



**Stevensville Town Council Meeting
Agenda for
THURSDAY, MARCH 28, 2024
6:30 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Bi-Weekly Claims
 - a. Claims #18884-#18888, #18892-#18896
5. Guests
 - a. Bear Aware Presentation, Michele Dieterich
6. Public Hearings
 - a. 2nd Reading: Proposed Amendment of Ordinance 141, and Ordinance Incorporating Various Airport Ordinances, Resolutions and Policies into and Establishing Title 3-Airport of the Municipal Code of the Town of Stevensville
7. Unfinished Business
 - a. Discussion/Decision: Proposed Amendment of Ordinance 141, and Ordinance Incorporating Various Airport Ordinances, Resolutions and Policies into and Establishing Title 3-Airport of the Municipal Code of the Town of Stevensville
8. New Business
 - a. Discussion/Decision: Special Event Fee for the Stevensville Civic Club Events
 - b. Discussion/Decision: Special Event Permit for the Culpepper/Merriweather Circus Sponsored by the Stevensville Civic Club
 - c. Discussion/Decision: Special Event Permit for the 4th of July PigNlc Sponsored by the Stevensville Civic Club
 - d. Discussion/Decision: Special Event Permit for the 111th Creamery Picnic Sponsored by the Stevensville Civic Club
 - e. Discussion/Decision: Request an RFP for Towing Services for the Town of Stevensville
 - f. Discussion/Decision: Resolution No. 527 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Surplus and Authorizing its Disposal
9. Board Reports
10. Town Council Comments
11. Executive Report
12. Adjournment

Welcome to Stevensville Town Council Chambers

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

Guidelines for Public Comment

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

Thank you for observing these guidelines.

File Attachments for Item:

a. Claims #18884-#18888, #18892-#18896

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18884		1985 TIRE O RAMA	44.95					
		Tire Repair/Install Tube and straighten rim & tube						
	7066442	03/05/24 Backhoe Tire Repair	14.97*			1000 430200	232	101000
	7066442	03/05/24 Backhoe Tire Repair	14.99*			5210 430510	232	101000
	7066442	03/05/24 Backhoe Tire Repair	14.99*			5310 430610	232	101000
18885		17 MONTANA SAWS LLC	300.00					
		Mower repairs and diagnostics - old mower put up for surplus						
	No Inv #	03/13/24 Old Mower repair	150.00*			1000 460430	232	101000
	No Inv #	03/13/24 Old Mower repair	150.00*			1000 430900	232	101000
18886		1061 WESTERN BUILDING CENTER	153.04					
		Posts for Stop Sign and Railroad ties for Lange Park						
	15I710414	03/08/24 Post for Stopsign	29.63			1000 430200	230	101000
	15I710540	03/08/24 Post for Stopsign	22.63			1000 430200	230	101000
	15I712844	03/11/24 RR Ties for Lange Park	118.18			1000 460430	365	101000
	09/12/23	Operating supplies refund	-17.40			1000 430200	230	101000
		*** Claim from another period (2/24) ****						
18887		228 Norco, Inc.	24.60					
		Welding Gas Cylinder Rent						
	39814786	01/31/24 Welding Gas Cylinder Rent	4.24			1000 430200	220	101000
	39814786	01/31/24 Welding Gas Cylinder Rent	4.24*			5210 430510	220	101000
	39814786	01/31/24 Welding Gas Cylinder Rent	4.24*			5310 430610	220	101000
	40059804	02/29/24 Welding Gas Cylinder Rent	3.96			1000 430200	220	101000
	40059804	02/29/24 Welding Gas Cylinder Rent	3.96*			5210 430510	220	101000
	40059804	02/29/24 Welding Gas Cylinder Rent	3.96*			5310 430610	220	101000
18888		1436 Maureen M. O'Connor	158.79					
		Courts of Limited Jurisdiction District 1 meeting in Polson						
	03082024	03/08/24 Court Meeting in Polson	9.25*			1000 410360	377	101000
	03082024	03/08/24 Court Meeting in Polson	149.54			1000 410360	370	101000
18892		155 Supply Ditch Association	345.00					
		Spring Water Assessment 2024. Service water for Riverside Cemetary Irrigation.						
	4404	03/15/24 Spring Water Assessment Fee	345.00			1000 430900	342	101000
18893	C	21 BLACK MOUNTAIN SOFTWARE	350.00					
		Utility Billing Payment Software						
	30177	03/11/24 UB Billing Payment Software	175.00*			5210 430510	331	101000
	30177	03/11/24 UB Billing Payment Software	175.00*			5310 430610	331	101000

03/26/24
18:21:42

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 3/24

Page: 2 of 4
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (2/24) ****								
18894		1849 StoryBrook Medicine	157.50					
		Employment physical for Chief Boe.						
		0311524 02/13/24 Employment Physical Chief	157.50*			1000 420100	351	101000
18895	C	1845 Thomson Reuters-West	220.50					
		Monthly software subscription for Police Department						
		1000042518 03/01/24 Monthly software subscript	220.50*			1000 420100	331	101000
18896	C	728 HDR ENGINEERING,INC.	4,178.87					
		This is a pass thru claim for engineering review by HDR for the Pine Street Project. Spire properties was billed for \$4,178.87 and paid on 3/20/2024 ck						
4770.		Will release the claim to HDR for payment.						
		1200605347 03/14/24 Engineering review Pine St	4,178.87			2250 411010	350	101000
		# of Claims	10	Total:	5,933.25			
		Total Electronic Claims	4,749.37	Total Non-Electronic Claims	1183.88			

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	1,358.00
2250 PLANNING	
101000 Cash - Operating	4,178.87
5210 WATER	
101000 Cash - Operating	198.19
5310 SEWER	
101000 Cash - Operating	198.19
Total:	5,933.25

03/26/24
18:21:43

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 3 / 24

Page: 4 of 4
Report ID: AP100A

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

Stacie Barker, Councilmember

Isaiah Nelson, Councilmember

Cindy Brown, Councilmember

Wallace Smith, Councilmember

Bob Michalson, Mayor

Date Approved _____

File Attachments for Item:

a. 2nd Reading: Proposed Amendment of Ordinance 141, and Ordinance Incorporating Various Airport Ordinances, Resolutions and Policies into and Establishing Title 3-Airport of the Municipal Code of the Town of Stevensville

ORDINANCE NO. 141

AN ORDINANCE INCORPORATING VARIOUS AIRPORT ORDINANCES, RESOLUTIONS AND POLICIES INTO AND ESTABLISHING TITLE 3 - AIRPORT OF THE MUNICIPAL CODE OF THE TOWN OF STEVENSVILLE

SECTION 1. **Chapter 3-Airport** -of the Municipal Code is hereby established.

SECTION 2. **Chapter 3 of Article II** is hereby created and titled "Municipal Airport."

SECTION 3. **Chapter 3** shall read in full as follows:

Section 3-31 Designation of Airport

The airport owned and operated by the town shall be and is hereby designated as the "Stevensville Airport."

Section 3-32 Municipal Regulation

The Town Council, in accordance with MCA 67-10-301, shall be authorized to adopt, amend and repeal ordinances, resolutions, rules and orders as it shall deem necessary for the management and use of the Stevensville Airport in conformance with federal and state laws, regulations and standards, and shall have the power to enforce penalties for the violation of such ordinances, resolutions, rules and orders. In addition, the town shall have the power to enforce the payment of charges for improvements, services, leases, rentals and other charges by placing a lien, as provided by law, on any real or personal property at the airport and to lock people out of any airport storage unit or hanger until payments have be made in full.

Section 3-33 Creation of Airport Board

The town shall have an advisory board known as the Stevensville Airport Board, consisting of seven (7) members: six (6) persons appointed by the Mayor with the concurrence of the Town Council for staggered three (3) year terms, plus one (1) council representative chosen by the Town Council. The council representative shall continue to serve only while a member of the Town Council.

The board shall elect a Chairperson who shall prepare agendas and conduct meetings and shall elect a Secretary who shall maintain minutes in accordance

with the laws and regulations that apply to public bodies. The Secretary will fill in as Chairperson in their absence.

Section 3-34 Duties of Stevensville Airport Board

The Stevensville Airport Board shall provide recommendations to the Town Council as pertains to development, operation and maintenance of the airport. Specifically, the board shall:

- (1) Recommend to the Town Council rates, fees, charges and assessments based upon the capital needs of the airport;
- (2) Review and recommend to the Town Council approval or denial of all construction and development projects.
- (3) Review and recommend for compliance with FAA and town standards initial applications for airport business licenses as required in Section **3-36** of this chapter;
- (4) Develop and recommend to the Town Council periodic updates to the Capital Improvement Program for the airport;
- (5) Work with the Airport Manager, who is the as liaison with FAA and Montana Aeronautics, in complying with their respective standards, rules and regulations;
- (6) Create and promulgate a set of "Minimum Standards" for the airport in accordance with FAA guidelines; and
- (7) Provide assistance, advice and guidance as requested by the Mayor, the Town Council, and the Airport Manager.

Section 3-35 Airport Fund

- (1) There is hereby created an "Airport Fund" which shall be the repository for all funds generated by leases, charges, fees and other revenue generated at the airport, as well as all grants and contributions received from the FAA, Montana Aeronautics and other sources.
- (2) The Town Council shall annually appropriate and transfer funds to the Airport Fund a portion of the estimated taxes generated at the airport that are collected by the town. The amount of such appropriation shall be determined based upon the proportionate share of services included in the town's tax supported budget that are not applicable or provided to the airport such as, but not limited to, public works, street maintenance and lighting, parks and recreation, and others.
- (3) The Finance Officer shall make expenditures from the Airport Fund for

- airport-related expenses based upon the approved annual budget.
- (4) The Town Council shall cause the Airport Fund to be audited on a bi-annual basis and shall make a charge to the airport for a proportionate share of the town's cost of its regular audit or it shall charge the airport the actual cost of a special audit of the Airport Fund, whichever is applicable.
 - (5) The Town Council shall utilize all available financing methods and tools to generate funds needed for the airport's capital budget, including, but not limited to, loans, grants, tax increment financing, selling of bonds and special assessments.

Section 3-36 Airport Business License

- (1) No person, corporation, partnership, company, association or society shall engage in business, as defined in Section **12-19** of the Municipal Code, upon the Stevensville Airport without first obtaining an airport business license. Any airport business licensed by the town under this chapter shall not be required to obtain an additional business license required by Section **12-22** for conducting business at the airport.
- (2) Applications for an airport business license under this chapter shall be in writing to the Town Clerk on a form provided by the town. All airport business licenses shall be good for one (1) year commencing July 1st. Licenses shall expire June 30th of each year, regardless of the issuance date.
- (3) Airport businesses licensed by the town under this chapter shall pay an annual fee, as established by resolution of the Town Council; provided, however, that a nonprofit organization shall be issued a license at no charge. License fees shall not be prorated and will not be refunded should a business ownership change and/or cease to operate at the airport.
- (4) Upon filing of the application in the proper form and upon payment of the required fee, the Town Clerk shall, subject to the provisions of Section **3-34**, issue the airport business license as provided herein. Such license shall be nontransferable, except as to a change of address to a new location within the town. A license shall be denied to any business prohibited by law or regulation of the United States, the State of Montana, or by the provisions of this code or any ordinance of the Town of Stevensville.

- (5) A license may be suspended or revoked by action of the Stevensville Town Council for conducting business in violation of FAA standards, or in such a manner as to create a public nuisance or constituting a danger to the public welfare, health and safety, as well as fraud or misrepresentation on a license application.

Section 3-37 Other Airport Rates, Fees, Charges and Assessments

The Town Council shall, by resolution, adopt rates, fees, charges and special assessments at the Stevensville Airport, including but not limited to, land lease rates, infrastructure fees, airport user fees, tie-down fees and landing fees.

Section 3-38 Penalty

In addition to the enforcement provisions in specified in Section **3-32**, any person found to be violating any provision of this chapter shall, upon conviction thereof, be punished as set forth in Section **1-8** of the Municipal Code.

SECTION 4. Article III is hereby created and titled "Airport Zoning."

Chapter **3-71** shall include the full text of the Stevensville Airport Zoning Ordinance adopted by the Town Council on November 29, 1989. **Which is incorporated by reference as if the ordinance were set forth herein in its entirety.**


SECTION 5. Repeal

All Town of Stevensville ordinances, resolutions and policies in conflict with the provisions of this Chapter are hereby repealed.

Passed on First Reading by the Stevensville Town Council this 14th day of March 2024.

APPROVED:

ATTEST:


Jenelle S. Berthoud, Town Clerk

Bob Michalson, Mayor

Passed and Adopted on Second Reading by the Stevensville Town Council this _____ day of March 2024.

APPROVED:

ATTEST:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Discussion/Decision: Proposed Amendment of Ordinance 141, and Ordinance Incorporating Various Airport Ordinances, Resolutions and Policies into and Establishing Title 3-Airport of the Municipal Code of the Town of Stevensville



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Public Hearing
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Will Rowe, Airport Manager
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	03/28/2024
Agenda Topic:	Discussion/Decision: Proposed Amendment of Ordinance 141, and Ordinance Incorporating Various Airport Ordinances, Resolutions and Policies into and Establishing Title 3-Airport of the Municipal Code of the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/28/2024
Notes:	Public Hearing was held on 3/14/2024 for proposed amendments of Ordinance No. 141. The town council approved the 1 st reading with a 4-0 vote in favor of the changes. This is the 2 nd reading. Ordinance is attached to public hearing section of this agenda.

File Attachments for Item:

- a. Discussion/Decision: Special Event Fee for the Stevensville Civic Club Events



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Sean Doyle, Stevensville Civic Club President
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	03/28/2024
Agenda Topic:	Discussion/Decision: Special Event Fee for the Stevensville Civic Club Events
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/28/2024
Notes	Currently the Town of Stevensville has a fee schedule that reflects a breakdown of fees for events. The breakdown of fees is below. The Farmers Market is the only event that has a set fee, \$100.00 for the months of May-September. All other groups or events are subject to the fee schedule. The Stevensville Civic Club is currently looking at three events, totaling 5 days and their current fees total \$860.00.

SPECIAL EVENT FEES

Special Event Application Fee (non-refundable)	\$20.00/event
Special Event Permit Fee	
0-500 people	\$50.00/event
500-1000 people	\$100.00/event
1000 + people	\$150.00/event
Farmers Market Event Fee	\$100.00/season
Special Event with Alcohol (additional)	\$200.00/event
Special Event Road Closure Fee	\$25.00/block
Stage Setup/Moving Fee	\$100.00/per stage
Event Power Panel	\$20.00/panel

File Attachments for Item:

b. Discussion/Decision: Special Event Permit for the Culpepper/Merriweather Circus Sponsored by the Stevensville Civic Club



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Sean Doyle, Stevensville Civic Club President
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	03/28/2024
Agenda Topic:	Discussion/Decision: Special Event Permit for the Culpepper/Merriweather Circus Sponsored by the Stevensville Civic Club
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/28/2024
Notes:	

TOWN OF STEVENSVILLE
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: 3/1/24 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: Stevensville Civic Club

CONTACT PERSON: Sean Doyle TELEPHONE: 406-303-9221

ACTIVITY: Circus

LOCATION REQUESTING: Lewis + Clark Park (South of Restrooms)

DATE: 6/21/24 STARTING TIME: 6:00am ENDING TIME: 9:00pm

ESTIMATED NUMBER OF PEOPLE ATTENDING: 500 per show (2 shows)

ALCOHOL USE? YES NO If yes please attach Alcohol Use Request Form

HIGHWAY OR STREET CLOSURE? YES NO If yes, please attach MDOT Street Closure Permit

REQUEST FOR BONFIRE? YES NO If yes, please attach Town Burn Permit

IS OVERNIGHT CAMPING REQUESTED? YES NO

DO YOU HAVE INSURANCE? YES NO

If yes please attach declaration page as proof of insurance for \$1.5 million as pursuant to Montana Statute M.C.A. 2-9-108. af

WILL SECURITY BE REQUIRED? YES NO

IF YES, PLANS FOR SECURITY: _____

PLANS FOR CLEAN UP: done by Circus Staff

FEE: \$ 100.00

**If the event involves less than 1,000 participants, this application will be forwarded to the Mayor for final approval. If the event involves more than 1,000 participants, this application will be considered at the first Town Council Meeting after its receipt. The contact person will be notified of the Mayor or Council's decision the following day. ** If Council approval, a representative must attend the council meeting.

* Water needed, (Restroom spicket.)

File Attachments for Item:

c. Discussion/Decision: Special Event Permit for the 4th of July PigNic Sponsored by the Stevensville Civic Club



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Sean Doyle, Stevensville Civic Club President
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	03/28/2024
Agenda Topic:	Discussion/Decision: Special Event Permit for the 4 th of July PigNoc Sponsored by the Stevensville Civic Club
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/28/2024
Notes:	

TOWN OF STEVENSVILLE
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: 3/11/24 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: Stevensville Civic Club

CONTACT PERSON: Sean Doyle TELEPHONE: 406-323-9221

ACTIVITY: PigNig July 4th

LOCATION REQUESTING: Lewis+Clark Park, East Pavillion

DATE: 7/4/24 STARTING TIME: 1:00pm ENDING TIME: 7:00pm

ESTIMATED NUMBER OF PEOPLE ATTENDING: 200-300

ALCOHOL USE? YES NO If yes please attach Alcohol Use Request Form

HIGHWAY OR STREET CLOSURE? YES NO If yes, please attach MDOT Street Closure Permit

REQUEST FOR BONFIRE? YES NO If yes, please attach Town Burn Permit

IS OVERNIGHT CAMPING REQUESTED? YES NO

DO YOU HAVE INSURANCE? YES NO

If yes please attach declaration page as proof of insurance for \$1.5 million as pursuant to Montana Statute M.C.A. 2-9-108. ✱

WILL SECURITY BE REQUIRED? YES NO

IF YES, PLANS FOR SECURITY: _____

PLANS FOR CLEAN UP: Stevensville Civic Club Volunteers

FEE: \$ 50.00

**If the event involves less than 1,000 participants, this application will be forwarded to the Mayor for final approval. If the event involves more than 1,000 participants, this application will be considered at the first Town Council Meeting after its receipt. The contact person will be notified of the Mayor or Council's decision the following day. ** If Council approval, a representative must attend the council meeting.

File Attachments for Item:

d. Discussion/Decision: Special Event Permit for the 111th Creamery Picnic Sponsored by the Stevensville Civic Club



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Sean Doyle, Stevensville Civic Club President
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	03/28/2024
Agenda Topic:	Discussion/Decision: Special Event Permit for the 111 th Creamery Picnic Sponsored by the Stevensville Civic Club
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/28/2024
Notes:	

TOWN OF STEVENSVILLE
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: 3/11/24 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: Stevensville Civic Club

CONTACT PERSON: Sean Doyle TELEPHONE: 406-303-9221

ACTIVITY: Creamery Picnic III III

LOCATION REQUESTING: Lewis+Clark Park (All) Main Street, E 3rd Street

DATE: 8/1, 8/2, 8/3/24 STARTING TIME: 8/1 10:00am ENDING TIME: 8/3 10:00pm

ESTIMATED NUMBER OF PEOPLE ATTENDING: 1,000 plus

ALCOHOL USE? YES NO If yes please attach Alcohol Use Request Form

HIGHWAY OR STREET CLOSURE? YES NO If yes, please attach MDOT Street Closure Permit

REQUEST FOR BONFIRE? YES NO If yes, please attach Town Burn Permit

IS OVERNIGHT CAMPING REQUESTED? YES NO

DO YOU HAVE INSURANCE? YES NO

If yes please attach declaration page as proof of insurance for \$1.5 million as pursuant to Montana Statute M.C.A. 2-9-108. ☒

WILL SECURITY BE REQUIRED? YES NO provided by S.C. Club.

IF YES, PLANS FOR SECURITY: _____

PLANS FOR CLEAN UP: 8/4/24 Stevensville Civic Club Volunteers

FEE: \$ 710.00

**If the event involves less than 1,000 participants, this application will be forwarded to the Mayor for final approval. If the event involves more than 1,000 participants, this application will be considered at the first Town Council Meeting after its receipt. The contact person will be notified of the Mayor or Council's decision the following day. ** If Council approval, a representative must attend the council meeting.

L+CPark: All, Stage, Vendors Food Trucks, Kidsgames, Band, Beer garden, Pig Races
Main Street: Friday Kids Parade, Revelli - 2nd Street, Street Party 4th - 2nd
E 3rd Street: Saturday Grand Parade, 11-12:30, 5th Street - 2nd Street
Parking Spaces Northside Alley - Church Street

File Attachments for Item:

e. Discussion/Decision: Request an RFP for Towing Services for the Town of Stevensville



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	03/28/2024
Agenda Topic:	Discussion/Decision: Request an RFP for Towing Services for the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/28/2024
Notes:	A dedicated towing service that would provide towing services for town owned property, assist law enforcement when town codes are being enforced and also assist with illegal parking on town property. We would be requesting a 2-year agreement.

File Attachments for Item:

f. Discussion/Decision: Resolution No. 527 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Surplus and Authorizing its Disposal



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	All Departments
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	03/28/2024
Agenda Topic:	Discussion/Decision: Resolution No. 527 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Surplus and Authorizing its Disposal
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/28/2024
Notes:	Departments are requesting the disposal of town property through the surplus process. The items listed on the resolution are what is being requested.

RESOLUTION NO. 527

**A RESOLUTION OF THE STEVENSVILLE
TOWN COUNCIL DECLARING CERTAIN
TOWN PROPERTY AS SURPLUS AND
AUTHORIZING ITS DISPOSAL**

WHEREAS, the items herein of town owned property have served their useful life for the Town of Stevensville purposes and needs are no longer being used or operated by the Town; and,

WHEREAS, the Town does not anticipate using or operating said property at any time in the future; and,

WHEREAS, Montana Code Annotated 7-8-4201 authorizes the Town Council to sell, dispose of, donate or lease any property belonging to the Town; and,

NOW THEREFORE, BE IT RESOLVED, by this Town Council that if any property is sold to other than a county or political subdivision, bids will be taken pursuant to 7-5-4307 MCA;

BE IT FURTHER RESOLVED THAT, if any property is sold or transferred to a county or political subdivision, the sale or transfer shall be subject to provisions of Section 7-8-101 MCA.

THE FOLLOWING ITEMS ARE HEREBY DECLARED SURPLUS:

1. 2016 Dodge Charger(patrol vehicle)
2. 2006 GMC Envoy (airport courtesy car)
3. 2005 Chevy Suburban (fire command vehicle)
4. 1995 GMC 1500 (ambulance)
5. Unknown year Backhoe (airport)
6. Tow behind Sweeper (airport)
7. 1965 Ford Dump Truck (public works)
8. Miscellaneous Office Equipment (furniture, computers/accessories, phone system)
9. 5" LDO Hose (fire department)
10. Portable Generator (fire department)
11. Ambulance Cot (fire department)
12. Miscellaneous Fittings (fire department)
13. Miscellaneous Audio-Visual Equipment (fire department)
14. Craftsman Tools/Battery Set (fire department)
15. Miscellaneous Light Bars (fire department)
16. Fiberglass Truck Topper (public works)
17. Ram C8 Hydraulic Engine Lift (public works)
18. Empire Standby Whole House Generator (public works)
19. 4 Stihl Brand Trimmers (parts only) (public works)
20. Samsung R1X Printer/Copier (public works)
21. Sharp MX-C402SC Printer/Copier (public works)
22. Crosley Side by Side Refrigerator (public works)
23. Lawnmower (unknown make/model) (public works)

DATED this 28th day of March 2024, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk