be provided, basis of compensation, and other appropriate contract terms related to the specific project.

The **Owner** and **Engineer** in consideration of their mutual covenants herein agree in respect to the performance of Professional Airport Planning Services by **Engineer** and the payment for those services by **Owner** as set forth in issued Task Orders.

The **Engineer** shall provide Professional Airport Planning services for **Owner** in all phases of the Project to which this Agreement applies, serve as **Owner's** professional airport planning representative for each Project as set forth in the Task Orders and shall give professional planning consultation and advice to **Owner** during the performance of services hereunder.

This AGREEMENT (consisting of pages 1 to 28, inclusive), together with any specifically noted attachments, if any, constitute the entire Agreement between **Owner** and **Engineer** and supersede all prior written or oral understandings. This Agreement may only be amended, supplemented, or modified by a written instrument signed by both **Owner** and **Engineer**.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

OWNER:

Town of Stevensville
Name

Signature

Mayor
Title

Attest

ADDRESS FOR GIVING NOTICES:

PO Box 30

Stevensville, Montana 59870

406.777.5271

ENGINEER:

Morrison-Maierle, Inc.
Name

Shawn P. Shea
Signature

Vice President, Morrison-Maierle, Inc.
Title

Attest

ADDRESS FOR GIVING NOTICES:

1055 Mount Ave.

Missoula, Montana 59801

406.542.8880

OWNER - PLANNING MASTER AGREEMENT INDEX

This Agreement includes the following parts:

SIGNATURE PAGE

INDEX

DEFINITIONS

MASTER FORM OF AGREEMENT

Section 1 ENGINEER'S RESPONSIBILITY

Section 2 SCOPE OF SERVICES
2.01 Basic Services
2.02 Additional Services

Section 3 OWNER'S RESPONSIBILITIES

Section 4 TIME OF PERFORMANCE

Section 5 PAYMENT TO ENGINEER

Section 6 GENERAL PROVISIONS
6.01 Standards of Performance
6.02 Betterment
6.03 Certifications, Guarantees and Warranties
6.04 Compliance with ADA and Other Laws and Regulations
6.05 Contingency Fund
6.06 Changes
6.07 Reuse of Documents
6.08 Reuse of Planning Documents
6.09 Estimate of Construction Costs and Total Project Costs
6.10 Dispute Resolution
6.11 Subconsultants
6.12 Electronic Transmittals
6.13 Successors and Assigns and Beneficiaries
6.14 Compliance with Laws and Federal Regulations
6.15 Allocation of Risks – Indemnification
6.16 Statutes of Limitations
6.17 Insurance
6.18 Controlling Law
6.19 Notices
6.20 Survival
6.21 Severability
6.22 Waiver

Attachments:

- Exhibit A – Task Order Format
- Exhibit B - Required Contract Provisions for Airport Improvement Program and for Obligated Sponsors

DEFINITION of terms

Wherever used in this Agreement (including the Exhibits hereto), terms (including the singular and plural forms) printed with initial capital letters have the meanings indicated in the text above, in the exhibits, or in the following definitions:

1. *Additional Services* - The services to be performed for or furnished to **Owner** by **Engineer** in accordance with Section 2.02 of this Agreement or Task Order.
2. *Agreement* - This written contract for professional services between **Owner** and **Engineer**, including all exhibits identified in the Index of this Agreement or Task Order and any duly executed amendments.
3. *Application for Payment* - The form acceptable to **Owner** which is to be used by **Engineer** during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Contract.
4. *Basic Services* - The services to be performed for or furnished to **Owner** by **Engineer** in accordance with Section 2.01 of this Agreement or Task Order.
5. *Calendar Day* - Every day shown on the calendar.
6. *Constituent of Concern* - Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5501 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.
7. *Consultants or Subconsultants* - Individuals or entities having a contract with **Engineer** to furnish services with respect to this Project as Engineer's independent professional associates and consultants; subcontractors; or vendors.
8. *Documents* - Data, reports, Drawings, Specifications, Record Drawings, building information models, civil integrated management models, and other deliverables, whether in printed or electronic format, provided or furnished in appropriate phases by **Engineer** to **Owner** pursuant to this Agreement.
9. *Effective Date* - The date indicated in this Agreement on which it becomes effective, but if no such date is indicated, the date on which this Agreement is signed and delivered by the last of the parties to sign and deliver.
10. *Engineer* - The individual or entity named as such in this Agreement, identified as the party providing professional airport planning services under this Agreement.

11. *Laws and Regulations; Laws or Regulations* - Any and all applicable laws, statutes, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction. The contract clauses required by the Federal Aviation Administration to be included professional service agreements are included in Section 6.14 and Exhibit B.

12. *Owner* - The individual or entity named as such in this Agreement and for which **Engineer's** services are to be performed. Unless indicated otherwise, this is the same individual or entity that will enter into any Contracts concerning the Project. For Federal Aviation Administration projects the term Owner may also mean *Sponsor*.

13. *Planning Services* - Professional services of a planning firm include: airport master and system plan studies, airport noise compatibility plans (14 CFR part 150 studies), and environmental assessments and related studies.

14. *Project* - The total undertaking to be accomplished for **Owner** by engineers, planners, and others, of which the services to be performed or furnished by **Engineer** under this Agreement are a part.

15. *Reimbursable Expenses* - The expenses incurred directly by **Engineer** in connection with the performing or furnishing of Basic Services and Additional Services for the Project.

16. *Site or Airport* - Lands or areas to be indicated in the Planning Documents as being furnished by **Owner** upon which the Work is to be performed, including rights-of-way and easements, and such other lands furnished by **Owner** which are designated for the project.

17. *Sponsor* - A Sponsor is defined in 49 USC § 47102(24) as a public agency that submits to the FAA for an AIP grant; or a private Owner of a public-use airport that submits to the FAA an application for an AIP grant for the airport.

18. *Total Project Costs* - The total cost of planning, studying, designing, constructing, testing, commissioning, and start-up of the Project, including all other Project labor, services, materials, equipment, insurance, and bonding costs, allowances for contingencies, and the total costs of services of **Engineer** or other design professionals and consultants, together with such other Project-related costs that **Owner** furnishes for inclusion, including but not limited to cost of land, rights-of-way, compensation for damages to properties, **Owner's** costs for legal, accounting, insurance counseling, and auditing services, interest and financing charges incurred in connection with the Project, and the cost of other services to be provided by others to **Owner**.

MASTER FORM OF AGREEMENT

1. This is a Master Form of Agreement which provides for the performance of services for multiple projects over a specified period of time. Services shall be performed only as authorized by Task Orders issued under this Agreement.
2. The effective date of this Agreement is as shown on page 1. This Agreement shall be effective and applicable to Task Orders issued hereunder for **Five (5)** years from the effective date of the Agreement.
3. This Agreement provides for the general terms and conditions which shall govern the relationships and performance of the **Engineer** and **Owner** for the various projects involved in this Agreement. Each Task Order will further describe any distinctive terms or conditions required of the **Engineer** and **Owner** which are specific to the project covered by the Task Order.
4. The services to be provided by the **Engineer** will include applicable Basic and Additional Services as set forth herein plus specific services for each project as detailed in a duly executed Task Order for that project. The Task Order will indicate the specific tasks and functions to be performed, deliverables to be provided, establish beginning and completion dates, and include a method of payment to the **Engineer** for the performance of the services.
5. **Owner** shall have the responsibilities set forth in this Agreement and as further identified in the Task Order for each specific project.
6. **Engineer** shall not be obligated to perform any prospective Task Order unless and until and **Engineer** agree as to the particulars of the specific Project, **Engineer's** services, compensation and all other appropriate matters.
7. Expiration of this Agreement shall not affect Task Orders issued hereunder during its term, or the validity of any actions taken under or with respect to such Task Orders, including modifications, whether taken before or after the expiration of the term of this Agreement.
8. The services specified in a Task Order issued to the **Engineer** shall be commenced by the **Engineer** promptly and in any event not later than the beginning date specified in the Task Order.
9. This Agreement may be extended or renewed, with or without changes, by written amendment establishing a new term.

Section 1 - ENGINEER'S RESPONSIBILITY

1.01 The **Engineer** shall serve as the **Owner's** professional airport planning representative for those projects or phases of the project to which the Task Order and this Agreement applies, and will give consultation and advice to the **Owner** during the performance of the services. Services to be provided under a Task Order may include the following:

A. Phase I - Airport Layout Plan Update Project

An update of the Airport Layout Plan will generally be a stand-alone Task Order in conjunction with an Airport Layout Plan Report and will be completed in accordance with FAA Advisory Circular 150/5370/6B Airport Master Plans (current edition) and FAA SOP 2.00 *Standard Operating Procedure (SOP) - Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) and ARP SOP 3.00, FAA Review of Exhibit 'A' Airport Property Inventory Maps..*

B. Phase II - Update Airport Master Plan Project

Master Plan Update planning services involve developing a comprehensive approach to future airfield development at the Airport. The Master Plan Update and the preparation of updated Airport Layout Plans will generally be conducted in accordance with FAA Advisory Circular 150/5070-6B Airport Master Plans (current edition) and the FAA SOP 2.00 *Standard Operating Procedure (SOP) - Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) and ARP SOP 3.00, FAA Review of Exhibit 'A' Airport Property Inventory Maps..* The Master Plan Update documents and the ALP drawings shall be acceptable to the Federal Aviation Administration, State and the **Owner**. A Master Plan update will generally be a stand-alone Task Order.

C. Phase III - Environmental Assessments

Preparation of Environmental Assessment (EA) in accordance with FAA Order 5050.4B (current edition), National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions, and FAA Order 1050.1F (current edition), Environmental Impacts: Policies and Procedures. The EA will be developed in coordination with appropriate local, state, and Federal agencies, with community involvement as described in the referenced FAA Orders, and in direct consultation with the Federal Aviation Administration (FAA). An Environmental Assessment will generally be a standalone Task Order.

D. Phase IV - Special Planning Studies

Preparation of other planning studies, such as airport sustainability management plans, feasibility studies, approach studies, and other miscellaneous studies identified in the agreement.

E. Phase V – Grant Administration and Planning Project Closeout Services

Collection and preparation and submittal of a "Final Project Report" in accordance with appropriate FAA Airport District Office Notices or FAA Standard Operating Procedures in

effect at the time of the project. The Final Report and Record Drawings shall also be submitted to the **Owner**, FAA and State (if required) in electronic PDF format.

1.02 The **Engineer** shall perform the work in compliance with FAA requirements where applicable and in compliance with the standard of performance required in Section 6.01.

1.03 The **Engineer** shall be responsible for the technical accuracy of its services and documents resulting therefrom, and **Owner** shall not be responsible for discovering deficiencies therein. **Engineer** shall correct such deficiencies without additional compensation except to the extent such deficiencies are attributable to deficiencies in **Owner** furnished information.

1.04 The **Engineer** will attend Board meetings and meetings with the FAA and State as required to update Project progress. The maximum number of meetings with the Airport, FAA and State shall be as specified in the Task Order. In general, the **Engineer** will meet with the Airport on an on-call basis between Task Orders and at all necessary regular or special meetings while work is ongoing.

Section 2 - SCOPE OF SERVICES

Each Task Order will clearly identify the planning services required for each project. The following paragraphs are brief descriptions of planning services typically provided, but may not be limited to those listed below:

2.01 Basic Services

The **Engineer** agrees to provide professional services in connection with the Project, including normal airport planning services as set forth below:

A. Phase I - Airport Layout Plan Update

1. An update of the Airport Layout Plan will generally be a stand-alone Task Order in conjunction with an Airport Layout Plan Report and completed in accordance with FAA Advisory Circular 150/5370/6B Airport Master Plans (current edition) and FAA SOP 2.00 *Standard Operating Procedure (SOP) - Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) and ARP SOP 3.00, FAA Review of Exhibit 'A' Airport Property Inventory Maps.*

The Task Order shall be based on an evaluation of the effort required to bring the currently approved ALP up to current standards. ALPs that are not in CADD will require additional effort. The ALP drawing set typically requires the following drawings for a General Aviation Airport. Additional drawings may be required for an Air Carrier or Air Traffic Control Towered airport. The required ALP drawings shall conform to the Check Lists in FAA SOP 2.00 and ARP SOP 3.00.

- a. Cover Sheet
- b. ALP Drawing

- c. Data Sheet
- d. Facilities Layout Plan
- e. Terminal Area Plan (as needed)
- f. Airport Airspace Drawing
- g. Inner Portion of the Approach Surface Drawing
- h. Airport Land Use Drawing
- i. Off-Airport Land Use Drawing (as needed)
- j. Property Map/Exhibit A
- k. Runway Departure Surface Drawing
- l. Utility Drawing
- m. Airport Access Plans
- n. Other Plan

2. An accompanying ALP Narrative Report shall explain and document those changes and contain at least the following elements:

- a. Basic aeronautical forecasts.
- b. Basis for the proposed items of development.
- c. Rationale for unusual design features and/or modifications to FAA Airport Design Standards.
- d. Summary of the various stages of airport development and layout sketches of the major items of development in each stage.

B. Phase II - Airport Master Plan Update

Master Plan Update planning services involve developing a comprehensive approach to future airfield development at the Airport. The Master Plan Update and the preparation of updated Airport Layout Plans will generally be conducted in accordance with FAA Advisory Circular 150/5070-6B Airport Master Plans (current edition) and the FAA SOP 2.00 *Standard Operating Procedure (SOP) - Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) and ARP SOP 3.00, FAA Review of Exhibit 'A' Airport Property Inventory Maps*. The Master Plan Update documents and the ALP drawings shall be acceptable to the Federal Aviation Administration, State and the **Owner**. A Master Plan Update will generally be a stand-alone Task Order with the work scope developed in conjunction with the FAA Planning Project Manager.

In most cases, the master plan will include the following elements:

- 1. Public Involvement – Establish a public involvement program and identify and document the key issues of various stakeholders.
- 2. Environmental Considerations – A clear understanding of the environmental requirements needed to move forward with each project in the recommended development program.
- 3. Existing Conditions – An inventory of pertinent data for use in subsequent plan elements.

4. Aviation Forecasts – Forecasts of aeronautical demand for short-, medium-, and long-term time frames.
5. Facility Requirements – Assess the ability of the existing airport, both airside and landside, to support the forecast demand. Identify the demand levels that will trigger the need for facility additions or improvements and estimate the extent of new facilities that may be required to meet that demand.
6. Alternatives Development and Evaluation – Identify options to meet projected facility requirements and alternative configurations for each major component. Assess the expected performance of each alternative against a wide range of evaluation criteria, including its operational, environmental, and financial impacts. A recommended development alternative will emerge from this process and will be further refined in subsequent tasks. This element should aid in developing the purpose and need for subsequent environmental documents.
7. Airport Layout Plans – One of the key products of a master plan is a set of drawings that provides a graphic representation of the long-term development plan for an airport. The primary drawing in this set is the Airport Layout Plan. Other drawings may also be included, depending on the size and complexity of the individual airport.
8. Facilities Implementation Plan – Provides a summary description of the recommended improvements and associated costs. The schedule of improvements depends, in large part, on the levels of demand that trigger the need for expansion of existing facilities.
9. Financial Feasibility Analysis – Identify the financial plan for the airport, describe how the sponsor will finance the projects recommended in the master plan, and demonstrate the financial feasibility of the program.

The Chapters to be included in the Master plan are:

- Chapter 1 - Inventory Update and Existing Conditions
- Chapter 2 - Forecasts of Aviation Demand
- Chapter 3 - Facility Requirements
- Chapter 4 - Alternatives Analysis
- Chapter 5 - Land Use Plan
- Chapter 6 - Financial Plan and Recommended Developments
- Chapter 7 - Airport Layout Plan (ALP)

C. Phase III - Environmental Assessments

Preparation of an Environmental Assessment (EA) in accordance with FAA Order 5050.4B, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions, and FAA Order 1050.1F, Environmental Impacts: Policies and Procedures. The EA will be developed in coordination with appropriate local, state, and Federal agencies, with community involvement as described in the referenced

FAA Orders, and in direct consultation with the Federal Aviation Administration (FAA). Specific project requirements will be detailed in the associated Task Order.

1. Background/Existing Facilities

As a basis for determining an Environmental Assessment for the project, the current available planning documents shall be utilized. This include previous available EAs, Airport Masterplans, Airport Layout Plans and other planning documents provided by the **Owner**.

2. Agency Coordination

Coordination will be initiated and maintained with the various local, state, and Federal agencies and interest groups that have a statutory, regulatory, advisory, or general interest in the proposed study.

3. Purpose and Need

A statement defining the purpose and need for the proposed action will be prepared based on facility needs and current aviation forecast data.

4. Proposed Action

Narrative and graphics describing the proposed solution for implementation by the **Owner** will be prepared. This task will include conceptual mitigation for identified environmental issues, if any, as well as identification of potential project costs.

5. Description of Alternatives

A comparison between the no action, the proposed action, and reasonable alternatives (if any) will be prepared including a description of each reasonable alternative's expected environmental effects and potential costs.

6. Affected Environment

The sections that follow describe the key environmental issues and identify major tasks for analysis. Existing conditions and the environmental impacts of planned project will be discussed for each topic. The proposed projects and alternatives will be assessed to minimize adverse environmental consequences. The focused environmental issues and impacts to be addressed are listed below:

- a. Air Quality: Air pollutant concentrations due to aircraft operations and vehicular activity will be evaluated and potential impacts to any identified non-attainment areas or otherwise will be discussed.
- b. Biological Resources (including fish, wildlife, and plants): The impact of each reasonable alternative on wildlife and waterfowl species and their associated habitats will be evaluated. Emphasis will be placed on carrying capabilities of habitats in the construction and immediate adjoining areas. Assessment of the impact of each alternative will be reviewed with the U.S. Fish and Wildlife Service. The wildlife hazard assessment of the airport will

be used (if available). The hazard assessment will be used to inventory wildlife and habit information. Morrison-Maierle environmental personnel will conduct a site evaluation for wildlife, vegetation, etc.

Endangered and Threatened Species: This work item will identify endangered or threatened species whose geographic range includes the project area. The habitat requirements of those species identified will be compared to the available habitat in the study area. A physical survey of the development areas will be completed in line with that conducted by Morrison-Maierle environmental personnel in conjunction with Biotic Communities and Wetlands.

Consultation will be held with the U.S. Fish and Wildlife Service and appropriate state agencies to determine if sufficient habitat exists within the project area for an endangered or threatened species and whether this habitat has been determined to be critical.

- c. Climate: Any potential for Green House Gases to be produced as a result of the proposed project will be reviewed for any required quantitative or qualitative assessment.
- d. Coastal Resources: Any applicable resources occurring within coastal waters and their adjacent shorelands shall be evaluated for impacts that may result from the proposed project.
- e. Department of Transportation Act, Section 4(f): Department of Transportation Act, Section 4(f), lands which would be affected by the alternatives will be identified. If any 4(f) land is revealed, it will be described in terms of size, nature of use, patronage, unique or irreplaceable qualities, and relationship to other similarly used lands in the vicinity.

If required, a statement of significance will be obtained for all responsible officials having jurisdiction over 4(f) lands identified in this analysis. Alternatives to the adverse impact on such lands will be proposed as needed. If any parks are affected, replacement land will be considered.

- f. Farmlands: The Natural Resource and Conservation Service will be contacted to identify the presence of prime and/or unique farmland in the proposed project site. Any evaluation will involve the determination of the amount of prime and unique farmland which may be affected.
- g. Hazardous Materials, Solid Waste, and Pollution Prevention: The proposed project will be evaluated for any potential to violate applicable Federal, state, tribal, or local laws or regulations, potential to involve a contaminated site, and potential to produce a quantity or type of hazardous waste.

Any increase in solid waste generation resulting from a projected increase in activity at the airport will be evaluated. The FAA stipulates minimum distances separating airports from "waste disposal sites" (including

landfills). This will be evaluated with consideration to both existing and planned waste disposal sites.

Pollution prevention will evaluate the project for methods to avoid, prevent, or reduce pollutant discharges or emissions.

- h. Historical, Architectural, Archaeological and Cultural Resources: The proposed project will be evaluated for sites of historical, architectural, archeological, or cultural importance located on existing airport property or proposed project site. The appropriate state and federal agencies will be contacted in regards to the proposed project to determine if the proposed actions would negatively impact any cultural resources. Should any such cultural resources be identified, mitigation measures and construction options will be explored to minimize impacts.
- i. Land Use: The proposed project will be reviewed for possible conflicts between the proposed action and the objectives of Federal, regional, State, and local (and in the case of a reservation, Indian tribe) land use plans, policies and controls for the area concerned. Where any inconsistency exists the document should describe the extent to which the agency would reconcile its action with the plan. This work item will consider potential impacts which have land-use ramifications – for example, distribution of communities, relocation, and induced socioeconomic impacts. These impacts will be analyzed and described accordingly under the appropriate impact category with necessary cross-reference to this land-use work item. A list of all government entities which would be affected by implementation of any of the alternatives and which have zoning authority will be included.
- j. Natural Resources and Energy Supply: This work item will assess the impact of the proposed reasonable alternatives on fuel, energy and other natural resources. Because the proposed project relates to airport development, emphasis will be placed on ascertaining the impact of the project on increased energy usage resulting from the project.
- k. Noise and Compatible Land Use: Conduct a detailed noise analysis using the most current version of the FAA's Integrated Noise Model (INM). Noise contours will be generated for the current condition as well as future conditions both with and without the proposed alternatives.
- l. Socioeconomics, Environmental Justice, and Children's Environmental Health and Safety Risks: The potential Socioeconomic impacts for the proposed project will be evaluated. This may include, potential employment, commercial and/or industrial impacts, and impacts on infrastructure. It is possible that each alternative may have an impact on existing lifestyles. Social impacts of concern relate to the need to relocate any residence or business; disruption of orderly, planned development; potential significant increases in vehicular traffic; and/or appreciable changes in employment.

The potential Environmental Justice impacts for the proposed project will

be evaluated for the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

Lastly, the proposed project will be evaluated to identify and assess environmental health risks and safety risks that may disproportionately affect children.

- m. Visual Effects (including light emissions): The proposed project will consider potential impacts that would either: 1) produce light emissions that create annoyance or interfere with activities; or 2) contrast with, or detract from, the visual resources and/or the visual character of the existing environment. The installation of any light system associated with the proposed project will be assessed regarding potential annoyance to individuals in the vicinity of the installation. Documentation of lighting impacts will include a description of the location and the lights, their purpose, and other pertinent characteristics. Included in the documentation will be a description of the locations of persons who may be annoyed by installation and operation of the lighting system. Measures to lessen any annoyance, such as shielding or angular adjustments will also be described.
- n. Water Resources (including wetlands, floodplains, surface waters, groundwater, and wild and scenic rivers): The potential effect of each reasonable alternative on surface and groundwater quality will be determined. The analysis will evaluate existing drainage patterns and water quality standards. As an integral part of the evaluation, water quality regulating and permitting agencies will be consulted to identify specific concerns and subsequent permit requirements.

Potential wetland sites, if any, will be surveyed, identified, and evaluated.

Floodplain studies and other relevant reports verifying or disproving the potential occurrence of floodplain encroachment will be identified in this section. Any measures required to mitigate flood hazard problems during and after construction will be described. State and local floodplain regulations and agencies will be identified.

Evaluation of proposed development alternatives that may have an impact on a system afforded Federal protection under the auspices of the Wild and Scenic River Act (PL 90-542 as amended) will be conducted.

- o. Cumulative Impacts: Cumulative impacts of identified affected environments will be evaluated in conjunction with local, state, and Federal agencies and interest groups that have a statutory, regulatory, advisory, or general interest in the proposed study. Impacts and potential mitigation measures will be identified for all areas.

7. Public Meetings

The project manager and support staff as necessary, will attend staff/board meetings as identified in the Task Order during the preparation of the draft EA. Attendance at additional staff/board meetings will be billed on a time-and-materials basis.

In addition to staff/board meetings, the project team will host and attend one open house and one public hearing if designated in the Task Order.

8. Environmental Assessment Reports

The purpose of this task is to produce in narrative and graphic form, the findings of the Engineer for work accomplished during the EA process. The draft and final reports will be prepared in accordance with FAA Order 5050.4B (current edition), "National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions", and Order 1050.1F (current edition), "Environmental Impacts: Policies and Procedures", and Order, as previously mentioned.

9. Draft Environmental Assessment Report

The draft report shall be submitted to the **Owner**, and the FAA for review and comments. Copies shall be made available to federal, state and local agencies and the public for review. A final report shall be issued when review of the draft environmental assessment is completed. The number of copies to be distributed will be identified in the Task Order.

10. Conduct Open House / Public Hearing

An Open House meeting will be scheduled prior to the initial evaluation of impacts. Following the release of the draft Environmental Assessment, a Public Hearing will be advertised and an opportunity afforded to hear statements regarding the study efforts and proposed projects to date. The importance of this hearing is to allow the public to express concerns for any part of the project. The Public Hearing will be scheduled and held in accordance with federal guidelines. The **Owner** will be responsible for providing a suitable location for the Open House and Public Hearing.

11. Response to Comments

The draft Environmental Assessment report will be released to numerous agencies in accordance with federal guidelines. The study team must address responses from agencies in the EA; comments from the public, submitted in writing or given at the formal public hearing, will also be addressed by the study team. Replies to these agency / public comments will be made a part of the final EA. The verbatim transcript of the public hearing will also be made a part of the final report. Any changes proposed as a result of the public review process or public hearing input will be clearly identified, through preparation of a responsive summary.

12. Final Environmental Assessment Report

The project team will review comments received on the draft EA during its circulation and hearing, and prepare responses to the comments for inclusion in

the final EA. The number of copies to be distributed is identified in the Task Order.

D. Phase IV - Special Planning Studies

The scope of services for special planning studies as identified in the Agreement will be designated in the Task Order.

E. Phase V – Grant Administration and Planning Project Closeout Services

1. Prepare FAA Grant Application submittal for the project. Develop a project schedule for completion of planning elements and project milestones. Use FAA and State Checklists to develop a tentative project schedule.
2. Prepare for Owner's and Independent Fee Estimator's use, a packet that the fee estimator may use to develop his or her fee estimate and that the Owner can use for fee review and negotiations with the Engineer.
3. Upon completion of the planning documents, the **Engineer** shall prepare a "Final Project Report" in accordance with appropriate ADO Notices in affect at the time of the project. The **Engineer** shall furnish one (1) copy of the Final Project Report to the Owner and the FAA and State (if applicable) in printed and PDF format.

Copies of documents that may be relied upon by **Owner** are limited to the printed copies (also known as hard copies) that are signed or sealed by **Engineer**. Files in electronic media format of text, data, graphics, or of other types that are furnished by **Engineer** to **Owner** are only for convenience of **Owner**. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. **Engineer** shall not be responsible to maintain documents stored in electronic media format after acceptance by **Owner**.

When transferring documents in electronic media format, **Engineer** makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by **Engineer** at the beginning of this Project.

2.02 Additional Services

If authorized in writing by the **Owner**, the **Engineer** shall provide additional professional services in connection with the Project as set forth below, and the **Owner** shall pay the ENGINEER a fee for these services as provided for in the Task Order for the specific project.

- A. Services due to changes in the scope of the Project or its design, including but not limited to, changes in size, complexity, schedule or character.
- B. Revisions of studies, reports, documents, or drawings that have previously been approved by the **Owner**, or when such revisions or change orders are due to causes beyond the control of the **Engineer**.
- C. Services required as a result of **Owner** providing incomplete or incorrect project information. The **Engineer** will assist the **Owner** to define the information needed but cannot be held responsible for incomplete or incorrect project information.
- D. Detailed renderings, exhibits or scale models for the Project unless they are included as deliverables in the task order.
- E. Services as an expert witness for the **Owner** in connection with litigation or other proceedings involving the Project.
- F. Other services not otherwise provided for in this Agreement, including services normally furnished by the **Owner** as described in Section 3 - Owner's Responsibilities.

Section 3 - OWNER'S RESPONSIBILITIES

The **Owner** shall:

3.01 Provide **Engineer** full information as to the requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.

3.02 Place at the **Engineer's** disposal all available information pertinent to the Project including previous reports and any other data relative to the Project, including Environmental assessments, audits, investigations, and impact statements, and other relevant environmental, historical, or cultural studies relevant to the Project, the Site, and adjacent area.

3.03 Guarantee access to and make all provisions for the **Engineer** to enter upon public and private property as required.

3.04 Recognizing and acknowledging that Engineer's services and expertise do not include the following services, as required for the Project:

- A. Accounting, bond and financial advisory (including, if applicable, “municipal advisor” services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services.
- B. Legal services with regard to issues pertaining to the Project as Owner requires, Public raises, or Engineer reasonably requests.
- C. Such auditing services as Owner requires to ascertain how or for what purpose Contractor has used the money paid.

3.05 Examine all studies, reports, sketches, drawings, proposals, and other documents presented by the **Engineer**; obtain advice of an attorney, insurance counselor and other consultants as the **Owner** deems appropriate for such examination, and render in writing decisions pertaining thereto within ten calendar days so as not to delay the services of the **Engineer**.

3.06 Provide such legal, accounting, independent cost estimating and insurance counseling services as may be required for the Project.

3.07 Designate in writing a person to act as the **Owner’s** representative with respect to the **Engineer’s** services. Such person shall have complete authority to transmit instructions, receive information, and interpret and define the **Owner’s** policies and decisions with respect to materials, equipment, elements and systems pertinent to the **Engineer’s** services.

No information or instructions from the **Owner** pertaining to the project shall be transmitted to the **Engineer** or to other concerned persons or agencies except by the **Owner’s** designated representative.

3.08 Advise **Engineer** of the identity and scope of services of any independent consultants employed by **Owner** to perform or furnish services in regard to the Project, including, but not limited to, cost estimating, project peer review, Value Engineering, and constructability review.

3.09 Furnish to **Engineer** data as to **Owner’s** anticipated costs for services to be provided by others for **Owner**, so that **Engineer** may make the necessary calculations to develop and periodically adjust **Engineer’s** opinion of total project costs.

3.10 Give prompt written notice to the **Engineer** whenever the **Owner** observes or otherwise becomes aware of any development that affects the scope or time of performance of **Engineer’s** services, any defect or nonconformance in **Engineer’s** services, or any defect in the Project or changed circumstances.

3.11 Furnish or direct the **Engineer** to provide additional services as required.

3.12 Advertise for Public Meetings as required. Attend and participate in the public meetings and other project related meeting.

3.13 **Engineer** and **Owner** agree that, without the prior consent of the other party, neither will offer employment to nor discuss employment with any of the other party's associates or employees until one year after the end date of this Agreement.

3.14 Bear all costs incident to compliance with the requirements of this Section.

Section 4 - TIME OF PERFORMANCE

4.01 The provisions of this Section and the various rates of compensation for the **Engineer's** services provided for in each Task Order are agreed to in anticipation of the orderly and continuous progress of the Project. The **Engineer's** obligation to render services under individual Task Orders shall extend for a period which may reasonably be required to provide the services.

4.02 If the **Engineer's** services for specific Projects as provided by Task Orders are delayed or suspended in whole or in part by the **Owner** or governmental authorities for more than three months for reasons beyond the **Engineer's** control, the **Engineer** shall on written request to the **Owner** (but without termination of this Agreement) be paid as provided in Section 5 - Payment to **Engineer**. If such delay or suspension extends for more than six months for reasons beyond the **Engineer's** control, the payments and various rates of compensation provided for in **Section 5 - Payment to Engineer** shall be subject to renegotiation.

4.03 The times for performing services or providing deliverables will be stated in each Task Order for a specific project.

4.04 The time for a party's performance will be extended to the extent performance was delayed by causes beyond the control and without the fault of the party seeking the extension. The party shall promptly notify the other party in writing when it is being delayed.

Section 5 - PAYMENT TO ENGINEER

5.01 Based on the scope of the Project as described in Task Orders for individual projects, the **Owner** shall pay to the **Engineer** the established fees as forth herein and in each Task Order.

5.02 Phase I – Airport Layout Plan Update

- A. For Planning services related to Phase I – Airport Layout Plan Update, the **Owner** shall pay the **Engineer** a negotiated lump sum fee established in future Task Orders as subsequent projects or stages of development are determined and authorized.

5.03 Phase II – Airport Master Plan Update

- A. For Planning services related to Phase II – Airport Master Plan Update, the **Owner** shall pay the **Engineer** a negotiated lump sum fee established in future Task Orders as subsequent projects or stages of development are determined and authorized.

5.04 Phase III – Environmental Assessments

- A. For Planning services related to Phase III – Environmental Assessments, the **Owner** shall pay the **Engineer** a negotiated lump sum fee established in future Task Orders as subsequent projects or stages of development are determined and authorized.

5.05 Phase IV – Special Planning Studies

- A. For Planning services related to Phase IV – Special Planning Studies, the **Owner** shall pay the **Engineer** a negotiated lump sum fee established in future Task Orders as subsequent projects or stages of development are determined and authorized.

5.06 Phase V – Grant Administration and Planning Project Closeout Services

- A. For Planning services related to Phase V – Grant Administration and Planning Project Closeout Services, the **Owner** shall pay the **Engineer** a negotiated lump sum fee established in future Task Orders as subsequent projects or stages of development are determined and authorized.

5.07 Additional Services

For additional services as outlined in Section 2.02, the **Owner** shall pay the **Engineer** a lump sum fee or cost reimbursable fee negotiated for the extra services provided.

5.08 Payment Schedule

Payment of compensation shall be made by the **Owner** to the **Engineer** as follows:

- A. Payment for all **Lump Sum** projects shall be billed based on a percentage of work completed to date, generally monthly, and shall be due upon receipt of the invoice.
- B. Payment for **Cost Reimbursable** projects shall be due as the work progresses based upon Invoices submitted by the **Engineer**.
- C. **Application to Interest and Principal:** Payment will be credited first to any interest owed to **Engineer** and then to principal.
- D. **Failure to Pay:** If **Owner** fails to make any payment due **Engineer** for services and expenses within 30 days after receipt of **Engineer's** invoice, then:
 - 1. Amounts due **Engineer** will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and

2. **Engineer** may, after giving seven days written notice to **Owner**, suspend services under this Agreement until **Owner** has paid in full all amounts due for services, expenses, and other related charges. **Owner** waives any and all claims against **Engineer** for any such suspension.
- E. **Disputed Invoices:** If **Owner** disputes an invoice, either as to amount or entitlement, then **Owner** shall promptly advise **Engineer** in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion subject to the terms of Paragraphs 5.08.A and 5.08.B.
- F. **Sales or Use Taxes:** If after the Effective Date any governmental entity takes a legislative action that imposes additional sales or use taxes on **Engineer's** services or compensation under this Agreement, then **Engineer** may invoice such additional sales or use taxes for reimbursement by **Owner**. **Owner** shall reimburse **Engineer** for the cost of such invoiced additional sales or use taxes; such reimbursement shall be in addition to the compensation to which **Engineer** is entitled under the terms of this Agreement or Task Order.

Section 6 - GENERAL PROVISIONS

6.01 Standards of Performance

The standard of care for all airport planning and related services performed or furnished by **Engineer** under this Agreement will be the care and skill ordinarily used by members of **Engineer's** profession practicing under similar circumstances at the same time and in the same area. **Engineer** makes no warranties, express or implied, under this Agreement or otherwise, in connection with **Engineer's** services.

6.02 Betterment

If **Engineer** mistakenly leaves out of the documents any component or item required for the Project, **Engineer** shall not be responsible for the cost or expense of constructing or adding the component or item to the extent such item or component would have been required and included in the original scope of work. In no event will the **Engineer** be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

6.03 Certifications, Guarantees and Warranties

- A. The **Engineer** shall not be required to sign any documents, no matter by whom requested, that would result in the **Engineer** having to certify, guarantee or warrant the existence of conditions whose existence the **Engineer** cannot ascertain. The **Owner** also agrees not to make resolution of any dispute with the **Engineer** or payment of any amount due to the **Engineer** in any way contingent upon the **Engineer** signing any such certification.
- B. **Engineer** is not required to provide and does not have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.

C. **Engineer's** services do not include providing legal advice or representation.

6.04 Compliance with ADA and other Laws and Regulations

The Americans with Disabilities Act (ADA) provides that it is a violation of the ADA to design and construct a facility for first occupancy later than January 26, 1993, that does not meet the accessibility and usability requirements of the ADA except where an entity can demonstrate that it is structurally impractical to meet such requirements. The **Owner** acknowledges that the requirements of the ADA will be subject to various and possibly contradictory interpretations. The **Engineer**, therefore, will use reasonable professional efforts to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the Project. The **Engineer**, however, cannot and does not warrant or guarantee that the **Owner's** Project will comply with ADA requirements or requirements of other federal, state, and local laws, rules, codes, ordinances, or regulations as they apply to the Project.

6.05 Contingency Fund

The **Owner** and **Engineer** acknowledge that changes may be required for a variety of reasons and that the costs of the Project may exceed the construction Contract sum. The **Owner** agrees to set aside funds as a contingency reserve to be used, as required, to pay the local share of any such increased Project costs.

6.06 Changes

The **Owner** may, at any time and by written order, make changes within the general scope of the Agreement in the services to be provided. If such changes cause an increase or decrease in **Engineer's** costs of, or time required for, performance of any services, an equitable adjustment shall be made and the Agreement shall be modified in writing accordingly. Any claim of **Engineer** for an adjustment must be asserted in writing within 30 days from the date of receipt by **Engineer** of the notification of change unless **Owner** grants a further period of time.

6.07 Reuse of Documents

All documents furnished by **Engineer** pursuant to this Agreement, including planning studies and reports, are instruments of its services in respect of the Project. Reproducible copies of drawings and copies of other pertinent data shall be made available to the **Owner** upon request. They are not intended or represented to be suitable for reuse by **Owner** or others on extensions of the Project or on any other project. Any reuse by **Owner** without specific written verification or adaptation by **Engineer** shall be at **Owner's** sole risk and without liability or legal exposure to **Engineer**, and **Owner** shall indemnify, defend and hold harmless **Engineer** for all claims, damages, losses and expenses, including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation shall entitle **Engineer** to further compensation at rates to be agreed upon by **Owner** and **Engineer**.

6.08 Reuse of Airport Layout Plan

The purpose of the Airport Layout Plan is to show the existing airport facilities and future development at the Airport. It is intended that the **Owner** will update the ALP as required. The ALP represents conditions at the Airport at the time it is approved. The **Engineer** is not responsible for showing developments following approval of the ALP and project closeout.

6.09 Estimate of Construction Costs and Total Project Costs

Engineer's opinions (if any) of probable Construction Cost are to be made on the basis of **Engineer's** experience, qualifications, and general familiarity with the construction industry. However, because **Engineer** has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, **Engineer** cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by **Engineer**. If **Owner** requires greater assurance as to probable Construction Cost, then **Owner** agrees to obtain an independent cost estimate.

The services, if any, of **Engineer** with respect to Total Project Costs shall be limited to assisting the **Owner** in tabulating the various categories that comprise Total Project Costs. **Engineer** assumes no responsibility for the accuracy of any opinions of Total Project Costs.

6.10 Dispute Resolution

- A. **Owner** and **Engineer** agree that they shall first submit any and all unsettled claims, counterclaims, disputes and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("disputes"), to mediation by a mutually agreed upon mediator. After a written demand for non-binding mediation, which shall specify the nature of the dispute, and within thirty (30) days from the date of selection of the mediator, the matter shall be submitted to the mediator for consideration. The mediator shall provide an informal opinion and advice, none of which shall be binding upon the parties. The mediator's fee shall be shared equally by the parties. If the dispute has not been resolved, the matter may then be considered by other methods of dispute resolution.
- B. The **Owner** and the **Engineer** further agree to include a similar mediation provision in all agreements with independent engineers and consultants retained for the project and to require all independent Engineers and consultants also to include a similar mediation provision in all agreements with independent engineers, subconsultants, suppliers, or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

6.11 Subconsultants

Any **Subconsultants** required by **Engineer** in connection with the services covered by this Agreement shall be limited to such individuals or firms as were specifically identified and agreed to during negotiations for the individual project and identified in the Task Order. Any changes in subconsultants shall be subject to the prior approval of **Owner**.

6.12 Electronic Transmittals

Owner and **Engineer** may transmit, and shall accept, Project-related correspondence, Documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.

If this Agreement does not establish protocols for electronic or digital transmittals, then **Owner** and **Engineer** shall jointly develop such protocols.

When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

6.13 Successors and Assigns and Beneficiaries

- A. **Owner** and **Engineer** each is hereby bound and the partners, successors, executors, administrators and legal representatives of **Owner** and **Engineer** (and to the extent permitted by paragraph 6.13.B., the assigns of **Owner** and **Engineer**) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.
- B. Neither **Owner** nor **Engineer** may assign, sublet or transfer any rights under or interest (including but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise in this Agreement:
1. Nothing in this Agreement shall be construed to create, impose or give rise to any duty owed by **Engineer** to any **Engineer's** subconsultant, supplier, other individual or entity, or to any surety for or employee of any of them.
 2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of **Owner** and **Engineer** and not for the benefit of any other party. The **Owner** agrees that the substance of the provisions of this paragraph 6.13.C. shall appear in the construction Contract documents.

6.14 Compliance with Laws and Federal Regulations

The **Engineer** shall use reasonable efforts to comply with current laws, ordinances and federal regulations in effect as of the date of the Agreement and any subsequent Task Orders and applicable to the Engineer's performance of this Agreement as provided in Exhibit B – Required Contract Provisions for Airport Improvement Program Obligated.

6.15 Allocation of Risks - Indemnification

- A. To the fullest extent permitted by law, **Engineer** shall indemnify and hold harmless **Owner** and **Owner's** officers, directors, partners, employees and agents from and against any and all claims, costs, losses, damages and expenses (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of **Engineer** or **Engineer's** officers, directors, partners, employees, and agents in the performance and furnishing of **Engineer's** services under this Agreement. The indemnification provisions of the preceding sentence are subject to and limited by paragraph 6.15.D which is set forth below.

- B. To the fullest extent permitted by law, **Owner** shall indemnify and hold harmless **Engineer** and **Engineer's** officers, directors, partners, employees, agents and consultants from and against any and all claims, costs, losses, damages and expenses (including but not limited to all fees and charges of engineer, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of **Owner** or **Owner's** officers, directors, partners, employees, and agents with respect to this Agreement or the Project.

- C. In addition to the indemnity provided under paragraph 6.15.B of this Agreement, and to the fullest extent permitted by law, **Owner** shall indemnify and hold harmless **Engineer** and its officers, directors, partners, employees, agents and consultants from and against all claims, costs, losses, damages and expenses (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from any hazardous environmental condition, provided that (i) any such claim, cost, loss, damage or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing in this paragraph 6.15.C shall obligate **Owner** to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence or misconduct.

The following definitions apply to paragraph 6.15.C.

- a. *Asbestos*--Any material that contains more than one percent asbestos and is friable or is releasing asbestos fibers into the air above current action levels established by the United States Occupational Safety and Health Administration.

- b. *Hazardous Environmental Condition*--The presence at the Project site of Asbestos, PCB's, Petroleum, Hazardous Waste, or Radioactive Materials in

such quantities or circumstances that may present a substantial danger to persons or property exposed thereto in connection with the Work.

- c. *Hazardous Waste*--The term Hazardous Waste shall have the meaning provided in Section 1004 of the Solid Waste Disposal Act (42 USC Section 6903) as amended from time to time.
- d. *PCB's*--Polychlorinated biphenyls.
- e. *Petroleum*--Petroleum, including crude oil or any fraction thereof which is liquid at standard conditions of temperature and pressure (60 degrees Fahrenheit and 14.7 pounds per square inch absolute), such as oil, petroleum, fuel oil, oil sludge, oil refuse, gasoline, kerosene, and oil mixed with other non-Hazardous Waste and crude oils.
- f. *Radioactive Materials*--Source, special nuclear, or byproduct material as defined by the Atomic Energy Act of 1954 (42 USC Section 2011 et seq.) as amended from time to time.

D. Conditions Beyond the Control of the Engineer

The **Owner** recognizes that in the course of completing the services under this Agreement, the **Engineer** may encounter conditions which are beyond the control of the **Engineer** and which create potential for claims against and additional costs to the **Engineer** which are not covered in fees earned for services provided. This category includes, but is not limited to the following:

- 1. Unknown underground utilities or other man-made objects not properly located underground.
- 2. Unavoidable contamination of subsurface areas, aquifers, etc., or the disturbance of natural underground resources during the design and construction of the project.
- 3. Changed codes or standards during the course of the work.
- 4. Information provided by others which are not accurate or complete.
- 5. Conditions that may arise and differ significantly from those existing at the beginning of the project.

Should any such condition occur during the performance of this Agreement, judged to be beyond the control of the **Engineer**, the **Engineer** will promptly notify the **Owner**, and the parties will renegotiate the Agreement. If terms cannot be agreed to, the parties agree that either party has the right to terminate the Agreement. The **Owner** agrees to compensate the **Engineer** for any time spent and expenses incurred by the **Engineer** in defense of any such claim with such compensation to

be based upon the **Engineer's** prevailing fee schedule and expense reimbursement policy.

6.16 Statutes of Limitations.

Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run in any and all events not later than either the date of substantial completion of the project for acts or failures to act occurring prior to substantial completion or the date of final payment for acts or failures to act occurring after substantial completion.

6.17 Insurance

A. **Engineer** shall procure and maintain insurance with limits of liability as follows:

- | | | |
|----|--|-------------|
| a. | Workers' Compensation: | Statutory |
| b. | General Liability: | |
| | General Aggregate: | \$2,000,000 |
| | Each Occurrence (Bodily Injury and Property Damage): | \$1,000,000 |
| c. | Excess Umbrella Liability: | |
| | Each Occurrence: | \$1,000,000 |
| d. | Automobile Liability | |
| | Combined Single Limit | \$1,000,000 |
| e. | Professional Liability (Aggregate) | \$1,000,000 |

Additional Insured. If required by **Owner**, the following persons or entities are to be listed on **Engineer's** policies of insurance as additional insureds for policies under b, c, and d above:

Refer to the specific Task Order for this list.

Under Professional Liability Insurance, the **Engineer** is insured for claims arising out of the performance of professional services caused by the negligent acts, errors or omissions of the **Engineer**. Under the terms of the **Engineer's** Professional Liability Insurance, no parties other than the **Engineer** are eligible to be insured. Because of this, no party is allowed to be listed as an "additional insured" on the **Engineer's** Professional Liability Insurance.

- A. **Engineer** shall deliver certificates of insurance to the **Owner** evidencing the coverage indicated.
- B. At any time, **Owner** may request that **Engineer**, at **Owner's** sole expense, provide additional insurance coverage, increased limits, or revised deductibles

that are more protective than those specified herein. If so requested by **Owner**, with the concurrence of **Engineer**, and if commercially available, **Engineer** shall obtain and shall require **Engineer's** subconsultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by **Owner**.

6.18 Controlling Law

This Agreement shall be governed by the law of the state in which the project is located.

6.19 Notices

Any notice required under this Agreement shall be in writing, addressed to the appropriate party at its address on the signature page and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

6.20 Survival

All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

6.21 Severability

Any provision or part of the Agreement held to be void or unenforceable shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon **Owner** and **Engineer**.

6.22 Waiver

Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

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Exhibit A – Task Order No.: XX

For Master Agreement between the Owner, _____
And the Engineer, Morrison-Maierle

Task Order No.: XX

In accordance with the Master Agreement for Professional Airport Planning Services for the (Name of Airport) Airport between **Owner** and **Engineer** dated XXXXXXXX XX, 20XX (Agreement), **Owner** and **Engineer** agree as follows:

Section A1 - SPECIFIC PROJECT DATA

A1.01 Effective Date of Task Order: _____

A1.02 Project Title: _____

A1.03 Project Description: _____

A1.04 Funding: _____

Section A2 - SERVICES OF ENGINEER

2.01 *The specific services to be provided or furnished by Engineer under this Task Order are the services (and related terms and conditions) set forth in the following sections of the Master Agreement, such sections being hereby incorporated by reference:*

- Phase I - Airport Layout Plan Update: (Master Agreement Section 2.01 A.)
- Phase II - Airport Master Plan Update: (Master Agreement Section 2.01 B.)
- Phase III - Environmental Assessments (Master Agreement Section 2.01 C.)
- Phase IV - Special Planning Studies: (Master Agreement Section 2.01 D.)
- Phase V – Grant Administration and Planning Project Closeout Services (Master Agreement Section 2.01 E.)

A2.02 Basic Services

The ENGINEER agrees to provide normal professional engineering and planning services in connection with the Project as set forth below:

Section A3 – OWNER’S RESPONSIBILITY

The provisions of **Section 3 Owner’s Responsibilities** from the Master Agreement are hereby incorporated by reference.

The following SPONSOR’s responsibilities related directly to this project are added to this Task Order:

Section A4 - TIMES FOR RENDERING SERVICES

Phase

Completion Date

Phase I – Airport Layout Plan Update

Phase II – Airport Master Plan Update

Phase III – Environmental Assessments

Phase IV – Special Planning Studies

Phase V – Grant Administration and Planning Project Closeout

Section A5 - PAYMENTS TO ENGINEER

A5.01 Effective Rates for this Task Order

- A. The approved federal overhead rate in effect on the date of this Task Order is xxx.xx %.
- B. Per Diem, Subsistence and Transportation rate shall be as set forth in the Federal Travel Regulations.

A5.02. Summary of Total Compensation

The total compensation for services identified under this Task Order is estimated to be \$ _____ based on the following assumed distribution:

Phase	Method of Payment	Estimated Compensation
Phase I – Airport Layout Plan Update	Lump Sum	\$
Phase II – Airport Master Plan Update	Lump Sum	\$
Phase III – Environmental Assessments	Lump Sum	\$
Phase IV – Special Planning Studies	Lump Sum	\$
Phase V – Grant Administration and Planning Project Closeout	Lump Sum	
TOTAL ESTIMATED COMPENSATION THIS TASK ORDER		\$

Section A6 - CONSULTANTS:

Section A7- OTHER MODIFICATIONS TO MASTER AGREEMENT:

Section A8 - ATTACHMENTS:

- A. Exhibit A – Engineering Budget & Scope of Work

Section A9 - DOCUMENTS INCORPORATED BY REFERENCE

- A. Master Agreement Dated _____
- B. Exhibit B - Required Contract Provisions for Airport Improvement Program and for Obligated Sponsors

Section A10 - APPROVAL AND ACCEPTANCE:

A10.01 Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Master Agreement. Engineer is authorized to begin performance of herein described scope of work on the Project on (insert date), which date is confirmed upon receipt of a copy of this Task Order signed by **Owner**.

The Effective Date of this Task Order is as written in Section A1.01 above.

MORRISON-MAIERLE (ENGINEER)

(OWNER)

Signature Date

Signature Date

Name

Name

Title

Title

DESIGNATED REPRESENTATIVE
FOR TASK ORDER:

DESIGNATED REPRESENTATIVE
FOR TASK ORDER:

Name

Name

Title

Title

Address

Address

E-Mail Address

E-Mail Address

Phone

Phone

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Exhibit B

Required Contract Provisions for Airport Improvement Program and for Obligated Sponsors

Exhibit ‘B’
Required Federal Contract Provisions for Professional Services Contracts

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FEDERAL CONTRACT PROVISIONS – Instructions

The following federal contract provisions are part of the contract documents. These federal contract provisions shall be incorporated into all subcontracts by whole or by reference.

A1 ACCESS TO RECORDS AND REPORTS

A1.1 CONTRACT CLAUSE

ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Owner, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

A2 AFFIRMATIVE ACTION REQUIREMENT

A2.1 SOLICITATION CLAUSE

NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION to ENSURE EQUAL EMPLOYMENT OPPORTUNITY

1. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
2. The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Timetables

Goals for minority participation for each trade: The Stevensville Airport / Town of Stevensville has established an overall DBE goal for the year. Under this contract, the Owner is adopting a race-neutral means of facilitating DBE participation. The bidder shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The bidder shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts.

Goals for minority participation for each trade: **2.7%**

Goals for female participation in each trade: **6.9%**

These goals are applicable to all of the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the Contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a) and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the **Director of the Office of Federal Contract Compliance Programs (OFCCP)** within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed. <https://www.dol.gov/ofccp/construction/contractaward/index.html>

4. As used in this notice and in the contract resulting from this solicitation, the "covered area" is Montana, Ravalli County, Stevensville

A3 BREACH OF CONTRACT TERMS

A3.1 CONTRACT CLAUSE

BREACH OF CONTRACT TERMS

Any violation or breach of terms of this contract on the part of the Consultant or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide Consultant written notice that describes the nature of the breach and corrective actions the Consultant must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the Consultant must correct the breach. Owner may proceed

with termination of the contract if the Consultant fails to correct the breach by the deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

A4 BUY AMERICAN PREFERENCE (Not Required)

A5 CIVIL RIGHTS - GENERAL

A5.1 CONTRACT CLAUSE

A5.1.1 Clause for Contracts

GENERAL CIVIL RIGHTS PROVISIONS

The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

A6 CIVIL RIGHTS – TITLE VI ASSURANCE

A6.1 CONTRACT CLAUSES

A6.1.1 Title VI Clauses for Compliance with Nondiscrimination Requirements

Compliance with Nondiscrimination Requirements:

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials

- and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
 4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
 5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
 6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

A6.1.2 Title VI List of Pertinent Nondiscrimination Acts and Authorities

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 *et seq.*).

A7 CLEAN AIR AND WATER POLLUTION CONTROL

A7.1 CONTRACT CLAUSE

CLEAN AIR AND WATER POLLUTION CONTROL

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC § 740-7671q) and the Federal Water Pollution Control Act as amended (33 USC § 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Contractor must include this requirement in all subcontracts that exceeds \$150,000.

A8 CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS

A8.1 CONTRACT CLAUSE

CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS

1. Overtime Requirements.

No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the clause set forth in paragraph (1) of this clause, the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this clause.

3. Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration (FAA) or the Owner shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime

contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this clause.

4. Subcontractors.

The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this clause.

A9 COPELAND “ANTI-KICKBACK” ACT

Not Required

A10 DAVIS-BACON REQUIREMENTS

Not Required

A11 DEBARMENT AND SUSPENSION

A11.1 SOLICITATION CLAUSE

A11.1.1 Bidder or Offeror Certification

CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

A11.1.2 Lower Tier Contract Certification

CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction”, must verify each lower tier participant of a “covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>.
2. Collecting a certification statement similar to the Certification of Offerer /Bidder Regarding Debarment, above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract.

If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

A12 DISADVANTAGED BUSINESS ENTERPRISE

A12.1 REQUIRED PROVISIONS

A12.1.1 Solicitation Language (Solicitations that include a Project Goal)

Information Submitted as a matter of bidder responsiveness:

The Owner's award of this contract is conditioned upon Bidder or Offeror satisfying the good faith effort requirements of 49 CFR §26.53.

As a condition of bid responsiveness, the Bidder or Offeror must submit the following information with its proposal on the forms provided herein:

- 1) The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;
- 2) A description of the work that each DBE firm will perform;
- 3) The dollar amount of the participation of each DBE firm listed under (1)
- 4) Written statement from Bidder or Offeror that attests their commitment to use the DBE firm(s) listed under (1) to meet the Owner's project goal; and
- 5) If Bidder or Offeror cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Bidder or Offeror as described in appendix A to 49 CFR part 26.

Information submitted as a matter of bidder responsibility:

The Owner's award of this contract is conditioned upon Bidder or Offeror satisfying the good faith effort requirements of 49 CFR §26.53.

The successful Bidder or Offeror must provide written confirmation of participation from each of the DBE firms the Bidder or Offeror lists in its commitment within five days after bid opening.

- 1) The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;
- 2) A description of the work that each DBE firm will perform;
- 3) The dollar amount of the participation of each DBE firm listed under (1)
- 4) Written statement from Bidder or Offeror that attests their commitment to use the DBE firm(s) listed under (1) to meet the Owner's project goal; and
- 5) If Bidder or Offeror cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Bidder or Offeror as described in appendix A to 49 CFR part 26.

A12.1.2 Solicitation Language (Race/Gender Neutral Means)

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Owner to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

A12.1.3 Prime Contracts (Projects Covered by a DBE Program)

DISADVANTAGED BUSINESS ENTERPRISES

Contract Assurance (§ 26.13) –

The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of Department of Transportation-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Owner deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the Contractor from future bidding as non-responsible.

Prompt Payment (§26.29) – The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from the Owner. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Owner. This clause applies to both DBE and non-DBE subcontractors.

A13 DISTRACTED DRIVING

A13.1 CONTRACT CLAUSE

TEXTING WHEN DRIVING

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$3,500 that involve driving a motor vehicle in performance of work activities associated with the project.

A14 ENERGY CONSERVATION REQUIREMENTS

A14.1 CONTRACT CLAUSE

ENERGY CONSERVATION REQUIREMENTS

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC 6201*et seq.*).

A15 DRUG FREE WORKPLACE REQUIREMENTS

A15.1 CONTRACT CLAUSE

None.

A16 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

A16.1 MANDATORY CONTRACT CLAUSE

A16.1.1 EEO Contract Clause

EQUAL OPPORTUNITY CLAUSE

During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identify, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however*, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

A16.1.2 EEO Specification

STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY CONSTRUCTION CONTRACT SPECIFICATIONS

1. As used in these specifications:
 - a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;

- b. "Director" means Director, Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, or any person to whom the Director delegates authority;
- c. "Employer identification number" means the Federal social security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941;
- d. "Minority" includes:
 - (1) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - (2) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race);
 - (3) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and
 - (4) American Indian or Alaskan native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

2. Whenever the Contractor, or any subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.

3. If the Contractor is participating (pursuant to 41 CFR part 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors shall be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each contractor or subcontractor participating in an approved plan is individually required to comply with its obligations under the EEO clause and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other contractors or subcontractors toward a goal in an approved Plan does not excuse any covered contractor's or subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.

4. The Contractor shall implement the specific affirmative action standards provided in paragraphs 7a through 7p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered construction contractors performing construction work in a geographical area where they do not have a Federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed. Goals are published periodically in the Federal Register in notice form, and such notices may be

obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement nor the failure by a union with whom the Contractor has a collective bargaining agreement to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.

6. In order for the non-working training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees shall be employed by the Contractor during the training period and the Contractor shall have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees shall be trained pursuant to training programs approved by the U.S. Department of Labor.

7. The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully and shall implement affirmative action steps at least as extensive as the following:

a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other onsite supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.

b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.

c. Maintain a current file of the names, addresses, and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source, or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefore along with whatever additional actions the Contractor may have taken.

d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or female sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.

e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under 7b above.

f. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.

g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions, including specific review of these items, with onsite supervisory personnel such as superintendents, general foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other contractors and subcontractors with whom the Contractor does or anticipates doing business.

i. Direct its recruitment efforts, both oral and written, to minority, female, and community organizations, to schools with minority and female students; and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations, such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer, and vacation employment to minority and female youth both on the site and in other areas of a contractor's workforce.

k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR part 60-3.

l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel, for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.

m. Ensure that seniority practices, job classifications, work assignments, and other personnel practices do not have a discriminatory effect by continually monitoring all

personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.

n. Ensure that all facilities and company activities are non-segregated except that separate or single user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.

o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

p. Conduct a review, at least annually, of all supervisor's adherence to and performance under the Contractor's EEO policies and affirmative action obligations.

8. Contractors are encouraged to participate in voluntary associations, which assist in fulfilling one or more of their affirmative action obligations (7a through 7p). The efforts of a contractor association, joint contractor union, contractor community, or other similar groups of which the Contractor is a member and participant may be asserted as fulfilling any one or more of its obligations under 7a through 7p of these specifications provided that the Contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply, however, is the Contractor's and failure of such a group to fulfill an obligation shall not be a defense for the Contractor's noncompliance.

9. A single goal for minorities and a separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, if the particular group is employed in a substantially disparate manner (for example, even though the Contractor has achieved its goals for women generally), the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized.

10. The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.

11. The Contractor shall not enter into any subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.

12. The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination, and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.

13. The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR part 60-4.8.

14. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government, and to keep records. Records shall at least include for each employee, the name, address, telephone number, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice, trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g. those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

A17 FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)

A17.1 SOLICITATION CLAUSE

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The *Consultant* has full responsibility to monitor compliance to the referenced statute or regulation. The *Consultant* must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

A18 LOBBYING AND INFLUENCING FEDERAL EMPLOYEES

A18.1 CONTRACT CLAUSE

CERTIFICATION REGARDING LOBBYING

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

A19 PROHIBITION of SEGREGATED FACILITIES

A19.1 CONTRACT CLAUSE

PROHIBITION OF SEGREGATED FACILITIES

(a) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Employment Opportunity clause in this contract.

(b) "Segregated facilities," as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include

separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

(c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Employment Opportunity clause of this contract.

A20 OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

A20.1 CONTRACT CLAUSE

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

A21 PROCUREMENT OF RECOVERED MATERIALS

A21.1 CONTRACT CLAUSE

PROCUREMENT OF RECOVERED MATERIALS

Contractor and subcontractor agree to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and the regulatory provisions of 40 CFR Part 247. In the performance of this contract and to the extent practicable, the Contractor and subcontractors are to use products containing the highest percentage of recovered materials for items designated by the Environmental Protection Agency (EPA) under 40 CFR Part 247 whenever:

- 1) The contract requires procurement of \$10,000 or more of a designated item during the fiscal year; or
- 2) The contractor has procured \$10,000 or more of a designated item using Federal funding during the previous fiscal year.

The list of EPA-designated items is available at www.epa.gov/smm/comprehensive-procurement-guidelines-construction-products.

Section 6002(c) establishes exceptions to the preference for recovery of EPA-designated products if the contractor can demonstrate the item is:

- a) Not reasonably available within a timeframe providing for compliance with the contract performance schedule;
- b) Fails to meet reasonable contract performance requirements; or
- c) Is only available at an unreasonable price.

A22 RIGHT TO INVENTIONS

A22.1 CONTRACT CLAUSE

RIGHTS TO INVENTIONS

DOES NOT APPLY.

A23 SEISMIC SAFETY

A23.1 Professional Service Agreements for Design

SEISMIC SAFETY

In the performance of design services, the Consultant agrees to furnish a building design and associated construction specification that conform to a building code standard that provides a level of seismic safety substantially equivalent to standards as established by the National Earthquake Hazards Reduction Program (NEHRP). Local building codes that model their building code after the current version of the International Building Code (IBC) meet the NEHRP equivalency level for seismic safety. At the conclusion of the design services, the Consultant agrees to furnish the Owner a “certification of compliance” that attests conformance of the building design and the construction specifications with the seismic standards of NEHRP or an equivalent building code.

A24 TAX DELINQUENCY AND FELONY CONVICTIONS

A24.1 CONTRACT CLAUSE

CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications

- 1) The applicant represents that it is () is not (X) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- 2) The applicant represents that it is () is not (X) is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the owner about its tax liability or conviction to the Owner, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

Term Definitions

Felony conviction: Felony conviction means a conviction within the preceding twenty four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. § 3559.

Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

A25 TERMINATION OF CONTRACT

A25.1 CONTRACT CLAUSE

A25.1.1 Termination for Convenience

TERMINATION FOR CONVENIENCE (PROFESSIONAL SERVICES)

The Owner may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

A25.1.2 Termination for Default

TERMINATION FOR DEFAULT (PROFESSIONAL SERVICES)

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

- a) **Termination by Owner:** The Owner may terminate this Agreement in whole or in part, for the failure of the Consultant to:
1. Perform the services within the time specified in this contract or by Owner approved extension;
 2. Make adequate progress so as to endanger satisfactory performance of the Project; or
 3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

- b) **Termination by Consultant:** The Consultant may terminate this Agreement in whole or in part, if the Owner:
1. Defaults on its obligations under this Agreement;
 2. Fails to make payment to the Consultant in accordance with the terms of this Agreement;
 3. Suspends the Project for more than [180] days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual

consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Engineer is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

A26 TRADE RESTRICTION CERTIFICATION

A26.1 SOLICITATION CLAUSE

TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
- 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR or
- 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list or
- 3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

A27 VETERAN'S PREFERENCE

A27.1 CONTRACT CLAUSE

VETERAN'S PREFERENCE

In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

END OF DOCUMENT

File Attachments for Item:

j. Discussion/Decision: Task Order #1- Stevensville Airport Master Plan Update



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:	Tyler Reed, Morrison-Maierle
Second Person Submitting the Agenda Item:	
Submitter Title:	Choose an item.
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/8/2022
Agenda Topic:	Discussion/Decision: Task Order #1- Stevensville Airport Master Plan Update
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	
Notes:	

TASK ORDER NO. ONE (1)

For Master Agreement Between OWNER, Town of Stevensville, Montana
and the ENGINEER, Morrison-Maierle, Inc.

Task Order

This Task Order is issued under the Master Agreement for Professional Planning Services between OWNER, Town of Stevensville and ENGINEER, Morrison-Maierle dated December 8, 2022, the terms of which are incorporated herein by reference.

Specific Project Data

Title: Stevensville Airport Master Plan Study – AIP 3-30-0044-021-2023

I. Objective: To prepare an update to the Airport Master Plan.

Planning Services: The scope of services will provide an update to the Airport Master Plan for the Town of Stevensville with proper guidance for future airport development. The Master Plan will be prepared under guidelines contained in FAA Advisory Circular (AC) 150/5070-6B (as amended), AC 150/5300-13B (as amended), and the most current versions of the FAA Master Plan and Airport Layout Plan Checklists.

OWNER's planning interests in addition to preparation of the Master Plan Update and updating the Airport Layout Plan drawing set includes performing an Airport Obstruction Survey and providing AGIS submittals to the FAA. Other areas of special interest include reviewing and planning for updating FAA ACIP projects.

Engineer will coordinate with Owner, the FAA-Helena ADO, and the Montana Department of Transportation – Aeronautics Division throughout the project.

Deliverables: At the completion of Planning Services, the ENGINEER will deliver the following documents to the OWNER and FAA-Helena ADO for review:

- Airport Master Plan (in PDF and .docx format)
- Airport Master Plan (2 hard copy print outs – OWNER, FAA)
- Airport Layout Plan (in PDF format)
- Airport Layout Plan (4 hard copy print outs – two for OWNER, two for FAA)
- Engineer's power-point slides used for public meetings

Project Schedule: The project schedule is anticipated to last 18-months. The project is anticipated to begin in winter, 2022 with the acceptance of a grant offer from the FAA.

Section 1 – Services of ENGINEER: Applicable paragraphs of Section 2 of the Master Agreement are hereby incorporated for the following services:

A. Project Management Services

1. Perform services, identify and evaluate alternative solutions available to the Owner. Information from the current edition of the following:
 - AC 150/5300-13B (Airport Design)
 - AC 150/5320-6G (Airport Pavement Design)
 - AC 150/5320-5D (Airport Drainage Design)
 - AC 150/5340-30J (Design and Installation Details for Airport Visual Aids)
 - AC 150/5340-1M (Standards for Airport Markings)
 - AC 150/5345-5E (Airport Lighting Equipment Certification Program)
 - AC 150/5370-10H (Standards for Specifying Construction of Airports)
 - Other applicable FAA Advisory Circulars (ACs) as of the date of the Task Order will be used as the basis for design.
2. Prepare project Scope of Services and Fees for the Task Order.
3. Coordinate the Independent Fee Estimate and Record of Negotiations for the Task Order.
4. Present Task Order and FAA Grant Application to Town Council for approval.
5. Present Task Order and FAA Grant Application to Airport Board for approval.
6. Maintain project coordination with the FAA and the Owner throughout the life of the project. Ensure milestones and deliverables are meeting expectations and the predetermined project schedule.
7. Administer Pre-Design Conference with Owner and FAA. Meeting will be held by conference call.
8. Attend monthly Airport Board meetings to update the Board on progress and provide engineering support (**anticipate 18 meetings total**).

B. Grant Administration Services

1. Prepare Application for Federal Assistance and submit to Helena ADO.
2. Prepare and coordinate Sponsor Certifications for submittal to the FAA.
3. Update DBE Plan and Goals per the Owner's DBE Program. Forward goals to FAA Civil Rights Office and coordinate with FAA Civil Rights Office.
4. Prepare and submit monthly Request for Reimbursements and Invoice Summary to the Owner for review, then process pay applications through the FAA's Delphi E-Invoicing System (**anticipate 18 total invoicing periods**).
5. Complete FAA quarterly and annual updates for the Owner, including submitting standard forms and reports to the FAA.
6. After submittal and approval of final plans, specifications and contract documents by the Owner and FAA, the Engineer shall prepare a Final Project Report closing out the project and grant with the FAA. The Engineer shall furnish one (1) copy of the Final Project Report to the Owner and to the FAA.
7. As part of the project closeout process, the Engineer will update the Owner's Capital Improvement Plan in terms of updated cost estimates, project scheduling and preparing for submittal to Montana Aeronautics. Updated CIP will be submitted to Montana Aeronautics when they request in mid-late summer, 2022.

C. Planning Services

ELEMENT 1 – INITIATION

Task 1.1 – Study Design

Description: Detailed descriptions of each item of work required for completion of the Airport Master Plan for the Stevensville Airport will be prepared. Guidelines provided by OWNER and those drawn from the FAA will be integrated into the scope of work.

Initial and final draft copies of the work program will be prepared and delivered to OWNER and the FAA ADO for review and approval. The final product of this task will be a scope of services that will be attached and made a part of the project contract documents. Each task to be performed will be evaluated to estimate the number of person-days or classification-hours necessary to accomplish the work efforts and the cost per person-day based on the billing classifications of the planning professionals assigned.

Expenses for materials, computer time, reproduction and printing, and miscellaneous study related costs will also be estimated. When estimated person-days or classification-hours have been established, they will provide input to the development of a project schedule identifying allowable time frames for major phases of the study. This schedule will also identify milestones for deliverables of each element to be submitted for review. A detailed element-by-element itemization of project person-days or classification-hours and costs with a final project time schedule in graph form will be attached to all copies of the final work scope.

Responsibilities:

Consultant: Prepare description of each work item (task) included in the Scope of Services, establish project budget and schedule.

Sponsor: Review and negotiate the Scope of Services, project budget, and schedule to ensure proper attention is paid to critical areas.

Product: A refined description of the Scope of Services, Budget and Schedule, which will be made a part of the Project contract documents.

Task 1.2 – Establish Planning Advisory Committee

Description: Potential members will be identified and asked to serve on a Planning Advisory Committee (PAC) for the master plan. The PAC will be composed of

- a) Representatives of local, regional, state, or federal agencies;
- b) Airport staff, users, and tenants;
- c) Local community representatives.

The PAC, which is a non-voting body, will advise the Consultant on the content and recommendations of the Master Plan study through meetings and review of Phase Reports. The PAC will not exceed fifteen (15) members.

Responsibilities:

Consultant: Assist Sponsor in the identification of potential PAC members, providing all necessary coordination to ensure interested parties are identified. Prepare a “draft” invitation letter for the Sponsor to send to potential committee members.

Sponsor: Establish a final list of names and addresses of chosen PAC members. Send an invitation to each member.

Product: A non-voting Planning Advisory Committee (not to exceed 15 members) which will meet during the course of the Master Plan Study.

Task 1.3 -- General Background Information, Establish Goals and Objectives, Outline Baseline Assumptions

Description: General background information summarizing why the Master Plan Study is being conducted will be prepared and outlined in the introduction section of the study. A list of goals and objectives will be prepared for the Master Plan Study that clearly identifies the primary expectations of the master plan process. The list of goals and objectives will be included in the introduction section of the study. This overview will be important in determining such agenda as the role of the airport and level of service provided to the public. The listing will also be used to make sure the Study adequately covers the key issues associated with the future development of the airport. General assumptions that will be utilized for the study effort will be developed and outlined. These assumptions will be coordinated with the Sponsor and FAA and included in the introduction section of the study.

Responsibilities:

Consultant: Develop an introduction section which provides background information and the basis for conducting the Master Plan Study. Organize and coordinate the development of a listing of the goals and objectives.

Sponsor: Review and comment. Assist the consultant in identifying and coordinating the primary goals and objectives of the Study.

Product: Background information for inclusion in the study's introduction section. Goals and objectives for the master plan and a list of general study assumptions.

ELEMENT 2 – INVENTORY

The purpose of this Study Element is to assemble and organize relevant information, data, and mapping to be used throughout the study in support of various analyses. In addition, this element will maximize the use of existing information and will prepare new data and documentation only when existing information is unavailable, incomplete, or outdated.

Task 2.1 -- Evaluate Existing Documents

Description: Evaluate in detail existing documents and previous planning efforts for their adaptability or use in the Master Plan process. These documents will include previous master plans, area development plans, comprehensive land use plans, and such other documentation as available.

Responsibilities:

Consultant: Review and evaluation of existing planning documents.

Sponsor: Town staff will assist the Consultant in the procurement of existing documents.

Product: Compilation of previous study efforts and existing documents for input to future tasks.

Task 2.2 -- Airport Physical Facilities

Description: Perform complete inventory of physical facilities and uses that presently exist within the boundaries of the airport. The inventory will include an examination of plans and documents, as well as a thorough on-site inspection of the physical facility to determine its type and size, condition, and use. Specific attention will be paid to airport development that has occurred since the completion of the last Master Plan. All grant funded projects that have been completed since the last master plan will be identified and documented, including year completed, FAA grant numbers and grant amounts. The work effort will take maximum use of existing information available at the Airport offices. These inventories will identify and describe existing facilities, noting type (i.e., T-hangar, conventional hangar, etc.), size (i.e., approximate dimensions and square-footage), condition (i.e., newly constructed facility or facility in need of repair or replacement), and use (i.e., current tenant, or the description of how the facility is being utilized). The Inventory will

include the following items, at a minimum:

Airfield

- Runway
- Taxiways
- Aprons
- Marking, Lighting and Signage
- Nav aids

Landside Facilities

- Hangars and Other Buildings
- Other Airport Tenants
- Automobile Parking Areas

Support

- Maintenance
- Utilities (water, sanitary sewer, sanitary waste (garbage), electric, solar power, natural gas, and telecommunications provider/supplier)
- Fueling Facilities
- Fencing/Security
- Access/Roadways (internal/external)

In addition, all available plans, specifications, maps, photographs, drawings, and other data, including previous Airport Master Plans, Airport Layout Plan (ALP) drawings, FAA Forms 5010-1, and NOAA Obstruction Charts will be collected, as available. Data and information pertaining to climate will be obtained including, as available, annual rainfall, annual IFR vs. VFR days, etc.

Responsibilities:

Consultant: Conduct a complete inventory of the airport's facilities to accumulate pertinent data.

Sponsor: Provide the Consultant access to airport property and airport records and files as necessary.

Product: Tabulated airport facilities inventory for input to later tasks.

Task 2.3 -- Inventory Air Traffic Activity, Airspace, Air Traffic Control, and Regional Airports

Description: Air traffic activity data for the airport will be assembled and organized from various sources. Data will be obtained from the FAA Airport District Office, and Fixed Base Operators. The assembled data will include, as available:

- a) Historical operations, including local (touch-and-go) and itinerant operational splits.
- b) Based aircraft by type, as available.

Identify and describe existing public airport facilities within a 50-nautical mile radius of Stevensville Airport. Basic inventory items will include at a minimum:

- a) Runway length and width.
- b) Instrument approach procedures.
- c) General aviation services.
- d) Total based aircraft, annual operations, and annual enplaned passengers.

Responsibilities:

Consultant: Assemble data.

Sponsor: Assist Consultant in obtaining available airport records. Assist in arranging interviews as necessary.

Product: Input to subsequent tasks.

Task 2.4 -- Inventory Socioeconomic Data

Description: Obtain available statistical data on historical and forecast socioeconomic factors for the Stevensville area. These factors will include, at a minimum, employment, income, and population, with emphasis placed upon the identification of specific socioeconomic characteristics of the developed areas in the local environs, as well as trends that have been established for future development and habitation. At a minimum, data will be obtained from the State of Montana Department of Administration Economic Analysis Division and the U.S. Census Bureau.

Responsibilities:

Consultant: Assemble data based on latest available information. Identify data source in master plan documents.

Sponsor: Assist in collection of data.

Product: Input to later analysis.

Task 2.5 -- Obtain Tabulated Wind Data

Description: The Consultant will obtain the most current ten years of wind data for Stevensville Airport, from the National Oceanic and Atmospheric Administration, National Climatic Center for use in preparing an updated wind rose for the airport layout plan.

Responsibilities:

Consultant: Obtain tabulated wind data.

Sponsor: Coordinate with the Consultant as necessary.

Product: Tabulated wind data for use in preparing updated All Weather and IFR wind roses.

Task 2.6 -- Inventory Vicinity Land Use and Controls

Description: Review existing local, regional, and state planning and land use regulations, including the existing local comprehensive land use plans, in order to:

- a) Ensure that the resultant Airport Master Plan will be compatible with local, regional, and state long-range planning goals, objectives, and policies; and
- b) Determine the strengths and weaknesses of local and state regulatory controls with regards to ensuring compatibility of the surrounding area with the airport.

Responsibilities:

Consultant: Assemble data based on latest information available.

Sponsor: Assist in collection of data.

Product: Input to later analysis.

ELEMENT 3 – FORECASTS

This study element is intended to determine an estimate of future levels of air traffic by quantity and by characteristics that will identify the demand that is anticipated at the Stevensville Airport and by the surrounding airport environs area. When this element is completed, the new aviation forecasts will be submitted to the FAA ADO for approval. The work tasks to be carried out as part of the element include the following:

Task 3.1 -- Review Regional Aviation and Socioeconomic Forecasts

Description: Review and analyze current local and regional socioeconomic forecasts obtained in the inventory element. Outside forecasts will be evaluated with local economic trends. The forecasts prepared for the last Airport Master Plan Update will also be reviewed and analyzed.

Responsibilities:

Consultant: Review all socioeconomic material pertaining to the study and the region.

Sponsor: Assist in identifying potential sources of information and assist Consultant in obtaining identified socioeconomic material.

Product: Forecasts of expected socioeconomic factors and aviation activity at Stevensville Airport.

Task 3.2 -- Prepare Aviation Demand Forecasts

Description: Develop aviation demand forecasts, taking into consideration forecasts from other sources. Historical aviation activity statistics for the airport will be organized to evaluate airport peaking characteristics and fleet mix ratios. The methodology used in this analysis will involve a variety of techniques that will factor in national transportation statistics, local socioeconomic factors, as well as the independent airport data. Correlation analysis techniques will include relatively simple graphical comparisons, as well as more complex regression analysis. The timeframe will be identified when the airport will meet the level of 500 operations per year for larger critical aircraft. A final refinement will result in estimates of aviation demand for a twenty-year horizon.

Responsibilities:

Consultant: Prepare aviation demand forecasts for the airport.

Sponsor: Assist Consultant in obtaining available local airport records.

Product: Complete aviation forecasts for the Stevensville Airport for the twenty-year planning horizon. These forecasts will be coordinated with the Town and approved by the FAA ADO and other interests at this point to ensure that the study proceeds on the basis of generally supported assumptions.

ELEMENT 4 – PHASE 1 REPORT

Task 4.1 -- Prepare Phase I Report (Chapter 1 Inventory and Chapter 2 Forecasts)

Description: Upon completion of the work tasks in elements 1, 2, and 3, a report will be prepared to outline the analysis, methodologies, and findings of the study efforts. The narrative prepared as part of the Inventory Chapter will highlight the history of the airport, the airport setting, and a definition of the airport's role in the state and national airport system, study process, goals and objectives. The Forecast Chapter will review the methodology used to develop forecasts.

A draft Phase 1 report including Chapters 1 and 2 will be provided by the Consultant to the Sponsor, and FAA for review and comment. FAA approval of forecasts used in the subsequent chapters of the study will be obtained.

Responsibilities:

Consultant: Develop complete narrative and graphics for the Phase I report including Chapters 1 and 2. Responsible for the distribution of the Phase I report to the PAC, FAA ADO and Airport staff.

Sponsor: Review and comment, approve Forecasts.

FAA ADO: Approve Forecasts

Product: Electronic (PDF) copy of Phase 1 Report and three (3) printed copies for Town files.

ELEMENT 5 – FACILITY REQUIREMENTS

The purpose of this study element is to convert basic capacity needs into types and quantities of actual physical facilities required to meet forecast demands in aviation activity, and to identify short-term corrective strategies for problems that demand immediate attention.

Task 5.1 -- Define Planning Horizon Activity Levels

Description: Utilizing the aviation demand forecasts prepared in the previous element, identify activity levels which define the Short-Term, Intermediate-Term, and Long-Term Planning Horizons. These planning horizons will be utilized throughout the remainder of the report to link future development needs to activity levels rather than points in time.

Responsibilities:

Consultant: Identify planning horizon activity levels.

Sponsor: Review and comment.

Product: Input to later analysis.

Task 5.2 -- Prepare Airside and Landside Facility Requirements (Chapter 3)

Description: Using relevant information from other tasks, determine and prepare a preliminary list of facility requirements needed to meet projected demands for the airport for the Short-Term, Intermediate-Term, and Long-Term planning horizons. These facility requirements will be used in the later comparative evaluations and will be based upon both the airport physical planning criteria and the aviation forecasts.

Facility requirements to meet aviation demand for the airfield will include (but not be limited to) airfield capacity, runway, taxiways, lighting, navigational aids (including the capability of Global Positioning System [GPS] technology), and marking and signage. These facility requirements will be developed in the form of gross areas and basic units and will be compared to those that presently exist to identify the future development items needed to maintain adequate service, function, and operations of the airport. In subsequent tasks, the above facility requirements will be translated into alternative plans for further evaluation in relation to established planning criteria. Because facility requirements are a function of airport concept possibilities (particularly in staging), these later analyses will be performed in coordination with other factors and may undergo several modifications.

Any recommended changes to Airport's Airport Reference Code (ARC) will be supported by specific written justification. FAA ADO concurrence with any change to the Airport's ARC will be obtained prior to the review and analysis of development alternatives.

Using current FAA and industry planning criteria, develop a set of facility requirements addressing the landside facilities necessary to support the airfield and its related activity. Requirements for facilities such as FBO areas, apron areas, airport access, auto parking, hangars, and revenue support facilities will be developed under this task.

Requirements will also be developed for support facilities such as fuel storage, airport maintenance, security requirements, and utilities.

Responsibilities:

Consultant: Identify specific airside and landside facility needs for the airport. Develop complete narrative and graphics for Chapter 3 Facility Requirements. Is responsible for the distribution of Chapter 3 to the PAC, FAA ADO and Airport staff.

Sponsor: Review and comment.

Product: Electronic (PDF) copy of Chapter 3 and three (3) printed copies for Town files.

ELEMENT 6 – AIRPORT ALTERNATIVES

Using the Facility Requirements determined under the previous element, alternative development scenarios for the Stevensville Airport will be identified. These scenarios must take into account the development needs of the airport to meet projected aviation demand levels as determined in the forecasting element, and meet airfield, general aviation area, revenue support area and air carrier terminal area capacity needs established under the facility requirements element.

Task 6.1 -- Identify Potential Airport Development Alternatives (Chapter 4)

Description: On the basis of the airfield facility requirements established in preceding elements, formulate airfield development alternatives. These alternatives will be based on concepts for development within existing airport boundaries or with the expansion of airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with following tasks and result in a series of overall development options for the airport. Each alternative will be analyzed from the standpoint of efficiency, cost, environmental factors, and ability to maximize airfield capacity. The “no-build” or “no-action” alternative will be considered.

Responsibilities:

Consultant: Develop up to three (3) development options to include both landside and airside improvements for the airport. Additionally, consider and discuss the “No-Build/Do Nothing” alternative within Chapter 4 Airport Alternatives.

Sponsor: Review and comment.

Product: A series of development options described in Chapter 4, each of which meets the forecast facility demands.

ELEMENT 7 – PHASE 2 REPORT

Task 7.1 -- Prepare Phase II Report Description:

Upon completion of the work tasks in element 6, a report will be prepared to outline the analysis, methodologies, and findings of the airport development alternatives evaluation. This report shall incorporate responses to comments on Chapters 1, 2 and 3, which will be reissued as revisions to each chapter. Chapter 4 Airport Alternatives will be issued as the final Chapter in the Phase II Report.

Responsibilities:

Consultant: Update Chapters 1, 2 and 3 and develop complete narrative and graphics for Chapter 4 in the Phase II report. Responsible for the distribution of the Phase II Report to the PAC, FAA ADO, and Airport staff.

Sponsor: Review and comment.

Product: Electronic (PDF) copy of Chapters 1 thru 4 and three (3) printed copies for City files.

ELEMENT 8 – RECOMMENDED MASTER PLAN CONCEPT

The purpose of this study element is to describe the recommended direction for the future use and development of Stevensville Airport which will meet aviation activity demands and other airport needs during the three planning periods (5 years, 10 years, and 20 years) for the airport.

Task 8.1 -- Recommended Master Plan Concept (Chapter 5)

Description: Following input from the PAC, FAA ADO and Stevensville Airport staff on the airport development alternatives prepared in the previous element, prepare a detailed comparative

evaluation and the supporting rationale to describe the single recommended program for development and use of airport facilities. The recommendation for the most prudent and feasible Master Plan concept in Chapter 5 will become the basis for the final refinement of development costs and scheduling in Element 9.

Responsibilities:

Consultant: In Chapter 5, Recommended Master Plan Concept, develop the concept narrative and supporting graphics.

Sponsor: Review and comment.

Product: Chapter 5 Recommended master plan concept for the airport to be published as part of the Phase III Report (Element 11).

ELEMENT 9 – FINANCIAL PROGRAM AND CAPITAL IMPROVEMENTS

Task 9.1 – Prepare Airport Development Schedules and Cost Estimates (Chapter 6)

Description: Based upon the previous evaluations and technical meetings, prepare the airport development schedules to reflect economic feasibility and operational requirements of the recommended airport concepts. Prepare the airport development cost estimates to reflect the revised requirements and schedule of development associated with the recommended airport concepts for the airport.

Responsibilities:

Consultant: As part of Chapter 6 Financial Analysis, prepare an airport development schedule for the airport as well as cost estimates for the recommended concept.

Sponsor: Review and comment.

Product: Chapter 6 recommended Development Schedules and Cost Estimates for the improvements proposed as a part of the selected master plan concepts to be published as part of the Phase III Report (Element 11).

Task 9.2 -- Prepare Capital Improvement/Financial Program (Chapter 7)

Description: Prepare a recommended airport capital improvement program for the airport which includes estimates of the amount of funds available from federal grant-in-aid programs and/or State grant funds to determine the net amount of capital funds required by the airport to accomplish each proposed stage of improvements for the airport. Analyze alternative financing strategies that may be available for implementing the proposed development program. Analyze the sources and uses of all airport funds that will be required to finance designated improvements and estimate the magnitude and timing of any financing that may be required.

Responsibilities:

Consultant: As part of Chapter 6, develop a detailed capital improvement and financial program for the airport.

Sponsor: Provide review and input.

Product: Chapter 6 recommended Capital Improvement/Financial Program for the selected master plan concepts to be published as part of the Phase III Report (Element 11).

ELEMENT 10 – ENVIRONMENTAL EVALUATION AND SOLID WASTE REDUCTION PLAN

Task 10.1 -- Environmental Inventory Description

Description: The purpose of this task is to identify environmental resources prior to the alternatives evaluation process in order to lessen or eliminate environmental requirements for

potential project development. Obtain information regarding environmental sensitivities on or near airport property. Sources of information will include past environmental documents including CatEx submittals, agency maps, existing literature, and the internet. Examples of information to be gathered include wetlands, riparian areas, threatened or endangered species, floodplains, cultural resources, air quality, parks and natural resource areas, and prime farmland. Informal consultation with various federal and state agencies will occur only if needed information is not available through the resources listed above. The FAA ADO Environmental Specialist will also be consulted.

Task 10.2 -- Environmental Overview (Chapter 7)

Description: Using data collected in Task 10.1, a preliminary environmental overview will be conducted to identify any potential environmental concerns that must be addressed prior to program implementation. This evaluation will be structured in a table format and will include an analysis of potential impacts on environmental resources as defined within FAA's Order 5050.4B, Airport Environmental Handbook, and Order 1050.1F and State environmental requirements, orders, etc. Projects which may require further NEPA analysis will be identified at this time. The Environmental Overview is not intended to serve as a formal Environmental Assessment under the National Environmental Policy Act (NEPA).

Responsibilities:

Consultant: As part of Chapter 7, evaluate the potential for environmental impacts and prepare the environmental overview narrative.

Sponsor: Provide review and input.

Product: Chapter 7 Environmental Overview of the proposed improvements identified in the Airport Master Plan to be published as part of the Phase III Report (Element 11).

Task 10.3 -- Solid Waste Reduction Plan (Appendix)

Description: The *FAA Modernization and Reform Act of 2012* (FMRA) included a number of changes to the Airport Improvement Program (AIP). Two of these changes are related to recycling, reuse, and waste reduction at airports. Section 132 (b) of the FMRA expanded the definition of airport planning to include "developing a plan for recycling and minimizing the generation of airport solid waste, consistent with applicable State and local recycling laws, including the cost of a waste audit." Section 133 of the FMRA added a provision requiring airports that have or plan to prepare a master plan, and that receive AIP funding for an eligible project, to ensure that the new or updated master plan addresses issues relating to solid waste recycling at the airport. This includes: (1) The feasibility of solid waste recycling at the airport; (2) Minimizing the generation of solid waste at the airport; (3) Operation and maintenance requirements; (4) Review of waste management contracts; and (5) The potential for cost savings or the generation of revenue.

The Solid Waste Reduction Plan shall be prepared in accordance with Section 6 of the **Action Memorandum** issued by the FAA on September 30, 2014 providing *Guidance on Airport Recycling, Reuse and Waste Reduction Plans*. A Waste Audit will be prepared, Recycling Feasibility Reviewed, Operations and Maintenance Requirements described, Waste Management Contracts Reviewed, Recycling Programs recommendations developed and a Plan to minimize Solid Waste Generation developed.

Responsibilities:

Consultant: As part of the Solid Waste Reduction Plan Appendix, evaluate the potential for solid waste reduction and prepare the solid waste plan narrative in accordance with the current 2012 FAA Action Memorandum.

Sponsor: Provide review and input.

Product: Solid Waste Reduction Plan Appendix, a standalone document of the recommended plan for reducing solid waste to be published as part of the Phase III Report (Element 11).

ELEMENT 11 – PREPARE PHASE 3 REPORT

Task 11.1 -- Prepare Phase 3 Report

Description: Upon completion of the work tasks in elements 8, 9, and 10, a Phase III report will be prepared to outline the analysis and findings of these Elements. This report shall incorporate any additional responses to comments on Chapters 1, 2, 3, and 4 which will be reissued as revisions to each chapter. Chapter 5 Recommended Concept, Chapter 6 Land Use, Chapter 7 Financial Program, Chapter 8 Environmental Overview and the Solid Waste Plan Appendix will be issued as the final Chapters and Appendix A in the Phase III Report.

Responsibilities:

Consultant: Update Chapters 1 thru 4 and develop complete narrative and graphics for Chapters 5, 6, 7 and 8 and Appendix A in the Phase III report. Is responsible for the distribution of the Phase III Report to the PAC, FAA ADO, and Airport staff.

Sponsor: Review and Comment.

Product: Electronic (PDF) copy of Chapters 1 thru 8 and Appendix A and three (3) printed copies for Town files.

ELEMENT 12 – AIRPORT PLANS

Description: The purpose of this study element is to develop a new set of Airport Layout Plan (ALP) Drawings for the Stevensville Airport. All plans will be prepared in a format which complies with the content contained within FAA's most current ALP checklist ARP SOP NO. 2.00 Standard Procedure for FAA Review and Approval of Airport Layout Plans. All plans will be produced utilizing AutoCAD software. The Airport Plans will be included as an appendix in the Master Plan Update.

Task 12.1 -- Airport Layout Plan Drawing Set (Appendix)

Description: Using the results of the alternatives analysis developed under the preceding element, and FAA AC 150/5070.6B, "Airport Master Plans", an updated Airport Layout Plan (ALP) Drawing set will be prepared utilizing AutoCAD Software.

The minimum size for the final drawing set is 22" X 34" (ANSI D) or 24" X 36" (ARCH D). Use of 34" x 44" (ANSI E) or 26" X 48" (ARCH E) shall be coordinated with the FAA. Unless directed otherwise, the Consultant will prepare the ALP drawing set for printing on 22" X 34" (ANSI D) paper as half-size drawings can be printed to scale on 11" x 17" paper.

The ALP drawing set will reflect updated physical features, wind data tabulations, location of airfield facilities (runway, taxiways, aprons, Navaids) and existing general aviation developments. Depiction of airfield facilities including runway and taxiways; property and runway protection zone boundaries; and revenue support areas will also be shown. Guidelines for the preparation of airport layout plan drawing set are defined in FAA AC 150/5070-6B, Airport Master Plans, Appendix F and by the FAA's ARP SOP No. 2.00 Checklist. The ALP will additionally follow guidance from the City, the FAA ADO, and public comment.

The following Drawings will be prepared as part of the ALP set:

- **Title Sheet**
- **Airport Data Sheet** Airport Wind Rose, Airport Data Table, Runway Data Table, Modifications to Standards, Declared Distances Table.
- **Airport Layout Plan Drawing** A required drawing that is approved by the FAA. The ALP Drawing shows the layout of existing and proposed facilities and airport features. Two, or more, sheets may be necessary for clarity, existing and proposed. The reviewer should be able to differentiate between existing, future, and ultimate development. If clarity is an issue, some features of this drawing may be placed in tabular format. North should be pointed towards the top of the page or to the left. (Scale 1"=200' to 1"=600').

- **Airport Airspace Drawing** A required drawing with a Scale 1" = 2000' plan view, 1" = 1000' approach profiles, and 1" = 100' (vertical) for approach profiles. 14 CFR Part 77, Objects Affecting Navigable Airspace, defines this as a drawing depicting obstacle identification surfaces for the full extent of all airport development. It should also depict airspace obstructions for the portions of the surfaces excluded from the Inner Portion of the Approach Surface Drawing.
- **Inner Portion of the Approach Surface Drawing** A required drawing for Runways with a Scale 1" = 200' horizontal, 1" = 20' vertical. Typically, the plan view is on the top half of the drawing and the profile view is on the bottom half. Views should be drawn from the runway threshold to a point on the approach slope 100-feet above the runway threshold elevation, at a minimum, or the limits of the RPZ, whichever is further. Drawings containing the plan and profile view of the inner portion of the approach surface to the runway and a tabular listing of all surface penetrations. The drawing will depict the obstacle identification approach surfaces contained in 14 CFR Part 77, Objects Affecting Navigable Airspace. The drawing may also depict other surfaces, including the threshold-siting surface, Glideslope Qualification Surface (GQS), those surfaces associated with United States Standards for Instrument Procedures (TERPS), or those required by the local FAA office or state agency. The extent of the approach surface and the number of airspace obstructions shown may restrict each sheet to only one runway end or approach.
- **Runway Departure Surface Drawing** Required for each runway that is designated for instrument departures. This drawing depicts the applicable departure surfaces as defined in Paragraph 303 of FAA AC 150/5300-13B. The surfaces are shown for runway end(s) designated for instrument departures. Currently, the standards are 40:1 for Instrument Procedure Runways (Scale, 1" = 1000' Horizontal, 1" = 100' Vertical, Out to 10,200' beyond Runway threshold) and 62.5:1 for Commercial Service Runways (Scale, 1" = 2000' Horizontal, 1" = 100' Vertical, Out to 50,000' beyond Runway threshold). Contact the FAA if the scale does not allow the entire area to fit on a single sheet. The depiction of the One Engine Inoperative (OEI) surface is optional; it is not currently required.
- **Terminal Area Drawing** This plan consists of one or more drawings that present a large-scale depiction of areas with significant terminal facility development. Such a drawing is typically an enlargement of a portion of the ALP. Typical GA airports may be able to use 1"=50' scale on a 22" X 34" sheet. Scale of 1"=50' or 1"=100' is required for the plan view of aprons, buildings, hangars, parking lots, roads, etc.
- **Airport Property Map / Exhibit A Drawing** Scale 1" = 200' to 1" = 600', the same as the ALP drawing. Prepare in accordance with AC 150/5100-17, Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects and use ARP SOP No. 3.00 Exhibit A guidance instead of the ARP SOP No. 2.00 ALP Checklist. The Exhibit A - Airport Property Map, will include appropriate graphics and information to indicate the type of acquisition (i.e., federal funds, surplus property, local funds only, etc.) of various land areas within the airport's boundaries. The drawing will inventory all of the parcels, which currently make up the airport or are proposed for acquisition by the airport. Details will be limited to the depiction of existing and future facilities (i.e., runways, taxiways, runway protection zones, and terminal facilities) which would indicate aeronautical need for airport property. This work effort will utilize information obtained from the current "Exhibit A - Property Map" as well as other sources. The Sponsor will provide historical information regarding the acquisition of existing airport property and easements, as well as boundary surveys, if needed. Each parcel making up the entire airport should be shown and numbered. Parcels of land owned by the airport, which are non-contiguous with the airport proper parcel, must also be shown. Include land(s) targeted for sale and leases (indicate the type of planned development). An inventory of all parcels by number will be included. Information in the inventory will include Grantor, Grantee, type of interest, acreage, book and page, and date of recording. In remarks include the FAA project number if acquired under a federal grant, rate of participation, surplus property transfer if applicable, type of easement (clearing, avigation, utility, Right-of-Way, etc.) and if released, date of FAA approval. All information will be shown on one (1) sheet if possible. The Exhibit A must be dated and include a "Revision/Amendment" table to document updates and/or changes in order to maintain an historical record for the FAA as well as the airport sponsor.

Responsibilities:

Consultant: Prepare the Airport Layout Plan drawing set in accordance with the ARP SOP No. 2.00 and ARP SOP No. 3.00 Checklists.

Sponsor: Review and provide input.

Product: The Airport Layout Plan drawing set will be completed and be included in the Master Plan (11" x 17" drawings) as an ALP Drawing Appendix. The ARP SOP No. 2.00 and the ARP AOP No. 3.00 Checklists will be completed and submitted to the Sponsor, and FAA in electronic PDF format.

Task 12.2 -- Preparation of Draft ALP and Draft ALP Drawing Set

Description: Printing of up to four (4) 11"x17" copies of the "Draft" ALP drawing and two (2) full drawing sets for submission to the Town, and subsequent comprehensive agency review by the FAA and MDOT. Drawings will be a minimum size of 22" x 34". Electronic (PDF) copies of the ALP Drawing set will also be prepared and submitted to the Town, and FAA.

Responsibilities:

Consultant: Provide up to four (4) 11"x17" copies of the Airport Layout Plan, along with two (2) full Airport Layout Plan drawing sets, depicting the sponsor selected "Recommended Plan". Provide full-size and half-size Electronic (PDF) copies of the ALP Drawing set and upload to the Master Plan website.

Sponsor: Review all drawings. Forward one set of drawings to the FAA for review. Electronic (PDF) copies of the ALP drawing set will also be forwarded to the FAA.

Product: Up to four (4) 11"x17" copies of the ALP drawing and two (2) copies of "full" ALP drawing set. Full size and half-size Electronic (PDF) copies of the ALP drawing set.

Task 12.3 -- Preparation of Final ALP and Final ALP Drawing Set

Description: Revise the Draft Airport Layout Plans and Drawings to reflect comments received from the FAA review. Upon approval from the City, provide up to four (4) 11"x17" copies of the revised ALP drawing along with two (2) full sets of drawings to the City for their signature. The City will forward the signed drawings to the FAA for final approval. A final copy of the ALP and ALP Drawing set will be provided to the FAA in both paper and PDF format. The consultant will create PDF copies of the "Town and FAA approved" ALP drawing the ALP Drawing appendix in the Final Master Plan report.

Responsibilities:

Consultant: Provide up to four (4) revised 11"x17" copies of the Airport Layout Plan, along with two (2) full revised Airport Layout Plan drawing sets. Prepare PDF copies of the "Approved" ALP Drawing set for the Town, FAA and MDOT files, the ALP Drawing Set Appendix in the Final Master Plan Report.

Sponsor: Review and sign all drawings. Forward all drawings to the FAA for final approval.

Product: Up to four (4) 11"x17" copies of ALP drawing and two (2) copies of "full" ALP drawing along with PDF copies of the approved ALP drawings.

ELEMENT 13 – FINAL DOCUMENTATION AND COORDINATION MEETINGS

The purpose of this element is to provide documents that depict all the findings of the study effort and to present the study and its recommendations to the Planning Advisory Committee, the public and appropriate local organizations.

Task 13.1 -- Prepare “Draft” Final Master Plan Report

Description: Upon completion of the work tasks in Element 12, a “Draft” Final Report will be prepared to outline the analysis, methodologies and findings of the study efforts. Revised/updated narrative and graphics from the Phase I, II and III reports will be included. This document will incorporate appropriate comments and corrections received during previous reviews. The ALP drawing set will also be included in this document. Up to ten printed (10) copies of the report will be submitted for review by the PAC, FAA, and Town officials. This document is intended to be used for the necessary Master Plan approvals and reviews.

Responsibilities:

Consultant: Develop complete narrative and graphics for Element 12 and update Phase I, II, and III report narrative and graphics. Responsible for the distribution of the “Draft” Final Report to the PAC, FAA ADO, and Town staff.

Sponsor: Review and comment.

Product: Ten (10) printed copies and a PDF copy of the “Draft” Final Master Plan report.

Task 13.2 -- Prepare Final Master Plan Document

Description: Review comments received on the “Draft” Final Master Plan and incorporate them, as appropriate, into a Final Master Plan document. This document will incorporate the revisions to previous phase reports and “Draft Final Master Plan prepared under earlier elements into a usable Master Planning document. Ten (10) copies of the Master Plan will be provided.

Copies of the final Master Plan Report will be provided to the Sponsor and FAA ADO on a CD in PDF file format.

Consultant: Prepare and print ten (10) copies of the Master Plan document and prepare CDs in PDF File format.

Sponsor: Review and Comment.

Product: Ten (10) Master Plan Reports and five USB sticks with PDF files of the final Master Plan Report including ALP drawings will also be provided.

Task 13.3 -- Planning Advisory Committee (PAC) Meetings

Description: Prepare graphic displays and handout materials necessary to describe the evaluations and findings of working papers prepared for the Master Plan Study. Meet with the PAC to review working papers and to discuss study findings. Comments received during these meetings will be considered in preparing the final documents. One (1) PAC kick-off meeting will be held at the beginning of the master plan process. Three (3) PAC meetings are scheduled after the preparation of each of the phase reports and may be combined with public workshops.

Responsibilities:

Consultant: Distribute meeting notices to the PAC. Provide presentations and necessary graphics at the meetings.

Sponsor: Arrange for meeting room. Coordinate jointly with Consultant.

Product: Up to four (4) PAC Meetings for the Master Plan.

Task 13.4 -- Public Workshops

Description: The material prepared for the Master Plan will be presented to the general public at a public workshop. The workshop will be held after the PAC meeting (on the same day) or in conjunction with monthly Airport Board Meetings. Two (2) workshops have been budgeted for the study.

Responsibilities:

Consultant: Provide background, technical presentations, and necessary graphics for the

meetings; prepare press releases and mock-ups of newspaper advertisements as directed.

Sponsor: Coordinate jointly with Consultant. Arrange for workshop location and advertise workshop.

Product: Two (2) public information workshops for the Master Plan.

ELEMENT 14 – AGIS SURVEY

Description: These services include professional engineering, surveying, and aviation planning and project management services related to the completion of the required aeronautical surveys supporting the approaches for Stevensville Airport. The airport ground surveys and collection of aerial imagery of the survey area will be performed in accordance with:

- AC 150/5300-16B “General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey.”
- AC 150/5300-17C “Standards for Using Remote Sensing Technologies in Airport Surveys.”
- AC 150/5300-18B “General Guidance and Specifications for Aeronautical Surveys: Airport Survey Data Collection and Geographic Information System Standards.”

Task 14.1: Consult and Obtain AGIS Subconsultant Services

Solicit subconsultants for airspace review and imagery requirements included in AC 150/5300-17C. Coordinate survey efforts with subconsultant via conference call.

Task 14.2: Coordinate with AGIS Subconsultant Through Project

Coordinate the Statement of Work (SOW) for FAA concurrence and approval with AGIS subconsultant specialist. Subconsultant will upload SOW.

Task 14.3: Establish Temporary Control (5300-16B)

Establish temporary control in accordance with AC 150/5300-16B. Two existing survey monuments (TSMs) will be observed in two continuous and independent sessions of at least four (4) hours and submitted to the NGS OPUS site. Results from the OPUS sessions will be included in the project report and final deliverables.

Task 14.4: Establish Targets for Aerial Imagery

Establish survey targets for aerial imagery collection per AC 150/5300-17C. Determine the horizontal and vertical positions of each photo control point using Static and/or RTK GPS techniques. The control positions will be determined with direct ties to the TSMs at the airport

Task 14.5: Collect Runway End Positions

Survey and document runway ends. Verify runway end monuments in accordance with AC 150/5300-18B. If an existing runway endpoint monument does not already exist at each runway end, displaced threshold, and stop-way point, a survey nail and washer, will be set to aid in future identification. A field recovery sketch and five digital photographs as required by AC-18B will be developed for each runway end, displaced threshold, and stop-way.

Task 14.6: Collect Vertical Profile for Runway (50-foot Stations)

Consultant will perform an RTK GPS survey measuring the center profile survey, and reduced to provided points every 50-feet along the centerline of the runway. This is not a Certified Part 139 airfield; therefore, additional profiles will not be collected at 10-foot offsets right and left at 10-foot intervals. The RTK base station will be set-up on the PACS and SACS (or TSM's) for conducting the profile survey.

Task 14.7: Determine Touchdown Zone Elevations

Determine touchdown zone elevation (TDZE).

Task 14.8: Determine/Validate PAPI and Abeam Points

Identify and survey all electronic and visual NAVAIDs associated to the airport that are required in AC-18B.

Task 14.9: Prepare Draft Survey File

Compile and deliver all ground survey features to the AGIS subconsultant. Subconsultant will upload survey file for NGS and FAA review through the AGIS website.

Task 14.10: Revise Final Survey File Based on Comments

Coordinate with AGIS subconsultant on uploading final survey report and all supporting documentation as required for each feature per AC 150/5300-18B. AGIS subconsultant is responsible for upload of final survey report.

Task 14.11: AGIS Survey by Subconsultant

- **Control Surveying.** The aerial photography will be completed by the Consultant with ABGPS control which will be used for the base control for the geo-referencing of the aerial imagery. Subconsultant will process the ABGPS data using COR stations and reference it to the project control datums.
- **Photogrammetric Mapping.** Subconsultant will collect features within the mapping limits. They will build a digital terrain model (DTM) by collecting masspoints and breaklines. These DTM elements will be used to construct a triangulated irregular network (TIN) surface from which 1' contours will be interpolated. The final data will be delivered in ESRI Shapefile format (FAA) and AutoCAD format (Morrison-Maierle) for further analysis.
- **Obstruction Surveys.** The Obstructions Surfaces to be uploaded to the ADIP database will satisfy the requirements of AC 150/5300-18B:
 - 2.7.1.3 Analysis of EXISTING Runway 12/30 without Vertically Guided Operations (Surfaces include the NVGPS, NBVGAS, NVGTS, and NVGHS).

Other obstructions to be provided to Morrison-Maierle for further analysis include:

- Existing Runway 12/30 – Part 77 VIS A
- Existing Runway 12/30 – 13B Surface 2
- Existing Runway 12/30 – 18B Vertical Guided Analysis
- Extended Runway 12/30 – Part 77 – One NPIR analysis for both ends
- Extended Runway 12/30 = 13B – One approach surface for both ends

The obstruction delivery will include the limited landmark planimetric feature collection.

The final product data will be uploaded in ADIP in ESRI Shapefile format.

- **Deliverables.** The 18B deliverables that will be uploaded to the ADIP website by the Subconsultant include:
 - Imagery Plan and Survey and Quality Control Plan
 - Image Delivery (sent to FAA)
 - Color digital orthophotos (sent to FAA)
 - Digital limited landmark detail outside the airport
 - Obstruction survey data for existing Runway 12/30
 - Planimetric data and two-foot contours to 18B specs (Shapefile format)
 - Photogrammetrically derived and surveyed attributes in defined format
 - Surveyed ends and profile for each runway
 - NAVAID data
 - FGDC compliant metadata
 - Final Report

Based on AC 150/5300-18B, the following table describes the requirements for the approach survey:

Applicable Requirements for an Approach Survey AC 150/5300-18B Table 2-1			
	Work Description	Perform Under this SOW	Notes
1	Provide survey and quality control plan	Yes	Submit to FAA through AGIS website
2	Establish or validate airport geodetic control	Yes	Create TSMs
3	Perform, document and report to NSRS	Yes	Completed with PACS and SACS
4	Survey runway ends	Yes	
5	Monument runway ends	Yes	
6	Document runway ends	Yes	
7	Identify and survey displaced threshold	No	No displaced thresholds exist
8	Monument displaced threshold location	No	No displaced thresholds exist
9	Document displaced threshold	No	No displaced thresholds exist
10	Determine or validate runway length	Yes	
11	Determine or validate runway width	Yes	
12	Determine runway profile using 50 foot stations	Yes	
13	Determine runway profile using 10 foot stations	No	No applicable – only for Part 139 airports
14	Determine touch down zone elevation (TDZE)	Yes	
15	Determine and document the horizontal extents of any Stopways	No	No designated stopways on Airport
16	Determine any Stopway profiles	No	No designated stopways on Airport
17	Survey clearway to determine objects penetrating the slope	No	
18	Determine runway true azimuth	Yes	
19	Determine or validate and document the position of navigational aids	Yes	
20	Determine or validate and document the position of runway abeam points of navigational aids	Yes	
21	Perform or validate and document an airport airspace analysis	Yes	
22	Collect and document helicopter touchdown liftoff area (TLOF)	No	Not applicable at Airport
23	Collect and document helicopter final approach and takeoff area (FATO)	No	Not applicable at Airport
24	Perform or validate a topographic survey	Yes	
25	Collect and document runway and taxiway lighting	Yes	
26	Collect cultural and natural features of landmark value	Yes	

27	Determine elevation of roadways at the intersecting point of the Runway Protection Zone (RPZ) or the runway centerline Extended	Yes	
28	Determine all Land Use to 65 DNL contour	No	Not Applicable at Airport
29	Document features requiring digital photographs	Yes	
30	Document features requiring sketches	Yes	
31	Collect position and type of runway markings	Yes	
32	Identify collect, and document wetlands or environmentally sensitive areas	No	Not Applicable at Airport
33	Collect imagery	Yes	
34	Provide a final report	Yes	

SECTION 2 – OWNER’s Responsibility: All paragraphs of Section 3 of the Master Agreement are incorporated by reference.

SECTION 3 – Times for Rendering Services: All applicable paragraphs in Section 4 of the Master Agreement are hereby incorporated for the following services:

The Master Plan Update will begin following acceptance of a Grant Offer and will last approximately 18-months.

SECTION 4 – Payments to ENGINEER: Applicable paragraphs of Section 5 of the Master Agreement are hereby incorporated for the following services:

- A. The approved and audited overhead rate in effect for this Task Order is **80.47%**.
- B. The services identified under this Task Order will be paid by method of Lump Sum. Total compensation for this Task Order is estimated to be:

Phase	Method of Payment	Estimated Compensation
Planning Services	Lump Sum	\$ 260,000
Project Closeout	Lump Sum	\$ 65,000
Total Estimated Compensation		\$ 325,000

SECTION 5 – General Provisions: All paragraphs of Section 6 of the Master Agreement are incorporated by reference.

SECTION 6 – Consultants: The following fees are included in the overall fees of this Task Order:

- A. AGIS Subconsultant (NV5 Geospatial) - lump sum of **\$65,000**.

SECTION 7 – Other Modifications to Master Agreement: None.

SECTION 8 – Attachments:

- A. Task Order No. 1 – Engineering Fees

TASK ORDER-01
AIP-3-30-0044-021-2023
MASTER PLAN UPDATE



Summary of Professional Service Fees
December 1, 2022

	<u>Labor</u>	<u>Expense</u>	<u>Total</u>
PLANNING SERVICES	\$216,782	\$43,218	\$260,000
SUBCONSULTANTS	\$0	\$65,000	\$65,000
	Project Total		\$325,000

PLANNING SERVICES

WORK DESCRIPTION	PRINCIPAL	PROJECT MANAGER	AVIATION PLANNER	AIRPORT ENGINEER	ENGINEER TECHNICIAN	QUALITY ASSURANCE	SURVEY CREW CHIEF	2-MAN SURVEY CREW	CAD TECHNICIAN	ADMIN ASSISTANT	TOTAL LABOR HOURS	TOTAL LABOR COST
PROJECT MANAGEMENT SERVICES												
Develop Task Order, Project Schedule		4	4			2				1	11	\$1,611.29
Independent Fee Review, Correspondence		4	2								6	\$813.54
Present Task Order & FAA Grant Application to Town Council		2									2	\$258.51
Present Task Order & FAA Grant Application to Airport Board		2									2	\$258.51
Coordination with FAA, Airport Manager, Town		20	10								30	\$4,067.72
Pre-design Meeting w/ FAA, Airport and Planning Team	1	4	4			2					11	\$1,751.74
Airport Board Meetings (monthly)		36									36	\$4,653.22
SUBTOTAL	1	72	20	0	0	4	0	0	0	1	98	\$13,414.54
GRANT ADMINISTRATION SERVICES												
Prepare FAA Grant Application		4								1	5	\$596.15
Sponsor Certifications		1								1	2	\$208.38
Update DBE Plan and Goal		4				2				8	14	\$1,572.14
Prepare/Submit Project Payments through Delphi		18								12	30	\$3,276.15
Complete FAA Quarterly/Annual Reports		2			4	2				4	12	\$1,382.70
Prepare Final Grant Closeout Report		24	4		16					4	48	\$5,554.04
SUBTOTAL	0	29	0	0	4	4	0	0	0	26	63	\$7,035.53
ELEMENT 1 - INITIATION												
Task 1.1 Study Design	1	2	4			2					9	\$1,493.22
Task 1.2 Establish Planning Advisory Committee		2	4								6	\$851.55
Task 1.3 General Background Information		2	4								6	\$851.55
SUBTOTAL	1	6	12	0	0	2	0	0	0	0	21	\$3,196.33
ELEMENT 2 - INVENTORY												
Task 2.1 Evaluate Existing Documents		4	10			2					16	\$2,421.72
Task 2.2 Airport Physical Facilities		4	16		8	2					30	\$4,082.45
Task 2.3 Inventory Air Traffic Activity, Airspace, etc.		2	8			2					12	\$1,866.69
Task 2.4 Inventory Socioeconomic Data		2	12			2					16	\$2,459.73
Task 2.5 Obtain Tabulated Wind Data			4								4	\$593.04
Task 2.6 Inventory Vicinity Land Use and Controls		4	4								8	\$1,110.06
SUBTOTAL	0	16	54	0	8	8	0	0	0	0	86	\$12,533.69
ELEMENT 3 - FORECASTS												
Task 3.1 Review Aviation and Socioeconomic Forecasts		4	8			2					14	\$2,125.20
Task 3.2 Prepare Aviation Demand Forecasts	2	8	80			4					94	\$14,178.20
SUBTOTAL	2	12	88	0	0	6	0	0	0	0	108	\$16,303.40
ELEMENT 4 - PHASE I REPORT												
Task 4.1 Prepare Phase I Report		4	24			4				4	36	\$5,235.97
SUBTOTAL	0	4	24	0	0	4	0	0	0	4	36	\$5,235.97
ELEMENT 5 - FACILITY REQUIREMENTS												
Task 5.1 Define Planning Horizon Activity Leads		1	2								3	\$425.78
Task 5.2 Prepare Airside and Landside Facility Requirements	2	12	80		8	8			8		118	\$17,081.75
SUBTOTAL	2	13	82	0	8	8	0	0	8	0	121	\$17,507.52

PLANNING SERVICES

WORK DESCRIPTION	PRINCIPAL	PROJECT MANAGER	AVIATION PLANNER	AIRPORT ENGINEER	ENGINEER TECHNICIAN	QUALITY ASSURANCE	SURVEY CREW CHIEF	2-MAN SURVEY CREW	CAD TECHNICIAN	ADMIN ASSISTANT	TOTAL LABOR HOURS	TOTAL LABOR COST
ELEMENT 6 - AIRPORT ALTERNATIVES												
Task 6.1 Identify Airport Development Alternatives	2	20	80			8			40		150	\$20,429.30
SUBTOTAL	2	20	80	0	0	8	0	0	40	0	150	\$20,429.30
ELEMENT 7 - PHASE II REPORT												
Task 7.1 Prepare Phase II Report Description		4	24			4			8	8	48	\$6,323.65
SUBTOTAL	0	4	24	0	0	4	0	0	8	8	48	\$6,323.65
ELEMENT 8 - RECOMMENDED MASTER PLAN CONCEPT												
Task 8.1 Recommended Master Plan Concept	2	8	24		8	4			16		62	\$8,189.14
SUBTOTAL	2	8	24	0	8	4	0	0	16	0	62	\$8,189.14
ELEMENT 9 - FINANCIAL PROGRAM												
Task 9.1 Development Schedule and Cost Estimates		8			40	2			8		58	\$6,083.15
Task 9.2 Capital Improvement/Financial Program	4	16	24			2					46	\$6,926.74
SUBTOTAL	4	24	24	0	40	4	0	0	8	0	104	\$13,009.89
ELEMENT 10 - ENVIRONMENTAL EVALUATION AND SOLID WASTE												
Task 10.1 Environmental Inventory Description		2	8								10	\$1,444.59
Task 10.2 Environmental Overview		8	16			4					28	\$4,250.40
Task 10.3 Solid Waste Reduction Plan		2	8								10	\$1,444.59
SUBTOTAL	0	12	32	0	0	4	0	0	0	0	48	\$7,139.59
ELEMENT 11 - PREPARE PHASE III REPORT												
Task 11.1 Prepare Phase III Report		8	40		16	4			16	8	92	\$11,526.34
SUBTOTAL	0	8	40	0	16	4	0	0	16	8	92	\$11,526.34
ELEMENT 12 - AIRPORT PLANS												
Task 12.1 Airport Layout Plan Drawing Set		16	24			40			40		120	\$17,924.08
Task 12.2 Preparation of Draft ALP and Draft Drawing Set		2	4			4			40		50	\$5,551.58
Task 12.3 Preparation of Final ALP and Final Drawing Set		4	4			4			40		52	\$5,810.09
SUBTOTAL	0	22	32	0	0	48	0	0	120	0	222	\$29,285.76
ELEMENT 13 - FINAL DOCUMENTATION/COORDINATION MEETINGS												
Task 13.1 Prepare Draft Final Master Plan Report		10	24						8	8	50	\$6,254.99
Task 13.2 Prepare Final Master Plan Document		8	24						8	8	48	\$5,996.48
Task 13.3 Planning Advisory Committee (PAC) Meetings (4)		40	40			20					100	\$15,321.60
Task 13.4 Public Workshops (2)		8	8			4					20	\$3,064.32
SUBTOTAL	0	66	96	0	0	24	0	0	16	16	218	\$30,637.40

PLANNING SERVICES

WORK DESCRIPTION	PRINCIPAL	PROJECT MANAGER	AVIATION PLANNER	AIRPORT ENGINEER	ENGINEER TECHNICIAN	QUALITY ASSURANCE	SURVEY CREW CHIEF	2-MAN SURVEY CREW	CAD TECHNICIAN	ADMIN ASSISTANT	TOTAL LABOR HOURS	TOTAL LABOR COST
ELEMENT 14 - AGIS SURVEY												
Task 14.1 Consult and Obtain AGIS Subconsultant Services		4	2								6	\$813.54
Task 14.2 Coordinate with AGIS Subconsultant Through Project		32	8								40	\$5,322.28
Task 14.3 Establish Temporary Control (5300-16B)							3	8	1		12	\$1,623.86
Task 14.4 Establish Targets for Aerial Imagery							15	40			55	\$7,637.31
Task 14.5 Collect Runway End Positions							1	4			5	\$709.31
Task 14.6 Collect Vertical Profile for Runway (50-foot stations)								4			4	\$600.46
Task 14.7 Determine Touchdown Zone Elevations		1					1	1	1		4	\$484.61
Task 14.8 Determine/Validate PAPI and Abeam Points		1						2	1		4	\$525.88
Task 14.9 Prepare Draft Survey File		1			4		1		16		22	\$2,166.02
Task 14.10 Revise Final Survey File Based on Comments		1			4		1		16		22	\$2,166.02
Task 14.11 AGIS Survey by Subconsultant- See Other Services Below											0	\$0.00
SUBTOTAL	0	40	10	0	8	0	22	59	35	0	174	\$22,049.30
TOTAL LABOR HOURS	14	327	642	0	88	132	22	59	267	37	1588	\$ 216,781.80

SUMMARY OF ESTIMATED LABOR COSTS MASTER PLAN UPDATE	HOURS	LABOR RATE	TOTAL COST
PRINCIPAL	14	\$219.58	\$3,074.08
PROJECT MANAGER	327	\$129.26	\$42,266.77
AVIATION PLANNER	642	\$148.26	\$95,182.95
ENGINEER TECHNICIAN	88	\$96.40	\$8,482.84
QUALITY ASSURANCE	132	\$211.05	\$27,858.28
SURVEY CREW CHIEF	22	\$108.85	\$2,394.61
2-MAN SURVEY CREW	59	\$150.12	\$8,856.82
CAD TECHNICIAN	267	\$96.40	\$25,737.72
ADMIN ASSISTANT	37	\$79.13	\$2,927.73
TOTAL LABOR COSTS	1588		\$216,781.80

SUMMARY OF DIRECT EXPENSES MASTER PLAN UPDATE	QTY	UNIT	RATE	TOTAL COST
Vehicle (Company)	3900	Mile	\$0.77	\$3,014.70
Meals	2	Person/Day	\$40.00	\$80.00
Lodging	2	Night	\$200.00	\$400.00
Survey Equipment	8	Each	\$480.00	\$3,840.00
Survey Supplies	1	Lump Sum	\$200.00	\$200.00
Printing	5000	Each	\$0.10	\$500.00
Miscellaneous	1	Lump Sum	\$1,270.50	\$1,270.50
TOTAL - DIRECT EXPENSES				\$9,305.20

OUTSIDE SERVICES (SUBCONSULTANTS) MASTER PLAN UPDATE	QTY	UNIT	RATE	TOTAL COST
Element 14 - AGIS Subconsultant (NV5 Geospatial)	1	Lump Sum	\$65,000.00	\$65,000.00
TOTAL - OUTSIDE SERVICES				\$65,000

FEE SUMMARY MASTER PLAN UPDATE	
TOTAL LABOR COSTS	\$216,782
TOTAL DIRECT EXPENSES	\$9,305
TOTAL COSTS	<u>\$226,087</u>
FIXED FEE	\$33,913
TOTAL OUTSIDE SERVICES	\$65,000
TOTAL FEE - MASTER PLAN UPDATE	\$325,000