



**Stevensville Town Council Meeting
Agenda for
THURSDAY, OCTOBER 27, 2022
7:00 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 09/08/2022
5. Approval of Bi-Weekly Claims
 - a. Claims #17993-#18024
6. Administrative Reports
7. Guests
8. Correspondence
9. Public Hearings
 - a. Discussion/Decision: First Reading of Ordinance No. 150, an Ordinance Amending Chapter 24- Traffic and Vehicles to Read J-Turns are not prohibited on Main Street from the North Town Limits to the South Town Limits
10. Unfinished Business
 - a. Discussion/Decision: Resolution 512 , a Resolution Amending the Time of Town Council Meetings
 - b. Discussion/Decision: Approval to Move Forward with Ravalli County ARPA funds for the Stevensville Airport Water & Sewer Project
11. New Business
 - a. Discussion/Decision: Consent to the Mayor's Appointment of Donovan Waters as a Volunteer Firefighter Cadet
 - b. Discussion/Decision: The Stevensville Police Department Implementing Crosswalk Flags at Intersections Located within the Stevensville Town Limits
 - c. Discussion/Decision: To Change the Current Airport Lease Language from a 20 Year Term to a 40 Year Term
 - d. Discussion/Decision: The Stevensville Airport Board would like Permission to Pursue a Development Opportunity with Skydive Montana
 - e. Discussion/Decision: Approval of a 7 Hanger Lot Lease at the Stevensville Airport
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 09/08/2022

Stevensville Town Council Meeting Minutes
for THURSDAY, SEPTEMBER 08, 2022, 6:00 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, Michalson and Wolff were all present.

2. Pledge of Allegiance

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

Loey Knapp: 526 E 3rd Street, just a brief request , I would like to have the leaf pick up restored again. Please consider restoring that service.

4. Approval of Minutes

a. Town Council Meeting Minutes 8/11/2022

Mayor Gibson: introduced approval of meeting minutes for 8/11/2022.

Councilmember Michalson: I make a motion to approve meeting minutes for 8/11/22

Councilmember Wolff: 2nd.

Mayor Gibson: motion and a 2nd. Discussion on the minutes. Public comment? Seeing none, Jenelle please call for the vote.

Councilmember Barker: abstain

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 3-0 and 1 abstained.

5. Approval of Bi-Weekly Claims

a. Claims #17900-#17926

Mayor Gibson: introduced approval of bi-weekly claims.

Councilmember Wolff: I make a motion that we approve the claims #17900-#17926.

Councilmember Barker: 2nd

Mayor Gibson: motion and a 2nd, council discussion?

Councilmember Wolff: 2nd item 17901 claim USA Blue Book, what is that?

Pam Sosa, Finance Officer: public works handbook.

Councilmember Wolff: Valley Irrigation, 298.94. 17904. Parts, multiple times?

Pam Sosa, Finance Officer: yes multiple times.

Mayor Gibson: any public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0.

6. Administrative Reports

a. Airport

b. Building Department

c. Finance

d. Fire Department

e. Police Department

f. Public Works

7. Guests

NONE

8. Correspondence

NONE

Mayor Gibson: if it is okay with the council to move new business items b, c, and d in front of the budget. We have people here to present.

New Business

b. Discussion/Decision: Approval for Town Acceptance of FAA Grant Offer for Stevensville Airport Master Plan Update

Mayor Gibson: introduced new business item b. introduced Tyler Reed with Morrison Maierle.

Tyler Reed: I am the airport engineer with Morrison and Maierle. You should have a draft of the grant offer from the FAA in your packet. The grant is for \$360,495.00 all entitlement money set

aside for planning by the FAA. Councils' approval tonight would be for the grant to be used for master planning. It does require a 10% match by the town, Montana Aeronautics will help with some of that coverage if not all of it.

Mayor Gibson: the town does not have to pay the match of the town's budget.

Tyler Reed: out of the airports budget for the local match, this is pretty routine for airports that are FAA funded, master plan updates happen about every 10 years the last one for Stevensville was in 2010. Most of the projects in the master plan for 2010 have been completed this is just a creative new way for the future of the airport. This is just the first step of the grant process, scope of fees, independent fees, and then compared to our fees. The master plan is forecasted to take about 18 months.

Mayor Gibson: do I have a motion? The reason that we have this on here is because it is due by the 15th.

Councilmember Wolff: make a motion to approve the FAA grant offer for Stevensville Airport Master Plan.

Councilmember Michalson: 2nd

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

Councilmember Michalson: I have one question, and it is on page 105. Use of government aircraft. Does that mean if they come in we don't charge for that lease?

Tim Smead: that is actually part of the grant assurance.

Councilmember Michalson: we get into fire season, big money. Does it affect that with this language?

Tim Smead: it is speaking more to (unclear audio) for the use of military aircraft.

Mayor Gibson: any further discussion? Public comment? Seeing none, Jenelle would you please call for the vote.

Councilmember Barker: aye.

Councilmember Brown: no.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: excuse my Councilmember Brown, did you vote no? So, it passes 3-1.

c. Discussion/Decision: Special Event Permit for 2022 Scarecrow Festival

Mayor Gibson: introduced new business item c. it is in your packet, and they have paid their fees.

Gretchen Spies: 317 Main Street, we have a small committee this year and I am assuring the town that we have extra, garbage cans, porta potties, hand washing stations. Everything will be cleaned up on Sunday.

Mayor Gibson: thank you, do we have a motion?

Councilmember Barker: I make a motion to approve the special event permit for 2022 Scarecrow Festival.

Councilmember Wolff: 2nd

Mayor Gibson: motion and a 2nd, public comment?

Jeff Motley: on your application looking for a bon fire on 2nd and Main. I have no problem with that, but we are in stage 2 fire restrictions, if we are still in that there will be no fire.

Mayor Gibson: further discussion? Councilmember Barker.

Councilmember Barker: I look at the fees that they are paying for this event, what are those fees that they are paying?

Mayor Gibson: these are based on the number of people that are attending, are those in the packet Jenelle? The fees were set on the number of people attending.

Jenelle Berthoud, Town Clerk: they paid for number of people of attending, street closer, stage set up , power panel.

Mayor Gibson: any further discussion? Seeing none, Jenelle would you please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0

d. Discussion/Decision: Town of Stevensville & State of Montana, DOT Memorandum of Agreement for 407 Main Street Sidewalk

Mayor Gibson: introduced new business item d. this has taken some time and I have met with DOT last week. It is basically about 8 feet of sidewalk.

Councilmember Michalson: make a motion to approve Town of Stevensville/DOT .

Councilmember Barker: 2nd

Mayor Gibson: motion and a 2nd, any further discussion, public comment? If this passes, myself and the city attorney have to sign this and send it in tomorrow.

Councilmember Barker: whenever some alters a sidewalk, they should be coming to us.

Mayor Gibson: correct and it depends on how they do it. Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0

9. Public Hearings

a. Discussion: FY 2022/2023 Preliminary Budget

Mayor Gibson: introduced preliminary budget public hearing item a. Going to go alphabetically, starting with administration. As we do this and if you would like to make amendments and take something out, that is up to you as far as amendments to put more in I just want to caution the council that we have some things out there, possible some other expenses for the pool, pumps for water, other things for water and sewer. And as far as the ARPA grant goes, you will see in here ARPA, 3 times, the first one is one time money, we haven't gotten the final money from the grant, the grant is for fixing leaks and water storage. It is not in the budget now for many reasons, we don't have the money in hand plus there is still some talk that we do not have to do the entire match right away so, when we get that situated out we will do a budget amendment and basically what the ARPA grant is, we get \$750,000 and we have to match that with \$750,000 we have the \$260,000 second part of the ARPA money to help with that match, on the \$312,000 whether that can be used as match or not, but we hope that we do not have to use water reserve. I think we will start with administration, basically, you will see things in different areas because some of the wages come from other areas. IT services, the RFP is due September 15th it is in here and divided by department. The RFP for audit services is also due and is in administration. The RFP for growth policy is also due and we have a \$10,000 grant and we will have to match \$5,000. So, we are proposing a .75 cent raise for all employees, the police officers are on their own pay schedules. Fire chief, assistant fire chief and council members a \$25.00 increase. I am the only one not going up, I went down. You will see some increases for paper, we are asking for a 20% increase for utilities and fuel, and we are doing this as a one time to see what happens. There is \$2,000 under training for me, and I might not use it. I will probably go to the legislature to lobby for infrastructure money. Are there any questions?

ADMINISTRATION

Councilmember Wolff: Professional Services, in every department. What it might be used for? Allocated to go up \$500.

Pam Sosa: those are any outside professionals that we may need, professional printing job, cleaning services.

Mayor Gibson: what you are going to see throughout the budget because of how the last budget was done, there are categories with money in them that did not exist, so it looks like a percentage increase when it might not be. When you looked at the first revenue you saw things that did not exist. Like parking meters. So, it has been difficult and why it has taken so long, and this is one of the first times we are trying to be as specific as we can be, you are going to see some percentage increases, you can't get them off the system and you will see \$25.00 to \$100.00 and it will look like an 800% increase we talked about that we hope that next time we can change that format.

Councilmember Barker: we have moved the council into the general I see that we have training and travel. Travel is \$2,000 and trainings are \$1,000. However, when we travel outside the area and MMIA puts on their training in May you are figuring \$200.00 per person for at least 2-3 nights stay. So that is roughly \$600.00 per person.

Mayor Gibson: what our intent is, how many people wish to go, we can make a budget amendment.

Councilmember Barker: I just want to make sure that it will come forward to the council if needed.

Mayor Gibson: yes, it will come to the council if needed.

Councilmember Michalson: I went back into 17 and 18 the council was budgeted for \$5,000.00 .

Pam Sosa: if you want to make those changes you can add.

Councilmember Michalson: make a motion to amend the budget from \$2,000 to \$5,000 for travel and training.

Councilmember Barker: 2nd

Mayor Gibson: there is a motion and a 2nd. Further discussion? Public comment? Seeing none, Jenelle please call for the vote on the amendment to put that money in the council's budget.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0, any further discussion on the administrative budget? Seeing none, onto the airport.

AIRPORT

Mayor Gibson: you will see some things, and there was confusion in the past, airport manager is 20 hours per week.

Councilmember Michalson: motor vehicle repair for \$1,000. You are paying \$360.00 a month for insurance for a courtesy car. Make a motion to amend and remove the courtesy car from the airport and surplus it later on.

Councilmember Barker: 2nd

PUBLIC COMMENT

Vickie Motley: 318 9th Street, how much is the courtesy car used?

Time Smead: about once a week I would say.

Vickie Motley: is it something that is utilized?

Tim Smead: there are businesses at the airport that have clients fly in for services. It is a customer service piece for people to come into town.

Mayor Gibson: it is a huge liability issue; we have people driving a car and we are paying insurance for it. We have a motion and a 2nd. Further discussion on the amendment?

Councilmember Wolff: are we talking about this affecting the gas line, insurance and maintenance.

Tim Smead: it is the person using that car that fills it up.

Mayor Gibson: this is a vote to the amendment to remove the courtesy car. Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: abstain

Mayor Gibson: passes 3 with one abstain.

BUILDING DEPARTMENT

Jenelle Berthoud, Town Clerk: I take the permits and the money, and I will do my best to answer questions.

Mayor Gibson: the revenue was way over estimated and that has been reduced.

Councilmember Michalson: so, the \$12,353.00 on wages, is that going to be enough?

Pam Sosa: it is an average.

Mayor Gibson: it is slowing down.

Councilmember Barker: we are still paying him a percentage.

Mayor Gibson: correct.

COURT

Mayor Gibson: main thing in the court is the judge requesting \$18,000 to \$36,000?

Pam Sosa: correct.

Councilmember Michalson: would it be okay if we met you halfway this year?

Judge O'Connor: what does it mean meet me halfway?

Councilmember Michalson: instead of \$1800 increase how about a \$750.00 increase?

Judge O'Connor: it is the council's decision to make, you guys set the compensation for the judicial position pursuant to the city by resolution.

Mayor Gibson: I understand what you are getting at.

Judge O'Connor: what comes with that is typically the judicial salary is only addressed at appointment or if a judge resigns. Typically, this can only be addressed every four years unless there is a change in circumstance.

Mayor Gibson: to clarify, you haven't had an increase for how many years?

Judge O'Connor: six years.

Mayor Gibson: I would like to see some compromise, and this would go for another four years.

Councilmember Michalson: I got you; I see what you are saying.

Judge O'Connor: I don't think that I can come back to you next year and say where we are now.

Councilmember Michalson: my questions is if it set tonight at a certain rate it is set for four years.

Judge O'Connor: typically, it is set for four years unless there is a significant change like this became a full-time court.

Mayor Gibson: what I would suggest is that you make the amendment for four years and if something changes.

Jenelle Berthoud: I can add to that, the resolution that she spoke to, we can bring that forth after this is adopted. Stating her dollar amount and her term of years. That resolution will come forth.

Councilmember Michalson: if it is every four years, why were you not at the budget meetings before?

Judge O'Connor: I think that I explained that in the letter to you guys. When I was hired in 2016, I was taking over for another judge. In 2018 there was a significant drop in cases.

Mayor Gibson: as Jenelle said are you okay with going from the eighteen to the thirty-six with a resolution for four years?

Councilmember Michalson: with retroactive pay back to July 1st.

Judge O'Connor: it is your decision, I think that I am worth it, but it is your decision.

Mayor Gibson: raised from \$18,000 to \$36,000 with a resolution?

Councilmember Wolff: I do have an alternative, which would be to save a little money and offer three-quarters. And lock that if for four years.

Judge O'Connor: I am not in a position to say no, you have employed me as an independent contractor, I don't get vacation or health benefits. I think that I am the only one in the whole state that is employed that way, it does not bother me, and it has been that way. At the end of the day, I am not going to stand up and walk out the door because the council wants to save money because you don't want to meet that compensation level. I can tell you that I think as the judge and as an attorney judge I am worth that. Hamilton city judge is almost full time at close to \$60,000 per year with benefits. I came up with that amount because this is a half time court.

Mayor Gibson: I do recall the letter from before, as it was stated this would be more if it was with benefits.

Councilmember Michalson: when I originally made that proposal to you, I did not know it was on a four-year increment. I am comfortable with myself doubling her salary.

Councilmember Wolff: I just want to say, I agree.

Mayor Gibson: we will make sure that Jenelle does that resolution.

FIRE DEPARTMENT

Mayor Gibson: basically, what you see in there are things that have been there historically. You see \$20,000 for a lift station. The truck has been taken out we may have to tweak that for repairs, any questions?

Councilmember Wolff: communication and transport that went down so I am wondering about the decrease? \$1900 to \$1000.

Chief Jeff Motley: the note on the pager system has been satisfied.

Councilmember Michalson: clothing and uniforms, can you explain to me what the \$17,000 is for.

Chief Jeff Motley: PPE's, turn-out gear, we purchased 3 sets of bunkers in December of last year we took delivery on them three weeks ago, so they are out of cycle from previous budget to cover that expense. So that is a little over \$15,000 of that seventeen.

Councilmember Michalson: so that is ARPA money?

Mayor Gibson: there is some one-time money, you are going to see it in utilities, public works, some in the police department. Basically, it is kind of like, one time and it won't be in next years budget. There is a chance with utilities and fuel could go down.

Councilmember Wolff: I have another question professional services, the budget last time was zero and now we are putting in \$2500.00. What is that for?

Pam Sosa: Jeff?

Chief Jeff Motley: professional services? (Unclear audio).

Councilmember Michalson: \$20,000 lift, Jeff do we really need this, that is a big-ticket item. Due to the limited amount that we use the ambulance.

Chief Jeff Motley: I would rather put the \$20,000 towards the command rig. Which is being cut out of the budget.

Mayor Gibson: that was \$50,000. The question is, is it necessary.

Chief Jeff Motley: yes, it is necessary to pick up a 350-pound person and put them in the ambulance, very useful. Saving on possible injuries.

Councilmember Michalson: how many times do we transport a year.

Chief Jeff Motley: we have transported two times this year.

Councilmember Michalson: for twice a year I think that is a lot of money. I would like to make an amendment to remove item 940 the power lift for \$20,000.

Councilmember Barker: 2nd

Mayor Gibson: motion and a 2nd. Further discussion. This is an amendment to take out.

Councilmember Wolff: so, I just want to revisit, this ambulance has only been used twice in the last year and you want to add a \$20,000 lift to it when there is usually more than one person in the ambulance attending to the person that is being transported.

Chief Jeff Motley: The ambulance has been used about 350 responses this year. It goes out 2-3 time a day, transported twice. It goes out and is used daily.

Mayor Gibson: any further discussion on taking out the \$20,000 lift station, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: no

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 3-1

AMBULANCE

Chief Jeff Motley: can I speak to the ambulance line items.

Councilmember Brown: I think that Jeff would like to meet about the ambulance line items so that he can leave.

Councilmember Michalson: if you are going out like 2-3 times per week in the ambulance then you only have \$200.00 for fuel.

Chief Jeff Motley: there should be an allotment, something to remember is that it is a 50/50 split with rural.

Pam Sosa: just missed that 20% increase.

Councilmember Brown: clothing and uniforms.

Chief Jeff Motley: about \$300.00, if we were to go out on a call and contaminate their clothing on that call, we could then reimburse them for that.

Mayor Gibson: any further discussion, seeing none.

POLICE DEPARTMENT

Mayor Gibson: I can say that Mac was in here a lot, he was reducing his own budget.

Councilmember Wolff: Professional Services. Last time there was nothing in the budget and now there is.

Chief Mac Sosa: Black Mountain software, AFR, Medical services, Psychological evals, DUI blood draws.

Councilmember Michalson: clothing and uniforms, is that going to be enough.

Chief Mac Sosa: that is actually including replacement of pants and fully outfitting an officer and one vest.

Mayor Gibson: anything further on the police department, seeing none, we will take a recess to discuss public works.

PUBLIC WORKS

Mayor Gibson: we are back in session this is the last item; public works any questions from the council.

Councilmember Wolff: item 350, there was a budget of \$200.00 and now there is nothing here.

Steve Kruse: it is water and sewer.

Mayor Gibson: Mr. Kruse we already discussed ARPA, up and coming pool expenses so that is why it is not in here at this time.

Councilmember Michalson: page 10, pool wages at \$25,559.00

Steve Kruse: pool supervisor, lifeguards and instructors, and that was based off of actuals. Two and a quarter months.

Councilmember Wolff: page 10, splash pad, insurance?

Steve Kruse: that is a typo.

Councilmember Barker: spectator recreation pool, taking out?

Councilmember Michalson: code enforcement, taken out, public works at all.

Mayor Gibson: we are done.

10. Unfinished Business

NONE

11. New Business

a. Discussion/Decision: Resolution No. 509, a Resolution for Adopting a Budget and Adopting Wages and Salaries for the Town of Stevensville FY 22/23

Mayor Gibson: would like to entertain a motion.

Councilmember Michalson: before you get their Mayor, BARSA?

Pam Sosa: I did add those numbers in.

Councilmember Barker: so, over all everything looks pretty relevant.

Mayor Gibson: yep, they did a great job.

Councilmember Barker: make a motion to adopt fiscal year budget 22/23.

Councilmember Wolff: 2nd.

Mayor Gibson: motion and a 2nd, any public comment?

Councilmember Michalson: I think for the record we should mention Resolution 509.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0. I should have said earlier, Robert is ill and has been real help, Pam has been here on holidays, weekends. Jenelle has been instrumental in this budget, helping find past issues past budgets. Department heads presented their budget and most of them they got. In my past experience this one has been pretty pleasant and pretty open. I want to thank the council; we have revised, and we wanted to get it right.

12. Executive Report

Mayor Gibson: RFPs are due the 15th and we will open them at the meeting on the 22nd. One other thing we are going to try, and start is revisions to the purchasing policy and personnel policy. Jenelle and I have already done some prework. With your permission I would like Pam, myself and Marilyn meet on the personnel policy. We will meet during the day. Purchasing policy, Pam, myself and Mr. Michalson. And then I would like to go to the council rules and that would be Jenelle, myself and Stacie Barker. We will start with the personnel policy that is very important.

Councilmember Brown: I would like to know when the meetings are, and I can carve some time out.

Mayor Gibson: I was not leaving you out we are just doing these meetings during the day.

Councilmember Wolff: this is new for me; I took this rather seriously. What should the town have in reserves. I found that local governments should have 2 months in revenue or approximately 17% in revenue. We have over \$450,000 more.

Councilmember Michalson: I would like to comment that this year in regards to the budget, I could not get in there before, this year I want to commend Pam, Robert and department heads. The public comment from Loey Knapp about leaf pickup I would also like to see that come back.

Councilmember Barker: I know that we have addressed before about the fire hydrants and filling tankers whenever. I saw that there were two tankers filling the other day with Idaho plates.

Steve Kruse: we have put a lock on it. The Idaho company is good, they pay for the water they take. We decided to pay \$250.00 for a lock for that hydrant. We cleared it with the chief. Up to that date in mid-July our utility clerk had logged 8000 gallons. Up until the lock she had done 8000 gallons reported we put the lock on and the next week it was 28,000 gallons. We are now accounting for that at the end of the month when I am calculating. Now we are getting calls at town hall that there is a truck at Smith Street hocked up to the hydrant. We put signs up on the hydrants that it says it is a theft of service. It is a significant amount of water.

Councilmember Barker: it being brought to our attention I am just being more aware. The other thing is, 5:00 pm traffic starts backing up at the four way stop. Tonight, there was a woman that ran right through it.

Mayor Gibson: chief is sitting there; it is also a problem at Farmers Market.

Councilmember Wolff: how may hydrants are there.

Steve Kruse: I think that there is 93.

13. Town Council Comments

14. Board Reports

15. Adjournment

APPROVE:

Steve Gibson, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Claims #17993-#18024

10/25/22
16:05:40

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 10/22
For Pay Date: 10/25/22

Page: 3 of 5
Report ID: AP100

For dates posted from 10/17/22 to 10/25/22
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18015		131 Missoula Fire Equipment	280.00					
		annual fire extinguisher service on 18 ABC Fire EXIT, 6-year maintenance						
	26332	10/06/22 Shop	85.00*			1000 430100	350	101000
	26332	10/06/22 Water	85.00			5210 430510	350	101000
	26332	10/06/22 Sewer	85.00*			5310 430610	350	101000
	26332	10/06/22 TH	25.00*			1000 410550	350	101000
		*** Claim from another period (9/22) ****						
18016		1787 Valli Information Systems, Inc.	257.60					
		Sewer On Line Monthly Maintenance, Web posting, manual postage, e-statements, etc						
	84602	09/30/22 On-line monthly maintenance	75.00			5210 430510	320	101000
	84602	08/31/22 OTC monthly maintenance	25.00			5210 430510	320	101000
	84602	08/31/22 BDS Service Fee for autopay	157.60			5210 430510	350	101000
18017		1787 Valli Information Systems, Inc.	537.56					
		Sewer On Line Monthly Maintenance, Web posting, manual postage, e-statements, etc						
	84810	10/19/22 1st image ToStevensville	148.00			5210 430510	350	101000
	84810	10/19/22 Manual 1st image	0.60			5210 430510	350	101000
	84810	10/19/22 Foreign 1st image	1.00			5210 430510	350	101000
	84810	10/19/22 E-statement	7.75			5210 430510	350	101000
	84810	10/19/22 Web posting	9.37			5210 430510	350	101000
	84810	10/19/22 Postage	344.03			5210 430510	350	101000
	84810	10/19/22 Manual postage	7.62			5210 430510	350	101000
	84810	10/19/22 ZRO client customer field	6.40			5210 430510	350	101000
	84810	10/19/22 E-text	0.75			5210 430510	350	101000
	84810	10/19/22 Add image	3.24			5210 430510	350	101000
	84810	10/19/22 Manual add image	1.68			5210 430510	350	101000
	84810	10/19/22 Foreign add image	0.12			5210 430510	350	101000
	84810	10/19/22 Foreign postage	7.00			5210 430510	350	101000
18018		1894 First Initial Response Systems	116.62					
		Town Hall First Aid Kit						
	191901812	10/17/22 A- First Aid kit cleaned/st	0.00			1000 410550	210	101000
	191901812	10/17/22 A- service fee	7.95			1000 410550	210	101000
	191901812	10/17/22 A- MD XL fingertip	9.25			1000 410550	210	101000
	191901812	10/17/22 A- spray hydrogen peroxide	7.95			1000 410550	210	101000
	191901812	10/17/22 A- sm hydrocortisone	5.75			1000 410550	210	101000
	191901812	10/17/22 A- MD ibuprofen	16.49			1000 410550	210	101000
	191901812	10/17/22 A- MD sinus relief	16.99			1000 410550	210	101000
	191901812	10/17/22 A- MD antacid	12.49			1000 410550	210	101000
	191901812	10/17/22 A- SM Aleve packets	5.95			1000 410550	210	101000
	191901812	10/17/12 A- Unit eyedrops 4pk	6.50			1000 410550	210	101000
	191901812	10/17/22 A- eyewash	6.50			1000 410550	210	101000

10/25/22
16:05:40

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 10/22
For Pay Date: 10/25/22

Page: 4 of 5
Report ID: AP100

For dates posted from 10/17/22 to 10/25/22
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	191901812	10/17/22 A- burn free 4x4	11.85			1000 410550	210	101000
	191901812	10/17/22 A- spray antiseptic	8.95			1000 410550	210	101000
18019		1212 NewFields	2,235.00					
Water		right technical services						
	350.00709.	10/11/22 W- Water rights techincal	2,235.00			5210 430530	354	101000
		*** Claim from another period (9/22) ****						
18020		1711 Office Solutions & Service	4.61					
Printer lease								
	108802	09/29/22 FD-Printer lease (black)	4.61			1000 410360	320	101000
		*** Claim from another period (9/22) ****						
18021		34 STEVENSVILLE HARDWARE AND RENTAL	200.02					
	09/07/22	PW- Crosswalk paint	59.99			1000 430200	230	101000
	09/06/22	P- plumbing	1.69			1000 460430	230	101000
	09/27/22	W- supplies for well house	33.28			5210 430510	210	101000
	09/28/22	PW- concrete for road repair	47.92*			1000 430200	220	101000
	09/27/22	Parks-Valve box L&C	19.99			5210 430550	230	101000
	09/30/22	P- Pool winterization	27.16*			1000 460445	230	101000
	09/30/22	Parks-sawzall blades	9.99			1000 430100	230	101000
		*** Claim from another period (9/22) ****						
18022		1823 Visa c/o Rocky Mountain Bank	6,269.31					
	09/20/22	PD- Entry to scarecrow festiva	30.00			1000 420100	330	101000
	09/19/22	Admin-Go Daddy renewal email	99.99			1000 410550	330	101000
	09/13/22	A- grizzly broadband	90.00*			5610 430300	230	101000
	09/14/22	A- centurylink lumen	57.71*			5610 430540	230	101000
	09/02/22	TH- Bitterroot Disposal	106.55*			1000 410550	340	101000
	09/01/22	Admin First Call	400.00			1000 410550	356	101000
	09/01/22	PD First Call	400.00			1000 420100	356	101000
	09/01/22	Court First Call	110.00			1000 410360	356	101000
	09/01/22	Bldg First Call	110.00*			2394 420531	356	101000
	09/01/22	FD First Call	110.00			1000 420410	356	101000
	09/01/22	Sewer First Call	535.00*			5310 430610	356	101000
	09/01/22	Water First Call	535.00*			5210 430510	356	101000
	09/08/22	Verizon-Mayor phone	46.61			1000 410200	340	101000
	09/08/22	Verizon- PD cell phone	201.52			1000 420100	340	101000
	09/08/22	Verizon- H20 cell phone	41.03			5210 430510	345	101000
	09/08/22	Verizon- Sewer cell phone	41.02			5310 430610	345	101000
	09/08/22	Verizon- Airport cell phone	84.12			5610 430300	340	101000
	09/08/22	Verizon-Mobile internet	20.04			5610 430300	340	101000
	09/08/22	Verizon Mobile internet ambula	9.94*			2230 420730	340	101000
	09/21/22	Spectrum- Admin	37.17*			1000 410550	340	101000
	09/21/22	Spectrum- Police	139.97			1000 420100	340	101000
	09/21/22	Spectrum-Fire Dept	40.53			1000 420410	340	101000
	09/21/22	Spectrum-Eco Development	37.42*			2940 410550	340	101000
	09/21/22	Spectrum-Water Dept	101.72			5210 430510	340	101000

10/25/22
16:05:40

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 10/22
For Pay Date: 10/25/22

Page: 5 of 5
Report ID: AP100

For dates posted from 10/17/22 to 10/25/22
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	09/21/22	Spectrum-Sewer Dept	101.72			5310 430610	340	101000
	09/21/22	Spectrum-Pool	46.36			1000 460445	340	101000
	09/02/22	P- Bitterroot Disposal	251.65			1000 460430	340	101000
	09/02/22	Bldg-Bitterroot Disposal	68.00			2394 420531	340	101000
	09/02/22	TH-Bitterroot Disposal	106.55*			1000 410550	340	101000
	09/13/22	TH- Adobe acropo	50.97			1000 410550	330	101000
	09/19/22	TH- Adobe products	9.99			1000 410550	330	101000
	09/16/22	A- Ravalli electric	120.46			5610 430300	340	101000
	09/30/22	Interest charge	205.38*			1000 410550	620	101000
	09/01/22	A- I-Doc subscription	175.00			1000 410550	330	101000
	09/01/22	PW-Asphalt cold patch-yr sply	1,178.00*			1000 430200	220	101000
	09/02/22	PW-trash bags-Town	137.15*			1000 430200	220	101000
	09/02/22	WW-trash bags	137.15			5310 430610	220	101000
	09/15/22	PD- vacuum cleaner	198.99*			1000 420100	210	101000
	09/16/22	C- Office supplies	96.60			1000 410360	210	101000
18023		1886 Lilya McAlister	120.00					
ACH payment was made on this account that is no longer owned by Lilya McAlister. She did not cancel her automatic payment.								
	10/24/22	Reimbursement of overpayment	120.00*			5210 430100	340	101000
18024		1701 Cote and Associates, CPAs, PPL	607.50					
September 22 AFR work								
	2746	10/01/22 AFR- Sept work	607.50*			1000 410100	356	101000
		# of Claims	32	Total:				30,306.91

File Attachments for Item:

a. Discussion/Decision: First Reading of Ordinance No. 150, an Ordinance Amending Chapter 24- Traffic and Vehicles to Read J-Turns are not prohibited on Main Street from the North Town Limits to the South Town Limits

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:	Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Council member
Submitter Phone:	274-1946
Submitter Email:	bob@townofstevensville.com
Requested Council Meeting Date for Item:	10-27-22
Agenda Topic:	Put J-Turns back into Ordinance 150 sec. 24-174 Limitations on U-turns
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	
If Approved, Meeting Date for Consideration:	
Notes:	<p>On August 14 & 28th of 2014. the Town of Stevensville removed the J-turns limitations from town ordinance 150, (sec. 24-174 Limitations on U-turns). The reason being was someone(s) removed the No U-turn ,J-turn signs from Main Street and the administration at the time felt it was easier to remove the ordinance than to install new signs. After talking with Police Chief Mac Sosa (who recommended the J-turn ordinance be put back in.) I feel the j-turn ordinance should be put back in and New signs be put back up on Main Street.</p>

Sec. 24-174. - Limitation on U-turns.

- (a) An operator of a vehicle may not turn the vehicle to proceed in the opposite direction unless the movement can be made safely and without interfering with other traffic.
- (b) U-turns are strictly prohibited at intersections on Main Street from the north town limits to the south town limits.

(Ord. No. 135, § 2(10.06.250), 2-28-2013; Ord. No. 150, § 3, 8-28-2014)

Editor's note— Ord. No. 150, § 3, adopted August 28, 2014, amended § 24-174 in its entirety. Previously § 24-174 was titled limitation on U-turns and J-turns.

State Law reference— Similar provisions, MCA 61-8-334.

**PUBLIC HEARING
THURSDAY, AUGUST 28th, 2014**

6:00 p.m.

FY14/15 Preliminary Budget for the Town of Stevensville

7:00 p.m.

Proposed Adoption of Ordinance No. 150,
Amending Chapter 24, Traffic and Vehicles of the
Stevensville, Montana Municipal Code

**Stevensville Town Council Meeting
Agenda For**

THURSDAY, AUGUST 28th, 2014

Immediately following the 7:00 p.m. Public Hearing

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of minutes from August 14th Town Council Meeting
4. Approval of Bi-Weekly Claims
5. Administrative Reports
 - A. Airport
 - B. Court
 - C. Police
 - D. Treasurer
6. Guests
7. Correspondence
8. Public Comments
9. Unfinished Business
 - A. Standing Agenda Item: Water Project Update
 - B. Standing Agenda Item: Sewer Project Update
 - C. Discussion/decision – Second Reading and Adoption of Ordinance No. 150, An Ordinance Amending Chapter 24 – Traffic and Vehicles of the Stevensville, Montana Municipal Code
 - D. Discussion/decision – Honorariums for Volunteer Positions
10. New Business
 - A. Discussion/decision – Council Consent of Mayor’s Appointment of Sherri Harris to the Park Board
 - B. Discussion/decision – Council Consent of Mayor’s Appointment of Paul Corteau, Paul Ludington and Jeff Motley to the Stevensville Police Commission

ORDINANCE NO. 150

AN ORDINANCE AMENDING CHAPTER 24 - TRAFFIC AND VEHICLES OF THE STEVENSVILLE, MONTANA MUNICIPAL CODE

SECTION 1. Sec. 24-56 “Starting Parked Vehicles” shall be renumbered as Sec. 24.57.

SECTION 2. A new Sec. 24-56 “Driving on a Divided Highway” shall be added to read:

- (a) Where a highway has been divided into two or more roadways by leaving a space delineated by two double line or two yellow lines with a crosshatch pattern or by a physical barrier or a clearly indicated dividing section that is constructed in a way that impedes vehicular traffic, a vehicle may be driven only upon the right-hand roadway unless directed or permitted by official traffic control devices or police officers to use another roadway.
- (b) Excepting those left turns authorized in Sec. 24-55(4), a vehicle may not be driven over, across, or within a space, barrier, or section described in subsection (a) except through an opening in the physical barrier or dividing section or space or at an established crossover or intersection, unless specifically prohibited.

SECTION 3. Sec. 24-17 4. “Limitation on U-turns” shall be amended to read in full as follows:

- (a) An operator of a vehicle may not turn the vehicle to proceed in the opposite direction unless the movement can be made safely and without interfering with other traffic.
- (b) U-turns are strictly prohibited at intersections on Main Street from the north town limits to the south town limits.
- (c) J-turns are strictly prohibited on Main Street from the north town limits to the south town limits.

Passed on First Reading by the Stevensville Town Council this ____ day of _____, 2022.

APPROVED:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

Passed and Adopted on the Second Reading by the Stevensville Town Council this ____ day of _____, 2022.

APPROVED:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Discussion/Decision: Resolution 512 , a Resolution Amending the Time of Town Council Meetings



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:	Unfinished 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:	10/27/2022
Agenda Topic:	Discussion/Decision: Resolution 512 , a Resolution Amending the Time of Town Council Meetings
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	10/27/2022
Notes:	

RESOLUTION NO. 512

A RESOLUTION AMENDING THE TIME OF TOWN COUNCIL MEETINGS FOR THE STEVENSVILLE TOWN COUNCIL

WHEREAS, the Town of Stevensville Town Council will hold Town Council Meetings starting at 6:00 p.m. on the 2nd and 4th Thursday of the month.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville to approve the time change of Town Council Meetings from 7:00 p.m. to 6:00 p.m.

Passed and Adopted by the Town Council of the Town of Stevensville dated this 27th day of October 2022.

APPROVED:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

b. Discussion/Decision: Approval to Move Forward with Ravalli County ARPA funds for the Stevensville Airport Water & Sewer Project

ARPA Water & Sewer Infrastructure Grant Program
COVID-19 Health Regulations Certification Form

Subrecipient Organization Name: Ravalli County
ARPA Project Name: Stevensville Airport Water and Wastewater Improvements

Pursuant to section 28 of HB 632, if a local government awardee or any of its authorized agents have health regulations related to COVID-19 that are stricter than those imposed by the state in effect at the time a grant is awarded, the grant will be reduced by 20 percent.

In your grant application, you were required to certify whether relevant regulations were in effect at the time of application. This form serves as final determination of the subrecipient's local government health regulations related to COVID-19.

As of the date of the subrecipient's ARPA Award Letter, the subrecipient's local government health restrictions related to COVID-19 (select one):

- ARE currently more stringent than State of Montana's.
 ARE NOT currently more stringent than State of Montana's.

Representative from Subrecipient Organization

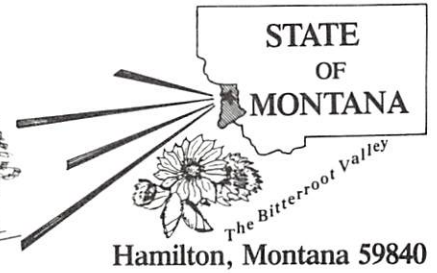
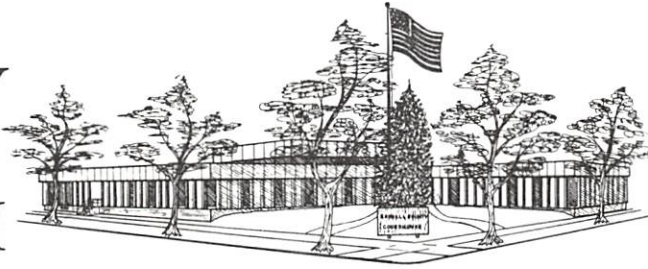
Name (Printed): Dan Huls
Title: County Commission Chair

By signing below, I certify the above information is true and correct to the best of my knowledge.

Signature:  Date: 10-13-22

A facsimile, photocopy, or electronic copy of the signature above shall have the same force and effect as an original signature and an electronic signature shall be regarded as an original signature. 30-18-102, MCA.

COUNTY OF RAVALLI



October 13, 2022

Stevensville Airport
Attention: Tim Smead, Airport Manager
3945 Flying Lane
Stevensville, MT 59870

Please accept this letter as documentation of Ravalli County's pledge of up to \$283,452.00 from HB 632 Minimum Allocation Grant ARPA funds allocated to Ravalli County. These funds may be used by the Airport for eligible costs for qualifying sewer infrastructure projects. It is understood that the Airport is responsible for providing the required match under HB 632 for local Airport funds and other eligible match sources.

Sincerely,

A handwritten signature in blue ink that reads "Dan Huls". The signature is fluid and cursive.

Dan Huls, Chairman
Board of County Commissioners

Cc: file
Tyler Reed, Morrison-Maierle
Aaron McConkey, Morrison-Maierle
Erik Hoover, OEM



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:	Unfinished Business
Person Submitting the Agenda Item:	Tim Smead
Second Person Submitting the Agenda Item:	
Submitter Title:	Department Head
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/27/2022
Agenda Topic:	Discussion/Decision: Approval to Move Forward with Ravalli County ARPA funds for the Stevensville Airport Water & Sewer Project
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	10/27/2022
Notes:	At the 6/23/2022 Town Council meeting, Morrison Mairele presented to the council ARPA grant funding from Ravalli County and the application process. Backup documentation has been provided to this unfinished business item showing an award of funds to the Stevensville Airport.

File Attachments for Item:

a. Discussion/Decision: Consent to the Mayor's Appointment of Donovan Waters as a Volunteer Firefighter Cadet



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:	Chief Jeff Motley
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/27/2022
Agenda Topic:	Discussion/Decision: Consent to the Mayor's Appointment of Donovan Waters as a Volunteer Firefighter Cadet
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	10/27/2022
Notes:	



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

October 20, 2022

Fire Chief Jeff Motley has recommended the appointment of Donovan Waters as a volunteer Firefighter Cadet to the Town of Stevensville Fire Department.

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

Respectfully submitted,

Jeff Motley, Chief
Stevensville Fire Department

File Attachments for Item:

b. Discussion/Decision: The Stevensville Police Department Implementing Crosswalk Flags at Intersections Located within the Stevensville Town Limits



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:	Chief Mac Sosa
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/27/2022
Agenda Topic:	Discussion/Decision: The Stevensville Police Department Implementing Crosswalk Flags at Intersections Located within the Stevensville Town Limits
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	10/27/2022
Notes:	



M. Sosa, Jr., Chief of Police
Stevensville Police Department
102 Main St. Ste D
Stevensville, Mt. 59870

Date: May 23, 2022

To: Honorable Mayor and Town Council

Re: Crosswalk Safety

Honorable Mayor and Town Council:

Executive Summary:

The Town of Stevensville has experienced an increase in vehicular and pedestrian traffic along Main St. There are several festivals that occur throughout the year that increase this traffic and there was one auto pedestrian accident last year. There is only one traffic control device along main, but there are several crosswalk areas.

The City of Hamilton, which is just down the road has an established form of pedestrian safety, where flags are available at crosswalks that have no traffic control device. This same system can be mimicked by the Town of Stevensville with little cost involved.

Project Goal and Vision

The goal of this project would be to provide a better form of safety for pedestrians attempting to cross Main street at the various intersections. It would make the pedestrians more visible and this could also possibly avoid pedestrian accidents in the future

Equipment and Pricing

Pricing

Signage

Pedestrian Sym	\$363.30
Perforated square tube	\$379.05
Post Square Surface Mount	\$510.30
Wedge Anchor Bolt	\$105.00
Drive Belt Rivet	\$14.00

Total

\$1,645.28 (with shipping)

Flags

Yellow Solid Color 12x18in Stick Flag

\$6.95 Each

- Buy 2-11 and pay only **\$4.95** each
- Buy 12-23 and pay only **\$2.95** each
- Buy 24-119 and pay only **\$1.95** each
- Buy 120-299 and pay only **\$1.50** each
- Buy 300 or above and pay only **\$1.00** each

At Flagsimporter.com

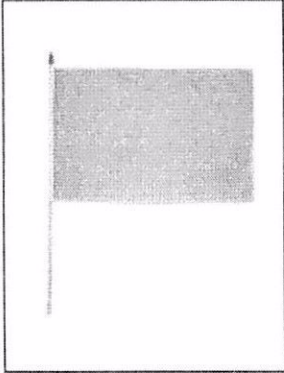
Total Estimated costs

Signage	\$1,645.28
Flags (100 Count)	\$195.00 + shipping
<u>PVC pipe and end cap (as holders) (estimate)</u>	<u>\$100.00</u>
	\$1,940.28

Funding

Current budgets did not allocate for this supply and equipment, and funding would be secured through other resources.

Mac Sosa, Jr.
Chief of Police
Town of Stevensville



Yellow Solid Color 12x18in Stick Flag

Be the first to review this product (<https://www.flagsimporter.com/yellow-solid-color-12x18in-stick-flag#review-add>)

\$6.95

Buy 2-11 and pay only **\$4.95** each

Buy 12-23 and pay only **\$2.95** each

Buy 24-119 and pay only **\$1.95** each

Buy 120-299 and pay only **\$1.50** each

Buy 300 or above and pay only **\$1.00** each

Quantity discounts apply to each SKU/Item#, not mix-and-match. For bulk mix-and-match orders, please contact us at sales@flagsimporter.com (mailto:sales@flagsimporter.com) or 800-709-3488.

SKU: STI-YELLOW

- Flag measures 12 inches x 18 inches
- Flag is mounted on 24 inch wooden stick with sewn sleeve
- 100% Polyester flag printed in bright colors
- Stitched around the edges. NO cheap heat-cut
- Plastic gold spear finial
- Base sold separately



Traffic Safety Supply
 2324 SE Umatilla Street
 Portland, OR 97202
 Phone: (503) 235-8531
 Fax: (503) 235-5112

CSR: Tammy Stonebrink

SALES QUOTE

Quote Number	Date	Customer Number
SQN00043609	10-12-22	C005808
Quote valid for 30 days.		

Bill To:

Town of Stevensville
 206 Buck Street
 Stevensville, MT 59870

Ship To:

Town of Stevensville
 206 Buck Street
 Stevensville, MT 59870

Contact Name: Steve .
 Phone Number: (406) 880-5989

Project: W11-2/2" 12ga 10'/Sur. Base/Hdw

Freight Terms: Quoted Freight

Product	Description	Quantity	Price	Extended Price
W11-2-30X30-HIP-01	W11-2,PEDESTRIAN SYM, 30"X30",BLK/YEL,HIP, 5052,.080",STD H&C	7.00 EA	\$51.90	\$363.30
DP00297	POST, PERFORATED SQUARE TUBE, 2" 12GA 10FT	7.00 EA	\$54.15	\$379.05
DP00339	POST, SQUARE SURFACE MOUNT BASE 12" X 12" W/1.75" X 6" STUB	7.00 EA	\$72.90	\$510.30
DP03440	WEDGE ANCHOR BOLT, FOR SQ TUBE SURFACE BASE, 5/8" X 3-1/2"	28.00 EA	\$3.75	\$105.00
DP03423	DRIVE RIVET, ALUM, 3/8" RIVET	14.00 EA	\$1.00	\$14.00



Traffic Safety Supply
2324 SE Umatilla Street
Portland, OR 97202
Phone: (503) 235-8531
Fax: (503) 235-5112

CSR: Tammy Stonebrink

SALES QUOTE

Quote Number	Date	Customer Number
SQN00043609	10-12-22	C005808
Quote valid for 30 days.		

Total Before Tax	\$1,371.65
Freight Chrg	\$273.63
Tax	\$0.00
Order Total	\$1,645.28



Traffic Safety Supply
 2324 SE Umatilla Street
 Portland, OR 97202
 Phone: (503) 235-8531
 Fax: (503) 235-5112

CSR: Tammy Stonebrink

SALES QUOTE

Quote Number	Date	Customer Number
SQN00043609	10-12-22	C005808
Quote valid for 30 days.		

Terms and Conditions

By confirming this Order Acknowledgment, Customer agrees to the following:

- Customer confirms the above order and prices. Custom orders, which are customized products made specifically for the Customer, are non-returnable and cannot be cancelled once placed. Non-custom orders for stock product may be canceled not less than 2 days of scheduled shipment date, but are subject to a 20% restocking fee. Non-custom orders for non-stock product, provided Seller's vendor accepts the cancellation or return, may be canceled or returned not less than 10 days of scheduled shipment date, but is subject to payment of Seller's vendor's restocking fee.
- Terms of sale are Net 30 days from invoice date unless otherwise stated on the invoice. Customer agrees to pay all invoices timely and to pay interest on past due balances at the rate of 18% per annum unless such interest rate is not allowed by law and in that event at the highest rate allowed by law.
- Customer agrees to pay on demand all of Seller's costs and expenses, including without limitation reasonable attorneys' fees, legal expenses and/or collection agency fees, charges and expenses, incurred by Seller in connection with collection of any amounts owed to Seller whether or not a lawsuit is filed, in any bankruptcy proceedings or in any appeal. Customer also agrees to pay all attorneys' fees, costs, expenses and collection agency fees, costs and expenses incurred by Seller in any judgment enforcement proceedings or actions.
- Customer agrees that venue and jurisdiction for any suit or legal action may be had in Multnomah County, Oregon.
- Customer agrees that claims for shortages and/or non-conforming goods for any reason must be made in writing within 72 hours of delivery of the goods. Failure to timely notify Seller shall constitute a waiver of the shortage or non-conformity. The sole and exclusive remedy for non-conforming goods shall be replacement or refund of payment at Seller's option.
- Customer agrees that if a carrier or transportation company delivers the goods, Customer will inspect the goods and packaging upon receipt and notify Seller and carrier or transportation company immediately and in writing of any packaging damage or damage to the goods. Failure of Customer to so notify Seller and carrier or transportation company as required herein shall constitute Customer's unqualified acceptance of such goods and packaging in the condition in which they were delivered by carrier or transportation company.
- Seller warrants that the good sold are free of defects. Goods not manufactured by Seller are not warranted by Seller and carry only the warrant(ies) of the manufacturer. SELLER DISCLAIMS ANY AND ALL OTHER WARRANTIES (EXPRESS OR IMPLIED) CONCERNING OR RELATING TO THE GOODS INCLUDING THOSE OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
- Customer agrees that Seller's liability to Customer under this Order Acknowledgment, any warranty obligation, or the manufacture, delivery, installation, repair, or use of any good sold by Seller shall not exceed the price paid for such good. Customer agrees that Seller shall not be liable for any incidental, special, or consequential damages.
- Customer agrees that purchase orders and other documents issued by Applicant or any agent thereof that include terms and conditions different from, or in addition to, the terms and conditions of this Order Acknowledgment will not be enforceable and will not amend this Order Acknowledgment or constitute an agreement between Customer and Seller. This Order Acknowledgment and the Credit Application/Sales Agreement (if executed) constitute the complete and integrated agreement between Customer and Seller and cannot be amended unless in writing and signed by Seller and Customer.
- Any person confirming this Order Acknowledgment on behalf of Customer represents and warrants to Seller that he or she has authority to bind Customer to the terms and conditions of this Order Acknowledgment.

Customer (as defined above) hereby confirms and agrees to the terms and conditions herein:

Name of person signing for Customer: _____

Print Name: _____

Date: _____



Traffic Safety Supply
2324 SE Umatilla Street
Portland, OR 97202
Phone: (503) 235-8531
Fax: (503) 235-5112

CSR: Tammy Stonebrink

SALES QUOTE

Quote Number	Date	Customer Number
SQN00043609	10-12-22	C005808
Quote valid for 30 days.		

File Attachments for Item:

c. Discussion/Decision: To Change the Current Airport Lease Language from a 20 Year Term to a 40 Year Term



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:	Craig Thomas, Airport Board Chair
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/27/2022
Agenda Topic:	Discussion/Decision: To Change the Current Airport Lease Language from a 20 Year Term to a 40 Year Term
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	10/27/2022
Notes:	

Agenda Item 1

Stevensville Council and Mayor

17 October 2022

The airport board is requesting that the council change the current hanger lease term to be 40 years instead of the current 20 year period.

Montana Code Annotated 2021 67-10-405 extending lease terms to 40 years. See attached.

A suggested motion is: Change the current airport lease language from 20 year term to 40 year term.

Craig E. Thomas Airport board chair

This land lease is made and entered into this ___ day of _____, 20__ pursuant to Stevensville Town Resolution 478 (attached as Exhibit A), any other approved Town Resolutions and incorporated by reference herein, between the TOWN OF STEVENSVILLE, hereafter "Lessor" and _____, hereafter "Lessee".

I. Purpose

1. Lessor agrees to lease to the Lessee 2700 square feet of land described as Lot ____, Block ____ (attached as Exhibit B) of the Stevensville Airport, hereafter "Premises" subject to the terms and conditions set forth herein.
2. The parties agree that the Lessee shall use Premises for general aviation-related purposes such as storing, maintaining, repairing, rebuilding, and inspecting aircraft.

II. Term and Renewal of Lease

3. Term. This lease shall be for a twenty (20 **change to 40**) year period, beginning upon execution of the agreement and ending on the ___ day of _____, 20__ unless terminated as set forth by the terms of this lease.
4. Renewal. If Lessee has made all required lease payments and has remained in full compliance with all terms and obligations of this lease the Lessee shall have the option to renew the lease under similar terms and conditions and as mutually agreed upon with the Lessor.

III. Payment

5. Annual Rate. Lessee agrees to pay Lessor \$0.14 per square foot annually for _____ square feet beginning upon the effective date of this lease. Annual lease payments shall be due on July 1 of each year until its expiration or termination date, with the first year of the lease and final year prorated to July 1 and/or the expiration date.
 - 5.1. Location. Lessee agrees to pay all obligations of the lease in check, cash, or money order at the Town of Stevensville at 206 Buck Street, Stevensville, Montana 59870.
6. Rate Increases. Lessor, at its discretion may annually increase the rate charged in this lease. Lessor shall give notice to Lessee of any such increase on or before June 1 of any given year, which rate shall be effective on July 1; provided that that no single rate

increase shall exceed ten (10) percent and that any rate increase shall apply uniformly to the same lease rate at the airport. Failure to give such notice shall prohibit Lessor from increasing the rate for that year.

7. Infrastructure Fee. Lessee agrees to a one-time infrastructure fee of \$ 0.65 per square foot of building size to be paid at the time of the execution of this lease for a total sum of \$1_____ due, plus a onetime non-refundable application fee of \$50.00.

IV. Terms and Conditions

8. *Condition of Premises. Lessee has inspected and accepts Premises in its present condition.*
9. *Compliance with Law. Lessee shall utilize the land in compliance with all applicable state and federal laws, town ordinances and resolutions, and FAA regulations in effect as of the execution of this agreement. Lessee further agrees to observe and obey all new rules and regulations that Lessor may from time-to-time promulgate during the term of this lease and any successive renewals.*
10. *Hangar Construction. Lessor acknowledges that Lessee will construct hanger on Premises and that the same will conform to the existing building codes enforced in the Town of Stevensville and requirements set forth by the FAA.*
 - 10.1. *Additional Construction or Modification of Existing Structures. Lessee may, during the term of this lease, including renewals, erect other buildings and improvements only with Lessor's prior written consent. Lessee further agrees that any such building shall also conform to the existing building codes enforced in the Town of Stevensville and requirements set forth by the FAA. Lessee shall not modify any existing structure or land on the lease premises, except as expressly permitted by Lessor in writing.*
11. *Maintenance. Lessee shall keep all buildings and improvements well painted and in good repair and good maintenance. Lessee shall store all trash, debris, and waste matters in metal containers and shall keep the area Lessee may use around such structures in neat and clean appearance.*
12. *Hazards. Lessee shall not permit hazards or anything that might be defined as a hazard by Lessor to exist on the Premises. Lessor reserves the right to abate any hazard considered immediate by the Lessor without notice. In the event of abatement by Lessor, Lessee shall be liable to Lessor for the costs of such abatement. The term "hazard" shall mean any course of conduct or condition which might subject the Stevensville Airport or any person using the same, to loss of life, limb, or property, or any course of conduct or condition which is or may be defined by Lessor as constituting a hazard.*
13. *Indemnification. Lessee agrees to indemnify and hold Lessor harmless from and against all liability for injuries to persons or damage to property cause by Lessee's negligent use or occupancy of the Premises; provided however, that Lessee shall not be liable for any injury, damage, or loss occasioned the negligence of the Lessor.*
14. *Notice of Lawsuit. Lessor agrees to give prompt and timely notice of any claim made or suit instituted which in anyway directly or indirectly, contingently, or otherwise, affects or might affect Lessee, and Lessee shall have the right to compromise and defend the same to the extent of Lessee's own interest.*

15. *Inspection of Property.* Lessor reserves the right, for itself and its agents, to enter upon and inspect the Premises and any improvements constructed thereon, provided that such inspection shall occur during normal business hours and shall be preceded by reasonable notice to Lessee.
16. *Violations of Terms.* In case of violation of any terms by Lessee, and upon Lessee's failure to cure or discontinue such violation within ten (10) days after written notice is delivered to Lessee, then this lease shall become null, void, and terminated and Lessor or its agents may immediately re-enter and take possession of the Premises without further demand or notice.
17. *Failure to Pay/Late Fees.* Failure on the part of Lessee to make a lease payment within 30 days of its due date shall result in a twenty (20) percent penalty being assessed against the Lessee. If payment of the full amount due, plus any penalty assessment, is not made within 60 days of the original due date, the Lessee shall be considered in default of the lease.
- 18.
19. *Termination.* In case of Lessee's failure to cure such default within ten (10) days after written notice is delivered to Lessee, then this lease shall become null, void, and terminated.
20. *Attorney's Fees.* Should any action be brought by either Lessee or Lessor to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to such reasonable attorney fees as the court shall determine
21. *Severability.* In the event that any term(s) or provision(s) is held to be invalid by any court of competent jurisdiction, the invalidity of any such term or provision shall not materially prejudice either Lessor or Lessee in their respective rights and obligations contained in the remaining and valid terms and provisions of this agreement.
22. *Waiver.* No failure by Lessor to exercise any right contained in this agreement shall be construed as a waiver of any such right.
23. *Assignment and Subleasing.* This Agreement shall bind the parties and their respective heirs, personal representatives, and successors in title; provided however that the Lessee hereunder may not assign his or her rights, sublease, or delegate its obligations hereunder without the prior written consent of the Lessor and a new lease entered into.
24. *Notice and Service.* Service of any notice required may be made personally or by written notice. Written notice shall be deemed given when hand delivered or when mailed by first class mail, postage pre-paid, to the addresses specified below:

If notice to the Lessor:	If notice to the Lessee:
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Town of Stevensville PO Box 30 206 Buck Street Stevensville, MT 59870	
--	--

V. Termination of Lease

25. *Termination of Lease. Upon expiration or other termination of this agreement, or any renewal, Lessee's rights to use the premises, facilities, rights, licenses, services, and privileges herein shall cease and upon expiration Lessee shall surrender the same.*

25.1. *Removal of Buildings. Lessee is specifically allowed to remove the steel hangar that Lessee caused to be erected on the premises. Lessee shall not be obligated to remove the concrete foundation upon which the hangar is situated if the foundation is in good repair.*

25.2. *Damage from Removal. Lessee shall, upon removal of the building, concrete foundation, and other personal property, repair all damages resulting from such removal.*

25.3. *Time for Removal. Any property not removed by Lessee shall, within thirty (30) days after the expiration or termination of the lease, become a part of the real property and title shall vest in Lessor.*

VI. Modification and Completeness

26. *Modification. This instrument contains the full text of the lease agreement between the parties and may not be altered or modified except by a written agreement signed by both parties.*

27. *Entire Agreement. This instrument is an integrated agreement (i.e. an integrated contract) that constitutes the final, entire, and complete expression of the agreement of the parties. No prior, subsequent, or additional terms, conditions, or representations are to be considered as part of the contract between the parties. This agreement supersedes all prior negotiations, understandings, and agreements between the parties with respect to the subject matter hereof, and the parties intend that no parole or extrinsic evidence shall be admitted to vary or supplement its terms. There are no other subsisting agreements or understandings between the parties, either oral or written, with respect to the subject matter hereof.*

IN WITNESS WHEREOF, the parties hereto have signed this agreement this day of _____, 20__

Lessor
Town of Stevensville

Attest:

By: _____
Mayor

Town Clerk

Lessee

Montana Code Annotated 2021

TITLE 67. AERONAUTICS

CHAPTER 10. MUNICIPAL AIRPORTS

Part 3. Operation of Airports

Granting Of Operation And Use Privileges

67-10-302. Granting of operation and use privileges. (1) In operating an airport or air navigation facility owned, leased, or controlled by a municipality, the municipality may, except as may be limited by the terms and conditions of any grant, loan, or agreement pursuant to **67-10-405**, enter into contracts, leases, and other arrangements for a term not exceeding 40 years with any persons:

- (a) granting the privilege of using or improving the airport or air navigation facility or any portion or facility of or space in the airport or air navigation facility for commercial purposes;
- (b) conferring the privilege of supplying goods, commodities, things, services, or facilities at the airport or air navigation facility; or
- (c) making available services to be furnished by the municipality or its agents at the airport or air navigation facility.

(2) In each case, the municipality may establish the terms and conditions and fix the charges, rentals, or fees for the privileges or services, which must be reasonable and uniform for the same class of privilege or service.

(3) Except as may be limited by the terms and conditions of any grant, loan, or agreement pursuant to **67-10-405**, a municipality may by contract, lease, or other arrangement, upon a consideration fixed by it, grant to any qualified person for a term not to exceed 40 years the privilege of operating, as agent of the municipality or otherwise, any airport owned or controlled by the municipality; provided that the person may not be granted any authority to operate the airport other than as a public airport or to enter into any contracts, leases, or other arrangements in connection with the operation of the airport which the municipality might not have undertaken under subsections (1) and (2).

File Attachments for Item:

d. Discussion/Decision: The Stevensville Airport Board would like Permission to Pursue a Development Opportunity with Skydive Montana



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:	Craig Thomas, Airport Board Chair
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/27/2022
Agenda Topic:	Discussion/Decision: The Stevensville Airport Board would like Permission to Pursue a Development Opportunity with Skydive Montana
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	10/27/2022
Notes:	

Agenda Item 2

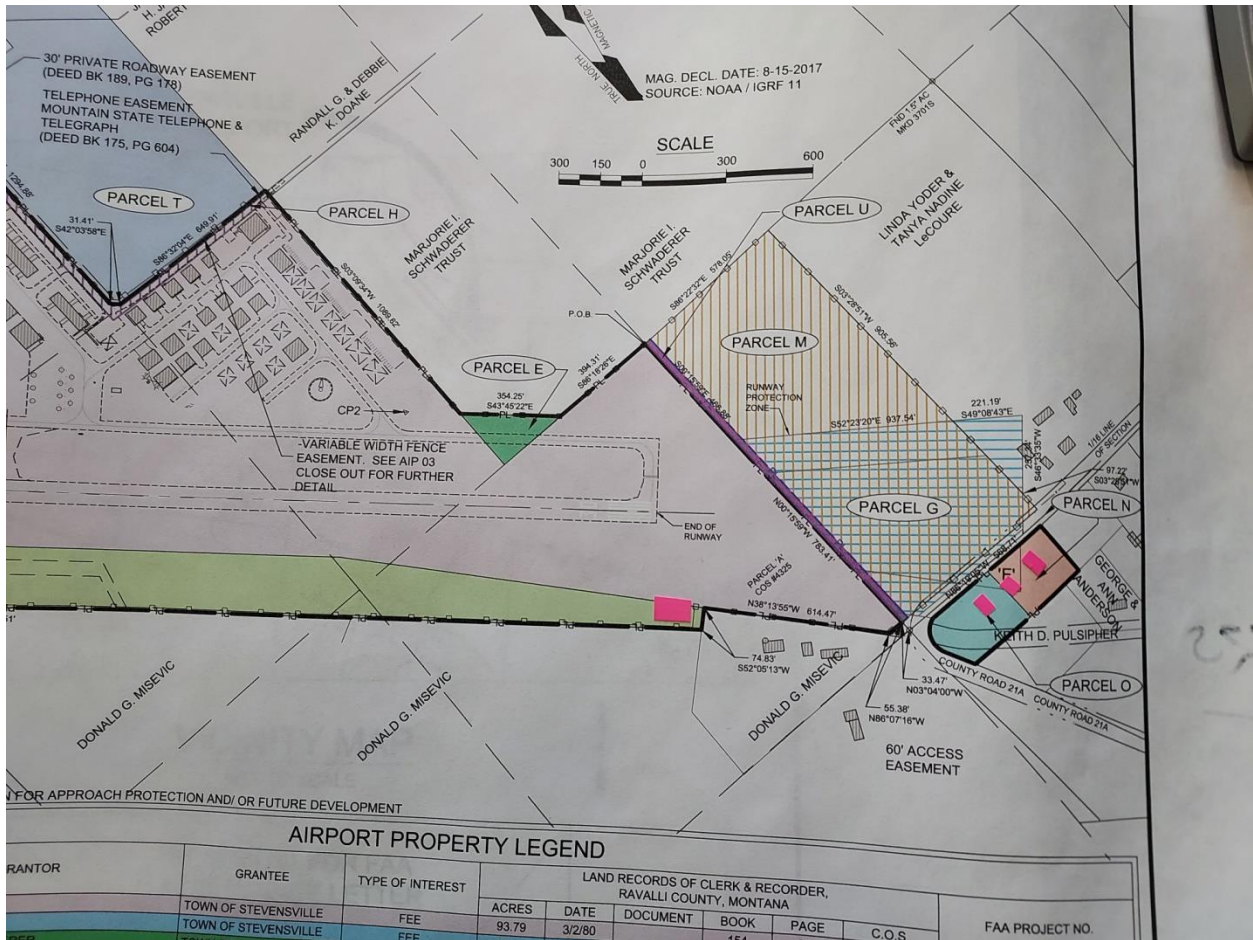
Stevensville Council and Mayor

17 October 2022

The airport board has been approached by Skydive Montana to develop a skydiving training facility at the airport. Since this is outside of our current ALP and CIP, the airport board is requesting that the board be allowed to pursue this development opportunity. It will require considerable work to secure FAA approval, engineering, and other development issues. The operation could provide approximately 200 jumps per week estimated at 50 tandem and 150 solo jumps. Skydiving in the past was a great community draw for the airport. Skydive Montana would build two buildings (a hanger located in an available lot and a training facility) on the airport and their taxes to the town would be approximately 2500-3000 dollars per year with a slightly larger additional tax revenue to the school. One proposed layout would develop a picnic area on two parcels of land outside the existing fence that would be a nice community addition for viewing their activities. The proposed training facility location is shown in pink on the attached layout map with the picnic tables in pink on parcels N and O. The plan presented to the board which was discussed in detail is attached as well.

The airport board is requesting a motion to allow the investigation of and planning for a skydiving facility by Skydive Montana on the Stevensville airport.

Craig E. Thomas Airport board chair



information and specs

SKYDIVE MONTANA

Part A

company information

Part B

potential building sites

Part C

building

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Executive Summary

Skydive Montana is a licensed and registered skydiving business looking forward to flourishing in the growing skydiving industry of the central United States. We have been fortunate enough to consider having our facility in the heart of Montana. It is the 4th most extensive US state that takes its name from the renowned mountainous regions surrounding it.

This makes Montana the perfect location for starting our skydiving business. We are all set to compete in the fast-growing adventure sports industry of the US that has consequently taken a giant leap ahead in growth prospects ever since the pandemic.

Skydive Montana will function like a standard skydiving center, providing skydiving services for locals and tourists alike. However, our business trajectory is different in one way: we are open to veterans, students, clubs, and people who want to take up skydiving as a profession.

Our goal with Skydive Montana is to become a leading name in the adventure sports community and ensure that we compete favorably with the already existing industry giants. Moreover, virtual reality gaming has become a part of the industry ever so recently. We want to be able to take such unconventional challenges upfront and favor our business.

Furthermore, we have planned to team up with creative, hardworking, experienced skydivers for Skydive Montana. We are also seeking to expand our business and hire more people from other parts of the US as we continue to need them. Our objective with our workforce is to provide training in accordance with the industry trends and current business requirements.

At Skydive Montana, the client is the king for us. We put our client's safety and best interests above everything purely transactional. Our professional values and ethics support our business guidelines as the foundation of our work. We will hold ourselves accountable to fulfill the highest skydiving standards to precisely meet our client's demands.

Skydive Montana is owned by Will Rowe. He is a commercial pilot with a year of skydiving experience, and he will be one of the coaches for student jumpers. He will be supervising the DZO drop zone as the owner. Along with the team of highly qualified and experienced skydiving experts, Skydive Montana is all set to become a leading industry member in the United States.

Company Description

Parachuting, or mainly skydiving, is a thrilling recreational activity. It is considered a method of seeking adventure by transiting high above ground level and freefalling to the desired deployment altitude, then transitioning from freefall to canopy flight.

Although skydiving is greatly popular around the world, some regions are more popular for skydiving than others – considering the number of visitors they experience year-round and in season. Montana is one such place. Attracting a generous crowd that enjoys skydiving, the area has become quite a sweet spot for skydiving businesses.

Naturally, this has given way to a flourishing industry. It has increasingly gained traction that the area is now being marketed as a tourist attraction. However, there are not many businesses for people who want to visit for skydiving. So, for business purposes, things are looking better than ever for a new company to find its place within.

Thus, with Skydive Montana, we seek to solidify our business foundations in this flourishing skydiving industry and carry such recreational activities forward. We are a veteran-owned skydive center, looking forward to serving all the thrill seekers and adrenaline junkies into adventure sports like tandem, fun jumper, and student skydives.

Skydive Montana is also open to licensed fun jumpers and is currently looking into options available for government contracts to start training. We want to be able to provide skydiving activities and train people for it. Our methodology is to create a skydiving school that teaches skydiving to everyone.

Skydive Montana wants to create a Drop zone for people because there's a significant lack of drop zones in the area we are serving. Unlike other businesses with seasonal drop zones, we are trying to build a brand and be an off-season home and training center for professional skydivers.

Furthermore, we have planned to team up with creative, hardworking, experienced skydivers for Skydive Montana. We are also seeking to expand our business and hire more people from other parts of

the US as we continue to need them. Our objective with our workforce is to provide training in accordance with the industry trends and current business requirements.

Our industry understanding relays that professional skydivers train in the south during the winter, as they try to escape the summer heat those professionals look for summer homes in the northern part of the country. However, if we can provide them with a drop zone that serves well in season, then that is a win-win. That's why we are looking to attain access to an airport with a hangar and two Cessna 182s to get things started.

Mission

"A skydiving experience fit for all."

Our mission at Skydive Montana is to provide the highest standard of skydiving services that are fit for all. Whether you are a student eager for an experience out of this world, a person trying to seek motivation, or an out of this world experience, a veteran who needs a positive release to stay on track – Skydive Montana is the place to be for you!

Vision

At Skydive Montana, our vision is to establish a leading name in the adventure sports community and, subsequently, the skydiving industry. We want to be known for our latest skydiving equipment that is safe and enthralling, not to compromise the client's experiences. We want to become the top skydiving company in Montana.

Services

Skydiving is a sport that involves jumping out of an airplane at high speed and at great heights. It has been in existence since the early 1950s, when the US Army first used it as a training exercise. The activity soon became popular among civilians due to its thrill-seeking nature. Today, skydiving is one of the most exciting activities available for people who are looking for an adrenaline rush and adventure.

Skydive Montana is a service that involves the use of parachutes for the purpose of providing recreational or competitive skydiving. The service may also involve other activities, such as tandem skydiving, formation flying, and base jumping. Skydivers are generally paid to perform these activities by parachute manufacturers or operators who provide equipment and training.

For instance, a student might pay an instructor to learn how to skydive in exchange for instruction on how to use the equipment manufactured by the instructor's employer. This includes everything from learning how to use a parachute to how to land safely after jumping out of an airplane. Skydivers jump out of airplanes and free fall for about 50 seconds before opening their parachutes, which slows them down enough so they can glide back down safely on the ground.

Skydiving services and activities that we offer at Skydive Montana are:

- Preparation and Training
- Formation Skydiving
- Style & Accuracy Landing
- Freestyle and Freefly
- Artistic Events
- Canopy Formation
- Canopy Piloting
- Wingsuit Flying

The People & Community

Montana is the 4th most extensive state in the United States. So as a state located in the western most lands of the US, Montana is known for its highlands and snowy caps. Bitterroot Mountains are an attraction in itself. I personally can't think of a better place to skydive and enjoy the breath-taking views from 14,000 feet than right here in the Bitterroot valley. We have identified the Stevensville airport as the best possible location for this. The vision we have for this business will not only be good for the community but also for the city. This business will help jump start the future growth and development of the Stevensville airport.

Premises & Location

Location plays a significant role in customer-centric businesses like sports centers, skydiving spots, adventure spots, etc. After all, one should set up their business in the heart of that place where customer demand is already present. Therefore, the main location for Skydive Montana is Stevensville Municipal Airport.

However, for setting up the business long-term, it is vital to ensure our brick-and-mortar premises are used for optimum business growth and not just for expansion purposes. Hence, as per our understanding, the following aspects of our choice of location can help us derive optimum operational growth and help expand our business in the coming future.

Stevensville Municipal Airport

Located almost two miles from the central business district of Stevensville, a small town in the locally known Ravalli County of Montana – Stevensville Municipal Airport could be one of Montana's fastest emerging and growing aviation airports. With 117 acres owned by the township and placed at an elevation of 3600 feet above ground level, with a 3800 feet long paved runway that is 75 feet wide.

However, ever so recently, the airport was awarded a \$2 million grant for renovation purposes. It is expected to be used in widening the runway further and adding an automated weather tower, among

other smaller but upgrading improvements. The Stevensville Airport Board is responsible for the regular operations of the airport. So, the grant money shall be used rightfully to maximize the available airport space.

Furthermore, in the near future, it is also expected that the land used by the Stevensville Municipal Airport will also be expanded to include an increased number of aircraft hangars and accommodate automobile parking. There is also an ongoing discussion of an individual terminal building. Currently, the land surrounding the airport is under residential and agricultural use, and as it is compatible with the use of the airport, it is expected to remain the same.



Market Analysis

Upon close inspection, the skydiving industry reveals that the market is now in competition with a handful of recreational activities and adventure sports that a few years back weren't close or in the same market line as skydiving. However, thanks to technological advancement, more experiences have been added to the same market domain.

For instance, bungee jumping has been around for quite some time, but due to safety risks, many people would not opt for it and instead go skydiving. The experience is quite similar, except that in

bungee jumping, you are completely reliant on the “bungee,” that is, the rope, without any backup plan or plan B of sorts if things go wrong.

So, the choice of skydiving is vastly better as there is indeed a plan B in place: the second parachute. Suppose your main parachute doesn't open, malfunctions, or is damaged. In this case, you have the control to abort the main parachute and take over the second one in place. This is, of course, in addition to the fact that there are crew members in place and other safety precautions that solidify the safety.

Therefore, for a business like Skydive Montana that is purely based on the service provision and teaching aspect of skydiving, it is important to realize how the market has categorically shifted over the years and how our business should advertise and market our services to the target market while keeping the industry growth aspects in check.

Target Market & Customers

Skydiving is a new market segment that has emerged in the past few years. The primary reason for this emergence is the increasing number of skydivers and skydiving enthusiasts willing to invest in various services for their hobby. As a result, there has been an increase in demand for these services. However, different companies have arranged operations across the globe to meet these demands in a profitable manner. In addition, several online stores have started selling associated products at competitive prices compared to other stores selling similar items.

Businesses like Skydive Montana work their way up by starting with primary service offerings and gaining a client base. Hence, we are looking at one-time skydivers, first-time skydivers, people who want to keep coming back to it, and people who wish to take skydiving up as a profession. We are also extending our skydiving services to veterans who have a great chance of benefiting from it. We take it as a positive release of energy against mental health issues like PTSD and anxiety.

Furthermore, skydiving businesses tend to thrive with little effort when targeting your customers mainly because of where they choose to place their offices. If your office is located in the heart of the city, people might not even understand what you are doing. But if your office is near the outskirts of the city, near the plains and mountains where there is an optimal tourist spot nearby, you have a good chance of exposure for your business and targeting the right types of customers.

However, the survival of such businesses shouldn't remain confined to just a single office waiting for seasonal operations. Business expansion should always entitle an office or at least some form of open advertisement where the general public can see your service offerings and feel free to walk in for details and bookings. You can also partner with a third-party entity until creating your own space and have a tour or resort office advertise your services too. This way, you can also grow your target market to include people from all walks of life.

Therefore, Skydive Montana is looking forward to targeting and serving the following people and organizations over the course of their expanding business timeline:

- Young Adults
- Tourists, Explorers
- Tour Guides
- Couples
- Families
- Schools, Colleges, Universities, Offices
- Sports organizations

Industry Growth Trends

Skydiving is mainly considered a recreational activity and an extreme adventure sport. It is often times performed competitively as well, but due to the many apparent risks involved, it is seldom regarded as anything but thrill-seeking behavior. According to [statistical data](#), there are

many people who indulge in their thrill-seeking behavior. In fact, in 2018, over 3.3 million jumps were recorded in the US alone.

According to a [report](#) highlighting the consumption of high-risk leisure activities, the last five years leading up to 2022 experienced moderate growth for the skydiving industry on a global scale. The industry sought revenue at an annual rate of approximately 3% to earn more than a significant total of \$370 million.

However, it is essential to note here that the world was shut down in the last two years and pandemic ridden. So, the ever-lowering per capita disposable income and an overall subpar economic performance was a pressurizing point for business owners like ours who run sports centers and recreational activity outlets to lower the number of service offerings like skydiving. But for the industry to still recover above the indicators and actually grow is phenomenal.

This shows that with newfound freedom after covid-19, people have found the courage in themselves to indulge their thrill-seeking side and experience activities like skydiving. Therefore, the rising consumer sentiment has been one of the most significant factors in allowing the skydiving industry to recover from its recessional downturns and emerge as a growing industry despite the pandemic that worked utterly opposite of this for other industries.

So, it is safe to assume that the increase in demand has obviously opened new opportunities for businesses like Skydive Montana to finally open doors to their service offerings and comply with the rising consumer demand figures of the industry. In the years to come, the industry will be seen well on

track to continue growing as people continue to boost their confidence levels in trying out such new activities, whether for leisure or thrill.

Moreover, it is also vital to foresee that skydiving is a growing industry for the American economy, and it is high time that, like other recreational activities, this too is attached to other conjoined parts of having this experience. For instance, some resorts offer specialized skiing experiences. Hence, there can be resorts, tours, guides, and hotels specialized in catering to the growing skydiving industry and allowing consumers a more holistic experience.

Pricing Power

We all must have heard that customer is king, and it is most accurate regarding pricing power. The pricier your service offering that a customer disapproves of, the higher are chances of your business failing. Therefore, customer demand and behavior are vital in driving pricing power, especially for a customer-centric industry like ours.

There isn't much room to play because there are already so many entities waiting in line to snatch away as many customers of yours as they can. Therefore, a slight difference in price that

doesn't resonate with our target market can be extremely risky. Skydive Montana would have to tread this business aspect cautiously, given the available industrial price point.

So assessing our target consumer buying pattern is essential to understand how much room we have to currently price our services and then eventually increase their prices. Therefore, our company, for this matter, is entering a wide-open area of the market. Even though, as per our research and understanding, the organic market is threatened by the rise of virtual reality.

Even then, we are walking a very thin line between attracting our customers with the perfect price for such services and not gaining enough momentum for the customers to keep coming back. In fact, as an open market contender, there is a greater challenge for us to appropriately price our services because customer-centric businesses work parallel with customer demand.

The more in demand the commodity remains, the higher are chances of it breaking the trend barrier and becoming a popular, permanent service line. Otherwise, it is all just a phase for the company that can abruptly go down and consequently hurt the business. As we are thinking long-term about establishing the name of Skydive Montana, pricing power is challenging.

Management & Operations

It is important to us that we provide a welcoming experience for our clients, students, and customers. Whether we create a long-term relationship with them or a one-time experience, we want it to be memorable and something that encourages them to keep coming back for more. Therefore, we are determined to be actively involved in all aspects of our company.

We believe that our average age group is best suited to carry this notion. As we all are young and eager to outperform, we have a better chance of creating great customer relationships. Older skydiving owners are mainly only interested in the money factor and don't bother about the one-on-one customer relationship. So, condemning that stance, we will create our own.

Organizational Management

The main team will consist of 4 members Will Rowe, Val Philips, John Stratton, and Neal Hurst.

- **Will Rowe** will be the DZO drop zone owner. He is a commercial pilot with a year of skydiving experience, and he is one of the coaches for student jumpers.
- **Val Philips** has about 10 years of skydiving and base-jumping experience and is working on completing his TI requirements to do tandem jumps.
- **John Stratton** has a year of skydiving experience and is a coach for new jumpers.
- **Neal Hurst** has 6 years of skydiving and base-jumping experience and will also be a coach for new students.

Employees & Staff Members

We will be hiring more staff in the future but mainly in the form of contractors.

Work Experience

3 of the 4 are veterans, 1 navy corpsman, and 2 infantry Marines. All actively involved in aviation and skydiving. We also own other small business in Hamilton Montana.

Marketing and Sales

Marketing and sales are important growth aspects for Skydive Montana. We expect it to take the company to the business level we strive to achieve. There are efforts and strategies behind every investment made to businesses and increase Skydive Montana's name in the recreational activities market sector.

We understand that marketing is a challenge because, as a skydiving institution, we are certainly helping the customers and the overall market system that covers people who want to

be professionally trained in skydiving to pursue it as a career option. But it is not seen as an attractive innovation by a majority of people.

However, communicating with people is the best way to differentiate our practices. The part where we believe in educating the associated people is crucial to success. Not many skydiving companies do this, giving us a significant edge over them. As we continue to work with our policies in place, people will be aligned with our service strategies.

On the other hand, we can also be considered innovators inside the industry because Skydive Montana will be introduced as the latest skydiving company that is also open for education in the area. We seek to solidify our business foundations in this flourishing skydiving industry and carry such recreational activities forward.

Market Competition

We currently do not have any competitors that are less than a 3-hour drive away.

Competitive Edge

Our major competitive advantage is the vast industry knowledge and solid reputation. Our company is going to be well known among our clients for going that extra mile in the customer-service department.

Marketing Plan

The tactic of reworking the same location for business expansion uses word of mouth marketing techniques. When people of other areas hear and see that a business is flourishing and they could use something similar within their premises, the demand for the brand increases. They will likely be more welcoming towards the business opening up in their locality.

Moreover, relying on word-of-mouth marketing doesn't mean that other marketing techniques are not being used.

In fact, it means that each marketing technique should be used about the business's operational timeline. While word-of-mouth marketing may work for expansion and establishment, others may work when another business growth strategy is our focal point.

For instance, in a few years' time, Skydive Montana might decide that we are now in the right business position to open up more facilities across the state. For this type of business growth strategy, the word-of-mouth marketing technique will not be our primary way of marketing. At that point, we may lean towards outsourcing our marketing and advertising on the whole.

Keys to Success

In order to survive and expand, Skydive Montana must keep the following issues in mind:

- We must attain a high level of visibility through the media, billboards, and other advertising.
- We must establish rigid cost control procedures and incentives for tight control.
- We must expend a significant amount on R&D to constantly be able to offer better services and meet the latest customer demands.

Advertising Plan

Our company is committed to an extensive promotional campaign. However, to accomplish initial sales goals, the company will require an extremely effective promotional campaign to accomplish two primary objectives:

1. Attract quality sales/service personnel with a desire to be successful.
2. Attract long-term customers who keep coming back to Skydive Montana.

Promotion

In addition to standard advertising practices, Skydive Montana will gain considerable recognition through these additional promotional mediums:

- Press releases sent to radio stations, newspapers, and magazines.
- Radio advertising on secondary stations.
- We plan to advertise nationally, in magazines and newspapers, on television and radio, and on billboards.

Incentives

As an extra incentive for customers and potential customers to remember the name, Skydive Montana plans to distribute coffee mugs, T-shirts, pens, and other advertising specialties with the company logo.

Brochures

The objective of a brochure is to portray the company's goals and services as attractive functionality. Skydive Montana will develop three brochures:

- ✓ One to be used to promote sales
- ✓ One to announce the services launching
- ✓ The third is to recruit and teach people

Sales Plan

The closest drop zone to us, 3 hours away, is selling tandem jumps for \$338.00 and video of the jump for an additional \$79.00 per jump. Fun jumpers can get a ticket to full altitude for \$38.00 per jump. An AFF student program is around \$4000.00 and typically runs 20 students a season. As far as projection is concerned, the skydive center in Three Forks, MT, currently does 40 to 50 tandem jumps a week, and fun jumpers are about 100 to 150 jumps a week.

SWOT Analysis

Skydive Montana is trying to establish itself as an up-and-coming business in an area where these types of businesses are already established and thriving. In such a scenario, assessing your likelihood of business development, growth, and expansion is important against all the competition you have to suffice against.

Hence, here is the SWOT analysis of Skydive Montana.

Strengths

- ❖ Extreme sports institutions are considered an extremely safe business investment as the general population is attracted to such establishments and aims to at least try them once in their entire life.
- ❖ The startup costs of an establishment like Skydive Montana are pretty average, considering that there is not much labor force that goes into it (one of the most expensive aspects of starting a business).
- ❖ Generally, an investment of 1,000,000 to \$1,500,000 is enough to get a new business running and profitable.
- ❖ Once established, businesses like ours provide their owners with a highly predictable revenue stream.
- ❖ The barriers to entry for this type of business are moderate. An extreme sports establishment owner must find an appropriate location that, once sourced, provides a tremendous amount of marketing strength for the business.
- ❖ Extreme sports centers function according to seasons and timings that work best for the staff and the customers. This entails that whatever season they are not opening up; other industry businesses are closed too. So, you are not losing your customers to anyone.

- ❖ The convenience of distance makes it a great perpetual aspect because people who enjoy extreme sports like skydiving want to drive to a location and enjoy it away from the hustle of city life, not to mention the need for safety.
- ❖ The excellent management team at our sports center is responsible for operating and managing the entirety of the business, supervised by our owner, who has ample experience in the industry.
- ❖ We have introduced our management system, made adjustments to the system in combination with the regional market, and regularly take inspiration from the experiences of other management teams from all over the US.
- ❖ We use advanced technology for the point of marketing through which we can obtain information about our customer base and make decisions for targeting the right audience for our services.
- ❖ Our diligent employees pay great attention to the staff's service, and we ensure to train them to make customers feel gracious and comfortable in terms of services.

Weaknesses

- ❖ The only real weakness faced by businesses like Skydive Montana is that they are in constant competition with similar locations and companies providing the same services.
- ❖ This is a highly mature business, and there are no major advances that will be able to differentiate one location from a competitor's location.
- ❖ The operating costs of an extreme sports center are relatively high, and issues regarding equipment inventory need to be dealt with on an ongoing basis.

Opportunities

- ❖ Extreme sports centers can expand their revenues by increasing the variety of services available for thrill-seekers to enjoy. Many owners develop a whole category of services at different price points for different sections of their locations. This can greatly increase our revenues at Skydive Montana once we have established our business.
- ❖ Beyond expanding the revenues in one specific location, many sports center owners seek to establish multiple locations. Banks are almost always willing to provide financing to such businesses as they generate highly predictable revenue streams and have a large tangible asset base.
- ❖ In fact, business people seek to acquire portions of these already operational and profitable companies, almost like a franchising model, to help set up the business in more than one location. Skydive Montana can also expand its services beyond Montana once the business has taken off.

- ❖ The consumer behavior of modern thrill seekers has changed. Due to the uncertainty of the pace of life, people nowadays pay more attention to such thrill-seeking behavior to be able to do it at least once in their lifetime and even tend to travel far and wide for such opportunities.
- ❖ The rapid development of the industry in the wild and mountainous regions is a golden factor for businesses like Skydive Montana. Our business can increase the source of profits by increasing the ratio of private brand merchandise sales in the establishments.
- ❖ Skydive Montana can expand its B2C business, use e-commerce platforms such as internet websites or mobile phone apps, and meet with its own customer network to allow them more services apart from sporting activities.
- ❖ Once Skydive Montana builds a strong brand, the effect can open new facets of cooperation with other industries, such as tours, guides, hoteling, etc., to provide customers with more diversified and comprehensive services.

Threats

- ❖ The primary ongoing issue faced by sports centers is competitive matters. The other threat regards improper equipment handling by employees and customers. There are no pending legislative changes that would impact the way that we conduct business.
- ❖ Moreover, many competitors in the industry offer the same services and different price points. This works like an option for consumers' price sensitivity that makes them less loyal to local skydiving institutions and opts for traveling internationally instead.
- ❖ The economic development in the world has been uneven since the pandemic, and the economic level in some regions is lagging behind. That is also a highly contributing factor to why similar services are more affordable elsewhere.
- ❖ Fundamentally, any rapid expansion would require a lot of human resources, and the newly introduced law stipulates that we shall be accounted for more minimum labor wage. Moreover, trust is also a huge factor in expanding your business under new management.

Financial Strategy

Our company's revenues are sensitive to the general condition of the economy and the location we finalize. As per our research, we are sure that as the economy prospers, people will purchase our services no matter how expensive it might feel for a one-time experience. Similarly, on the other hand, economic declines may impact the company's revenues.

However, the company will generate recurring revenue streams from its financial product, annuity, and policies. Our company's ability to generate extremely high margin revenue will allow us to remain profitable and cash flow positive despite decreases in gross receipts. We would be able to profit through outsourced advertisement and marketing schemes.

We are currently working with the county and the airport board in 2 different locations to try and secure the best possible place for us. On the financial forefront, our owner has been fortunate to have been awarded a large sum of money that he is using to secure funding for this project.

It will be invested in financing equipment purchases to meet the growing demand for our services. The company management has reason to believe that securing the best possible location and strategically investing the funding will assist the company in its effort to widen its market offering and increase sales services.

File Attachments for Item:

e. Discussion/Decision: Approval of a 7 Hanger Lot Lease at 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:	Steve Gibson
Second Person Submitting the Agenda Item:	Craig Thomas, Airport Board Chair
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/27/2022
Agenda Topic:	Discussion/Decision: Approval of a 7 Hanger Lot Lease at the Stevensville Airport
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	10/27/2022
Notes:	

Agenda Item 3

Stevensville Council and Mayor

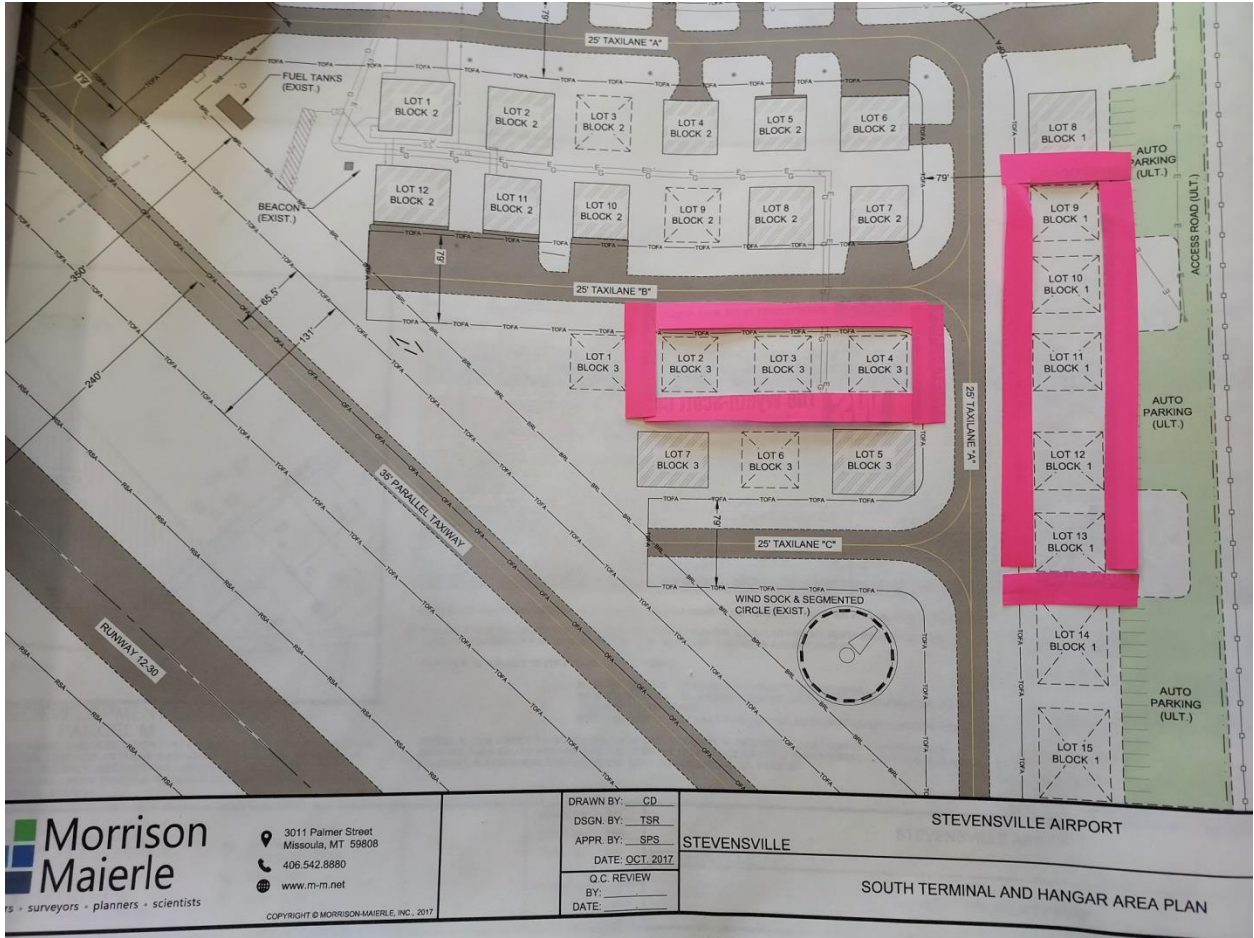
17 October 2022

The airport board is recommending to council the approval of 7 hanger lot leases to **DCE**. These lots are Block 1, lot 9, lot 10, lot 11, lot 12, also Block 3 lot 2, lot 3, lot 4.

These spaces have been on our ALP since 2010 which was approved by council that year. The lot layout has been engineered by our engineering firm Morrison and Maierle. This ALP has been approved by the FAA. The environmental review has been paid for from airport funds and completed by the FAA. Each of the 7 hangers would provide taxes to the town of approximately 1400 dollars and an additional 1600 dollars to the school (based from existing tax record of an existing hanger). Approval of these hangers will satisfy the sponsor obligation to foster and support general aviation. The locations of the hangers are outlined in pink on the attached map.

The airport board is requesting motion from council for the approval of 7 hanger lot leases to **DCE**. These lots are Block 1, lot 9, lot 10, lot 11, and lot 12, also Block 3 lot 2, lot 3, and lot 4.

Craig E. Thomas Airport board chair



Morrison Maierle
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 DATE: OCT. 2017
 Q.C. REVIEW BY:
 DATE:

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