



Stevensville Town Council Meeting
Agenda for
THURSDAY, AUGUST 27, 2026
6:30 PM
206 Buck Street, Town Hall

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - [a.](#) Town Council Meeting Minutes 07/09/2026
 - [b.](#) Special Town Council Meeting Minutes 07/14/2026
5. Approval of Bi-Weekly Claims
6. New Business
 - [a.](#) Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 09/05/2026
 - [b.](#) Discussion/Decision: Council Consent for Temporary Appointment of Public Works Supervisor
7. Board Reports
8. Town Council Comments
9. Executive Report
10. 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 07/09/2026

Stevensville Town Council Meeting Minutes
for THURSDAY, JULY 09, 2026, 6:30 PM 206 Buck Street, Town Hall

1. Call to Order and Roll Call

Mayor Crews called the meeting to order. Councilmembers Bailey, Ross, Wandler and Smith were all present.

2. Pledge of Allegiance

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

John Schneeberger, Climate Action Group: provided information about the pine beetle here in the valley.

Mayor Crews: had questions for John Schneeberger.

4. Approval of Minutes

a. Town Council Meeting Minutes 06/25/2026

Mayor Crews: introduced approval of Town Council Meeting Minutes 06/25/2026.

Councilmember Bailey: I move that we approve Town Council Meeting Minutes 06/25/2026.

Councilmember Wandler: 2nd.

Mayor Crews: motion and a 2nd. public comment? Council comments? Jenelle take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: okay.

5. Approval of Bi-Weekly Claims

a. Claims #20469-#20505

Mayor Crews: introduced approval of bi-weekly claims #20469-#20505. Any questions for Gina on the claims, direct your questions directly to Gina. Gina do you have any comments on the claims?

Gina Crowe: no, I am confused we have never do that before.

Mayor Crews: Gina also has the cash report, any questions.

Jenelle Berthoud: that is part of the administrative reports.

Mayor Crews: public comment?

Councilmember Smith: I move to approve claims #20469-#20505.

Councilmember Ross: 2nd.

Mayor Crews: motion and a 2nd. public comment? Council discussion? Call for the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: okay.

6. Administrative Reports

a. Airport

Brian Germane, Airport Manager: report provided in the packet. Gave updates on the inspections done by the FAA.

Mayor Crews: who has access to the data sheet, tracking sheet.

Brian Germane: me.

Mayor Crews: would it be a benefit to Brian to use Q-Ware to track his maintenance issues. It will help you track what jobs, materials, completing the jobs.

Brian Germane: I would look at that.

Gina Crowe: I can get with Brian about that.

b. Building Department

Report provided in the packet. Mayor Crews read the report to the council. We are trying to stay on top of permits, we see someone doing something in town, and if we

don't think that they have a business license, we check and then we check for permits.

c. Finance

Gina Crowe, Finance Officer: report provided to the council at the meeting. Started out with the cash report, in the general fund we have received our check for June, and we were about \$25,000 short. Everything else looks pretty good. Budget vs. actual, this has been a really busy week, and we are trying to get everything closed out for June. The final close will probably be in August. We have had an expense in our prosecution services. (Touched on Tree services, we will be getting that money back for disaster funds). All of the other funds, things look pretty normal. Building department and Airport is over. Revenue side of things says that we are over by \$5,000.00.

d. Fire Department

Chief Motley: report provided in the packet. Training, we have a grant application out, and in the works for new sets of bunker gear and we have a Rapp Family Grant Application out for the grant writer. Radio grant is all wrapped up.

Councilmember Smith: can you tell us if there were any problems on the 4th.

Chief Motley: pretty quiet.

e. Police Department

Chief Boe: report provided in the packet. Pretty much business as usual.

Councilmember Ross: what are the fraud crimes.

Chief Boe: those are usually attempts to garnish money from our elderly community.

Councilmember Smith: same question to you, how was the 4th.

Chief Boe: we managed, there were a lot of fireworks going off. I also need to point out and thank Gina and the town hall staff that we received our tasers and completed our training here at town hall. Social media is going well due to Kenny and Otis has started a program that every Friday during the summer months we all meet up at the park and hand out popsicles to the kids. We partner with the Lions Club on this; we hand out things to the kids. Allows us to engage with the community. Next big thing coming up is the Creamery Picnic.

Mayor Crews: I want to make a comment on the speed limits; they have moved the limits further south. DOT moved those out to try and slow down people coming into town.

Chief Boe: they have also moved the speed limit by the Living Center.

Mayor Crews: we also have a lot of people that do not use the stop signs.

Councilmember Smith: I am still seeing people park in front of the coffee shop.

Chief Boe: yes, we are and we are writing tickets.

Mayor Crews: one more thing, the mayors office is working with the police and parks department to lock and unlock River Park gate. Gina ordered the gates for Lewis & Clark Park.

Gina Crowe: Murdock's did not have them in stock, but they are ordered and paid for.

Mayor Crews: we got quotes up to \$4,000.00 to fix those gates we are not going to spend that kind of money; we cannot afford these outrageous prices anymore.

f. Public Works

Stephen Lassiter, Public Works Supervisor: report for Q-Ware provided in the packet. June was pretty busy, the pool and splash pad opened up pretty easy. It went well best ever, and that has to do with us making sure that it was put to bed last fall correctly. Working through some personnel issues right now, so there are some things that need to get caught up on, but we will get to it. Had our DEQ review and went through with flying colors. There are a few things that do need to get done and we will get those wrapped up thanks to Ian and Gerry for their help.

Mayor Crews: for those of you that have been paying attention we still have season openings to cut grass and two water assistant jobs open.

7. Guests

a. Mayor's Sewer & Water Advisory Committee Report

Mayor Crews: introduced Brinda Barnett.

Brinda Barnett: provided a report to the council, (report will be included with the minutes of this meeting).

8. New Business

a. Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 07/25/2026

Mayor Crews: introduced new business item a, Approval of Stevensville Harvest Valley Farmers Market for 07/25/2026.

Councilmember Smith: I move that we accept Stevensville Harvest Valley Farmers Market for 07/25/2026.

Councilmember Ross: 2nd.

Mayor Crews: motion and a 2nd. Public comment? Council Discussion?

Councilmember Ross: there was some discussion last time about removing this requirement, where are we at with that.

Mayor Crews: I looked at that we are looking at maybe doing a resolution to relax that, but I can't so we are going to have to change the ordinance. It is on our list to get done and we will try to get it done this year. Jenelle take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: carries 4-0

b. Informational: Stevensville Civic Club Creamery Picnic

Mayor Crews: introduced new business item b, Stevensville Civic Club Creamery Picnic.

Eli Madero, SCC President: last month we had the circus come into town, huge success. Last weekend we had the picnic for the 4th of July, about 200 people. Creamery coming up in less than a month, we have submitted an approval for beer garden and traffic plan for Main Street closure. Everything is flowing along and falling into place. On our road closure plans we have the parade and then asking for road closure for fireman games.

c. Discussion/Decision: Closure of W 2nd Street for Fireman's Games During Creamery Picnic

Mayor Crews: introduced new business item c, Closure of W 2nd Street for Fireman's Games During Creamery Picnic.

Eli Madero: we have all of the road closures on Main Street through MDOT and now we need the street closure on W 2nd for fireman games.

Councilmember Ross: I move that we approve the closure of W 2nd. Street for Fireman's Games During Creamery Picnic.

Councilmember Smith: 2nd

Mayor Crews: motion and a 2nd. Public comment? Council discussion? Jenelle take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: okay.

d. Discussion: Dissolve the Mayor's Sewer & Water Advisory Committee

Mayor Crews: introduced new business item d, Dissolve the Mayor's Sewer & Water Advisory Committee. Usually, temporary committee lasts 6 months and this is over 6 months. My questions are, do we need to continue with this committee, I would like to see it continued but as a standing committee under the council.

Mayor Crews: can I ask the council to suspend council rules and place item F about item E.

Councilmember Smith: I move to suspend council rules and move item F in place of item e.

Councilmember Wandler: 2nd.

Mayor Crews: motion and a 2nd. council discussion?

Councilmember Ross: is there a point to this if the committee is going to be dissolved, wouldn't the council do the bylaws.

Mayor Crews: the council's decision.

Councilmember Bailey: if we become a board do we need to create new bylaws?

Mayor Crews: I think that is a good idea.

Councilmember Ross: that was my point, that they need to be adjusted.

Mayor Crews: do the councilmembers that are on the committee think that this should continue.

Councilmember Bailey: I think so, we did not convene the committee until March, and we could consider that our start date, regardless there is work to do either as a board or a committee.

Mayor Crews: what we be more beneficial.

Councilmember Ross: doesn't it make sense to vote on the suspension before discussion.

Mayor Crews: call for the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: thank you.

f. Discussion/Decision: Adopt the Mayor's Sewer & Water Advisory Committee as a Board

Mayor Crews: introduced new business item f, Adopt the Mayor's Sewer & Water Advisory Committee as a Board.

Councilmember Smith: I think to go as a board.

Councilmember Ross: if we do go to a board we consider the implications of having two council persons on the board.

Mayor Crews: the new board would have to convene and pick their own.

Councilmember Smith: I move to Adopt the Mayor's Sewer & Water Advisory Committee as a Board.

Councilmember Wandler: 2nd.

Mayor Crews: motion and a 2nd. public comment? Council discussion? Jenelle take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: it is now a council board. as such the committee bylaws should be removed from the agenda.

Jenelle Berthoud: are there any issues of there never being any bylaws adopted by the committee.

Mayor Crews: I do not think so.

e. Discussion/Decision: Approval of the Mayor's Sewer & Water Advisory Committee Bylaws

Mayor Crews: Removed item e from the agenda tonight.

g. Discussion/Decision: Montana DNRC Local Government Fire Forces Incident Rental Agreement

Mayor Crews: introduced new business item g, Montana DNRC Local Government Fire Forces Incident Rental Agreement. Chief Motley this is yours.

Chief Motley: news to me did not know that.

Jenelle Berthoud: it is on the agenda tonight.

Councilmember Smith: are these pretty standard rates.

Chief Motley: we have been doing this agreement for years, the reason that it is in front of you tonight is because the mayor is the only one that can sign this agreement.

Mayor Crews: Councilmember Ross you may need to abstain.

Councilmember Ross: I will abstain.

Councilmember Smith: I move to adopt Montana DNRC Local Government Fire Forces Incident Rental Agreement.

Councilmember Wander: 2nd.

Mayor Crews: motion and a 2nd. public comment? Council discussion? Jenelle take the vote.

Councilmember Bailey: aye.

Councilmember Ross: abstain.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: okay.

h. Discussion/Decision: Preliminary Approval to Proceed with the Exploration of a Bike Path at Stevensville River Park

Mayor Crews: introduced new business item h, Preliminary Approval to Proceed with the Exploration of a Bike Path at Stevensville River Park. We have River Park and in the park we have various foot paths, some are along the river and are dangerous. I have talked to the parks manager about moving some of those trails and developing a bike trail. This would open up areas for more trails and paths. We looked out there and realized that we could get about one mile of trail. For the most part it is not going to cost us any money. I will put together the 310 permit; I have talked to them. We are also looking at down by the river where the fishing access is at there is a debris field that needs to be cleaned up. I am putting a lot of my personal time into this. I will not bring a final plan to the council until I have all of the permits in.

Councilmember Bailey: Jim I think the park is really pretty because of the open space I think that it is a little bit much to have a walking path and a bike path.

Mayor Crews: the bike path will serve as a walking path too.

Councilmember Bailey: so, they are going to double over each other. It skips away from that open space. I am worried that this bike path will take away from that.

Mayro Crews: the people have actually been driving in there and we need to stop that, we are locking the gate down there, we do not have a lot for the kids or the adults. You go out there along the bank some of it is following down, we have not been maintaining the park. Cindy and I have been traveling around and using bike trails, so many people using them. We don't have anything like that around here. We are not talking about a very large space, I know that it looks like it is criss crossing around, but we need to get out there and walk it. I think that it would be good for the kids and the adults. The walking path is pretty narrow; no one could get down there with a wheelchair.

Councilmember Bailey: is it going to be paved?

Mayor Crews: no. it will be natural, cut the grass down remove some weeds and make it passable.

Councilmember Smith: would we consider putting in a couple of benches along the way.

Mayor Crews: I would like that. Someone has already put one in there, don't know who did it. There are some there that need to be painted.

Councilmember Ross: if we are going to have a natural path is there a concern of people crashing their bikes because it is uneven.

Mayor Crews: they are already down there riding.

Councilmember Wandler: I think the issue here is you are requesting for approval to proceed with exploration of bike path but that is not to go out and do that right now.

Mayor Crews: that is right. In order to get this done, I have to submit the appropriate permits. We have to go out there and walk this down and make sure that this is doable.

Councilmember Ross: would you be apposed to maybe doing less back and forth and just do one loop.

Mayor Crews: I am not opposed to that. I just sat down with Google Earth and made this. We need to open the park for everybody. If someone wanted to be pushed in a wheelchair we would not be able to do that.

Councilmember Bailey: if you are not going to pave it then how are you going to get someone in a wheelchair down there.

Mayor Crews: we will smooth it out.

Councilmember Bailey: I don't think that is effective enough. You would have to get somebody down that grade and then over a bed of rocks to get to the river, without paving it I don't think it is doable.

Mayor Crews: we do what we can do. If this is for a bicycle or a tricycle they can.

Councilmember Wandler: the refuge has good paths.

Mayor Crews: I have talked to the refuge, and they do not want to have anything to do with bicycles. E-assist bicycles help people get out there and ride. (gave examples of people that use E-assist bicycles)

**discussion continued about the definition of a bicycle. And the towns code about bicycles.

Mayor Crews: any public comment.

PUBLIC COMMENT

Brinda: will there be a study on impact of wildlife.

Mayor Crews: that is one of the things that the permitting system will do.

Brinda: and will this make more patrols for our police department.

Mayor Crews: no more than normal, thing is without the permits we already have people riding around down there.

Councilmember Smith: if approved to proceed and you go through the permitting process what is the cost of the permits.

Mayor Crews: no cost at all. If it did cost us money, the mayor would pay for it out of his own pocket.

Councilmember Smith:

PUBLIC COMMENT

Eli Madero: are you limiting the path to 36 inches for the path.

Mayor Crews: it will be limited to the standard bike path width. If I am not mistaken I think that it is 36 inches.

Eli Madero: if it was proposed at the 36-inch width I would not necessarily like the idea that an E-assist would share that path. All of the examples that you gave of riding were on roads.

Mayor Crews: we will cut the path at 36 inches. (discussion about bollards). I am looking at this trail as a one way.

Councilmember Ross: sounds like we are going to have other things, signs and markers. Do we need to change laws for this to happen?

Mayor Crews: I don't think so, if we put back the original fence we would be fine.

Councilmember Bailey: for me there is already a path cut, and I would be in favor of improving the existing path but to cut a new path for bikes could get messy for such a small space. It could get busy.

Mayor Crews: the final design would come to the council for final approval.

Councilmember Bailey: if this is approved tonight what would be your next step.

Mayor Crews: it would be to submit a 310 permit, what you use to open a path. I need councils permission to do this and if it does not get approved I will not touch this again. We are not going to submit a final plan to them until we have a plan. (explanation on the River Park boat launch).

Councilmember Bailey: I would like to see the whole proposal that you are taking with and lumping into the bike path.

Mayor Crews: would you like to make a motion.

Councilmember Bailey: I make a motion to table item h, until August 13.

Councilmember Ross: 2nd.

Mayor Crews: motion and a 2nd. Public comment? Council discussion? Jenelle take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: no

Mayor Crews: 3-1

i. Discussion/Decision: MDT Aeronautics Tractor Grant – Agreement

Mayor Crews: introduced new business item i, MDT Aeronautics Tractor Grant – Agreement.

Brian Germane: back in March we presented the offer and it was approved at that meeting. this is the acceptance agreement. There is a copy of our grant, the amount and the notice to proceed that MDT has to be filled out when obtaining these funds. I worked with them on how to fill this out and this is what it is. This is the official acceptance, as soon as the council approves this the attorney will sign and then it will take about two weeks to get our funds.

Councilmember Smith: I move that we adopt the MDT Aeronautics Tractor Grant – Agreement.

Councilmember Wandler: 2nd.

Mayor Crews: motion and a 2nd. public comment? Council discussion? Jenelle take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews:

9. Board Reports

NONE

10. Town Council Comments

NONE

11. Executive Report

Mayor Crews: Fireworks were a disaster. I drove around town watching this going on, people shooting fireworks across the street at others. I do not like the idea that I have to sedate my pets, and there were a lot of people that have come forth that also do not like it. we will be brining fireworks to the council to discuss. The night of the 5th people were shooting off fireworks. Part of the problem is that there is so much paper waste from the fireworks, it can get into our sewer system.

12. Adjournment

Councilmember Smith: motion to adjourn.

Councilmember Wandler: 2nd.

APPROVE:

ATTEST:

James Crews, Mayor

Jenelle S. Berthoud, Town Clerk

Stevensville Mayor's Sewer & Water Advisory Committee

The first meeting was held on March 19, 2026 and have continue to meet on the 1st and 3rd Tuesday each month since as a ~~6~~ person committee.

The following is a list of what we have done:

1. Developed Goals and questions, areas we wish to explore and prioritize them
2. Establishment of By-Laws
3. Establishment of Mission Statement to include
 - a. Growth
 - b. Cost
 - c. Quality
4. We visited/toured the Water and Sewage plant to understand the setup and process
 - a. developed a number of questions
5. The Town finance gave us a general understanding of the numbers
 - a. Want to do a more in depth look at the last 5-year numbers
6. Started doing a review of the Water and Sewage Bonds
7. Started looking at Water quality to include PFAS (Per- and polyfluoroalkyl substances) which is part of Forever Chemicals.

File Attachments for Item:

b. Special Town Council Meeting Minutes 07/14/2026

Stevensville Special Town Council Meeting Minutes

for TUESDAY, JULY 14, 2026, 5:00 PM 206 Buck Street, Town Hall

1. Call to Order and Roll Call

Mayor Crews called the meeting to order, Councilmembers Bailey, Wandler, Smith. Meeting started at 5:06 pm. Councilmember Ross has an excused absence.

2. Pledge of Allegiance

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

NONE

4. New Business

a. Discussion/Decision: Resolution No. 519B, a Resolution Establishing User Fees and a Memorandum for the Stevensville Swimming Pool

Mayor Crews: introduced new business item a, Resolution No. 519B, a Resolution Establishing User Fees and a Memorandum for the Stevensville Swimming Pool.

Gina Crowe: when the council approved the special rate for the pool there was some confusion on the cost. Because it did not say \$65.00 per person she felt that it was for the group. We did not understand the rates on our end; at the pool they understand that. We met and discussed the rates. She ended up paying for three groups at \$195.00 for 30 days instead it should have been \$2925.00 for group lessons. I put this exhibit together to make sure that it was clear what our charges are. It lines out everything, what the lessons are and costs.

Councilmember Smith: whoever put this together, kudos did a fine job on it, a little bit of a fixit, maybe. Looking at these rates, youth, military and seniors. Good rates, but we have a lot of outlanders that use the pool. They do not pay a dime to the pool. You can have a rate of \$5.00, but the outlander rate another dollar.

Gina Crowe: I understand that, but this is not to discuss the rates, this is basically to outline what we provide. If you want to raise the rates that will have to be brought forth by the council.

Mayor Crews: this is basically just an explanation of what we have, if you want to adjust the rates you are going to have to bring that forward as a separate agenda item to change the rates and then change the budget.

Jenelle Berthoud: you have resolution 519B and 519A is the rates that the council approved. We now have 519B with explanation.

Gina Crowe: we have talked to our Ravalli County residents about that, but this is just about what you get for the costs. This is explaining what we have, they are already doing this at the pool.

Councilmember Bailey: I thought that we were changing the rates tonight also. Here are the amounts that are off.

Gina Crowe: the sheet that I had did not have those rates.

Mayor Crews: so, there are some minor rate adjustments.

Councilmember Bailey: Gina is saying that these are cheaper. Church groups. Update to the public rates. What is the limit on the group lessons?

Gina Crowe: 18 kids I believe.

Councilmember Bailey: what if I want all of my kids in for one group rate.

Mayor Crews: so, what you are asking is to modify this to say 15 kids at a time.

Councilmember Bailey: I would say a capacity, but I don't know if it is appropriate to do that tonight.

Mayor Crews: yes it is, you can make a motion to amend this resolution and put that in there, get a second, vote on it and then vote on the whole thing.

Councilmember Bailey: I am just confused; I thought that we could not make changes to this.

Mayor Crews: you can make changes, is there a motion that you would like to make.

Gina Crowe: I would have to ask the pool kids, it depends on the lifeguards, so if we only have eight lifeguards and they only have three that day they can only have so many kids in the pool. They base there lessons on how many lifeguards you are going to have that day.

Councilmember Bailey: I am just thinking if I was a group I could cheat the system and have all of my kids in that group and there is nothing to stop me.

Gina Crowe: I am not sure what you are talking about, the groups have to be signed up they just can't come in any time that they want. When you sign up for group lesson you have to get with the pool manager, the manager puts on the list how many kids can be in that based on how many lifeguards they have.

Councilmember Bailey: then why would that be up to the pool manager to decide. Page two of your packet, group lessons and private lessons. Why are we not charging per person and letting the pool manager decide. I am confused why some lessons restrict the number of students and others don't.

Gina Crowe: it just depends on how their schedules are set up. If it is a private lesson and the person says that they want 30 minutes for four days, then they know to set up a lifeguard for that.

Mayor Crews: what is our max number of swimmers per lifeguard.

Gina Crowe: I do not really know.

Mayor Crews: I think that is what Melissa is asking.

Councilmember Bailey: no, I will talk to the pool manager, it is fine, it does not change the rates.

Mayor Crews: so, I guess I am confused on what you are asking.

Councilmember Bailey: I am not articulating very well, so I am just going to leave it.

Gina Crowe: this is basically to outline the lessons.

Mayor Crews: public comment?

Councilmember Smith: I move that we adopt Resolution No. 519B, a Resolution Establishing User Fees and a Memorandum for the Stevensville Swimming Pool.

Councilmember Wandler: 2nd.

Mayor Crews: motion and a 2nd. Discussion from the council? Jenelle, please call for the vote.

Jenelle Berthoud: this is with corrections to be made.

Councilmember Bailey: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: motion passes 3-0

Councilmember Smith: what about town council comments?

Mayor Crews: there are no town council comments, not on the agenda.

Jenelle Berthoud: this is a special town council meeting, no town council comments tonight.

5. Adjournment

Councilmember Smith: motion to adjourn.

Councilmember Bailey: 2nd.

APPROVE:

ATTEST:

James Crew, Mayor
Town Clerk

Jenelle S. Berthoud,

File Attachments for Item:

a. Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 09/05/2026



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:	Jess Bundren
Second Person Submitting the Agenda Item:	
Submitter Title:	Citizen
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/27/2026
Agenda Topic:	Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 09/05/2026
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/27/2026
Notes:	

Town of Stevensville Application for a Special Event Permit

Received Date ____ - ____ - ____ Time ____ Received by _____

Permit request must be submitted at least 14 days prior to the event

Name of Organization Stevensville Harvest Valley Farmers Market

Address 905 Middle Burnt Fork Rd

Town/City Stevensville State MT Zip Code 59870

Responsible Person (Print Name) Jess Bundren

Address 905 Middle Burnt Fork Rd

Town/City Stevensville State MT Zip Code 59870

Phone Number (406) 207-9425 Alternate Phone Number _____

Email Address SteviHVFM@gmail.com

Website if applicable https://SteviHVFM.square.site

Single Event Date 09 - 05 - 2026 * Is this a multiple day event Yes X No ____

*If multiple days are requested, attach additional sheets with a schedule. If the event is an ongoing/recurring event, the permit must be renewed every two weeks and subject to approval of the Town Council. § 22.315 (b) SMC. -

Start time 7 A.M. End Time 3 P.M. (If necessary, attach an additional schedule)

Location Requested (please select one)

Lewis & Clark Park Veterans Park Father Ravalli Park Creamery Park

River Park Tad Lange Park Dickerson Park Other West Third Street between Main & Buck

Estimated number of people per day 200-400. Estimated Total Number Per Event 200-400

Alcohol Use? Yes ____ No X If yes please attach Alcohol Use Request Form

Highway or Street Closure? Yes X No ____

If you need to close a town street, who will perform the closure?

Event Staff X Town of Stevensville Public Works Department ____ If the Town's personnel are used to close a town street there is a \$25 per day charge per block or street closure.

Number of days assistance is required? 0 x \$25=_____

Request for bonfire Yes ____ No X If yes, please attach a Town of Stevensville Burn Permit

Bonfire Permit Request Attached? Yes ____ No ____

Town of Stevensville Application for a Special Event Permit

Is a highway to be closed? Yes ___ No X If yes, please apply for your MDOT Permit as soon as this event permit is approved, supply a copy of the approved Highway Closure Permit to the Clerk when received. Acknowledgement-Initials _____ Date ____-____-____

Is overnight camping requested? Yes ___ No X

If yes, please state the location camping is desired N/A

If camping, who will supply temporary toilet and hygiene facilities?

N/A

Do you have insurance? Yes X No ___ Insurance On File Yes X No ___

If Yes, please attach proof of insurance for \$750,000 per claimant and \$1.5 Million pursuant to Montana Statute § 2-9-108 MCA for the duration of your event.

Is the Town of Stevensville name co-insured? Yes X No ___

Copy of Certificate of Insurance attached? Yes X No ___

Will Security be required? Yes ___ No X

If yes, please describe your security plan and provide your security organization information. Attach security plan and contact numbers.

If the requesting entity requires the town police department to provide security, the cost will be determined by the Finance Officer w/consultation with the Chief of Police and the Town Clerk.

Finance Officer Cost Estimate _____

Plans for Clean Up Each vendor is required to pack in and pack out. Market members will do a final walkthrough at the end of the day for any necessary cleanup (3PM).

Do you need electricity for this event Yes X No ___ If yes, there is a nominal fee of \$20 per panel per day. (Fee Waived and Good Faith Metering and Reimbursement)

All fees listed within this Special Event Permit Request have been reviewed, approved and adopted by the Stevensville Town Council via Resolution 540A passed and adopted at a regularly scheduled meeting on the 12th day of February 2026.

Town of Stevensville Application for a Special Event Permit

To be completed by Town of Stevensville Staff

If the total attendance will be greater than 1000 people, the Town Council must approve this permit. § 22.315 (a) SMC.

Council Approval Required by number of attendees?

Yes ____ No ____

Number of days for electrical hookup - # of Days ____ x \$20 = ____ (Note 1)

(Fee Waived and Good Faith Metering and Reimbursement)

Multiple electrical hookups ____ x \$20/day x # of Days ____ =- ____

Special Event Fee \$125 ____

Special Event Fee (reoccurring event) \$15 every two weeks ____ (Note 2)

Road Closure (Note 3) \$25/day Number of days x \$25= ____

Bonfire \$50 Number of days x \$50= ____

Alcohol fee \$200 Alcohol Fee ____

Pavillion Rental \$40 ____

Stage Set up/Moving Fee \$100 (Civic Club is Exempt) ____

Deposit (Applicable to alcohol events only) ____

Total event fee

Reviewed and approved by the Stevensville Police Department

____ Title ____ Date ____ - ____ - ____

Reviewed and approved by the Stevensville Fire Department

____ Title ____ Date ____ - ____ - ____

Reviewed and approved b the Stevensville Public Works Supervisor (or designee)

____ Title ____ Date ____ - ____ - ____

Alcohol Use Request Form approved by Town Council?

Council Meeting Date ____ - ____ - ____ Approved Yes ____ No ____

Road Closure and Traffic Control approved?

Council Meeting Date ____ - ____ - ____ Approved Yes ____ No ____

Note 1-If portable power meters are available, actual usage fees may be determined vs a dally fee. Fee may be waived by the Town Council.

Note 2-Renewal requests must be submitted in a timely manner to schedule the renewal request within the required public notice timeframe and per Town Council Rules. Consult with the Clerk for Agenda Item Request Submittals. Fee may be waived by the Town Council.

Note 3-Fee is only applicble If town staff are used when closing a road or street.

All fees listed within this Special Event Permit Request have been reviewed, approved and adopted by the Stevensville Town Council via Resolution 540A passed and adopted at a regularly scheduled meeting on the 12th day of February 2026.

Town of Stevensville Application for a Special Event Permit
Special Event Permit reviewed and approved by the Stevensville Town Council

Meeting Date ____-____-____ Approved Yes____ No____

Approved by the Mayor Yes____ No____

_____-_____-_____- Date ____-____-_____-

Permit Issued by the Stevensville Town Clerk

Signed _____ Date ____-____-_____-

If Disapproved, attach details regarding the reason(s) for disapproval

Deposit Refunded when approved by Public Works Inspection

Public works inspection Satisfactory ____ Unsatisfactory ____

Inspection by _____ Date ____-____-_____-

Deposit refund authorized by the Town Council less actual power usage per portable KWh
meter assessment on Date ____-____-_____-

Deposit refunded on ____-____-_____- Check Number _____

Highway Closure please attach the Montana Department of Transportation Road Closure Permit
when received by MDOT. Permit Number _____

Clerks Initial when received _____

All fees listed within this Special Event Permit Request have been reviewed, approved and adopted by the Stevensville Town Council via
Resolution 540A passed and adopted at a regularly scheduled meeting on the 12th day of February 2026.

File Attachments for Item:

b. Discussion/Decision: Council Consent for Temporary Appointment of Public Works Supervisor



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Jim Crews
Second Person Submitting the Agenda Item:	EnterName
Submitter Title:	Mayor
Submitter Phone:	406-777-5271
Submitter Email:	mayor@townofstevensville.gov
Requested Council Meeting Date for Item:	August 27, 2026
Agenda Topic:	Council consent for temporary appointment of Public Works Supervisor
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	August 27, 2026
Notes:	As the Public Works Director has resigned, the town is in need of a temporary Public Works Supervisor. The Mayor is recommending Eddy Oliver as the appropriate candidate to fill this position until a permanent selection has been made.

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Supervisor

Department: Public Works

Date: 04/25/2024

GENERAL PURPOSE

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including, environment, street, parks, cemetery, traffic control, and other public works projects and programs.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Mayor

SUPERVISION EXERCISED

Exercises supervision over maintenance and professional staff as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES

These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.

This position will assume full management responsibility for all Public Works Department services, programs, operations and activities including engineering, streets and traffic, parks, pool, splashpad, cemetery, and fleet services.

The incumbent will manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within Town policy, appropriate service and staffing levels; and allocate resources accordingly.

The Public Works Director will continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload,

administrative and support systems, and internal reporting relationships; identify opportunities for improvement, and direct the implementation of changes.

This position will be responsible to ensure that Public Works Department personnel are selected, trained, motivated, and evaluated. The position will also provide or coordinate staff training, coach employees to correct deficiencies, implement discipline and termination procedures, and develop staff development programs.

The incumbent will plan, direct, and coordinate, through subordinate level managers, the Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility, and review and evaluate work methods and procedures.

The Public Works Supervisor will represent the Public Works Department to other Town departments, elected officials, and outside agencies; explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

The incumbent will coordinate Department activities with those of other Town departments and outside agencies and organizations; provide staff assistance to the Mayor and Town Council; and prepare and present staff reports and other necessary correspondence. The position will participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations affecting the work of the Department.

The position will be responsible to respond to and resolve difficult and sensitive inquiries and complaints.

This position will manage and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

The Public Works Supervisor is responsible to abide by the Town of Stevensville and department work practices established for specific job assignment and occupations. Furthermore, the position is required to ensure that all employees within the department are following all Town safety standards and protocol.

Assign daily tasks in order of importance.

Meet with water rights attorney for periodic updates.

Coordinate and schedule with various contractors and homeowners for new services or repairs.

Inspect new water and sewer installations.

Respond to emergency call outs if needed.

Ensure we have proper inventory on hand for plumbing parts, tools, etc.

Manage employee time.

Listen to public input, suggestions, and complaints and address appropriately.

Responsible for yearly reports to DEQ

Responsible for license renewals.

Communicate with engineering firms on projects and developments.

Receive and send emails to and from various agencies.

Keep mayor informed of all work activities and new developments.

Communicate with Town Hall about day-to-day operations.

Oversee daily functions and operations of the Wastewater Treatment Plant, Parks, Pool, Splashpad, Cemeteries, and Drinking Water.

Ensure that pool and splash pad are maintaining proper chlorination and pH.

Communicate with Ravalli County Health Dept. on pool and splashpad licensing and compliance.

Regularly confirm that daily tasks are performed.

Be constantly aware of any safety issues for the public and town employees.

Listen to and try to resolve employee concerns.

Use phone, email, and in person communication for all parties pertaining to Public Works and Town operations.

Conduct demonstrated monthly safety meetings.

Hiring of seasonal workers and pool staff.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

The ideal candidate will have a bachelor's degree in engineering, Construction Management, Business or Public Administration or closely related field. The candidate will also have five years of professional and increasingly responsible experience in the management and direction of various aspects of a municipal Public Works program, including a minimum of three years of supervisory level experience. Any equivalent combination of education and experience that demonstrates a candidate can perform the necessary functions of the position may be considered.

License or Certificate

- (A) Must possess a valid driver's license with acceptable driving record at the time of hire or have the ability to obtain a valid MT driver's license within six months of hire.
- (B) Must possess or have the ability to obtain within six months of hire, a Commercial Driver's License in Montana.
- (C) Possession of a P.E. license is preferred.
- (D) Water and Wastewater Certifications within 2 years.

Necessary Knowledge, Skills, and Abilities

- (A) Organization and management practice skills as applied to the analysis and evaluation of public works programs, policies, and operational needs
- (B) Program development and administration abilities
- (C) Knowledge principles and techniques used in emergency disaster situations
- (D) Knowledge of advanced principles of municipal engineering services
- (E) Knowledge of current and future trends affecting public works
- (F) Principles of supervision, management, motivation and leadership
- (G) Knowledge of pertinent Federal, State, and local laws, codes, and regulations
- (H) Strategic planning skills
- (I) Strong oral and written communication skills
- (J) Ability to lead and maintain a positive and harmonious work environment
- (K) Abilities in complex decision making

- (L) Ability to foster innovation and change
- (M) Skills in conflict management
- (N) Skills in finance and budgeting related to field and government needs

PHYSICAL DEMANDS

Ability to work in a standard office environment using computer equipment, with ability to travel to different sites and locations. May at times be exposed to outdoor environment including hot and cold temperatures, dirty, dusty, smelly environments, some mechanical or electrical hazards, confined spaces and possible exposure to chemicals.

Employee: _____ Date: _____

Supervisor: _____ Date: _____