Stevensville Town Council Meeting
Agenda for
THURSDAY, OCTOBER 22, 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 09/10/2026
5. Approval of Bi-Weekly Claims
   a. Claims #20680-#20698
6. Guests
   a. Presentation by First Security Bank by Brandon Naafsz, Regarding Intrafi Product
7. Public Hearings
   a. 1st Reading: Ordinance No. 174, Adopting Revised Building and Technical Codes as Adopted and Required by the State of Montana by Amending Chapter 6 of the Stevensville, Montana Municipal Code
8. New Business
   a. Discussion/Decision: 1st Reading: Ordinance No. 174, Adopting Revised Building and Technical Codes as Adopted and Required by the State of Montana by Amending Chapter 6 of the Stevensville, Montana Municipal Code
   b. Discussion/Decision: Council Approval of Alex Athens Hanger Addition per Recommendation of the Airport Board
   c. Discussion/Decision: Council Approval of Alex Athens Hanger Addition per Recommendation of the Airport Board
   d. Discussion/Decision: Airport Ground Lease Renewal for Brierly Family Trust, Block 5, Lot 7
   e. Discussion/Decision: Approval of Town Council Application for Appointment to Office per Town Council Rules
   f. Discussion/Decision: Apprentice Program for Wastewater Operator
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. Town Council Meeting Minutes 09/10/2026

Stevensville Town Council Meeting Minutes

for THURSDAY, SEPTEMBER 10, 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 present.

2. Pledge of Allegiance

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

    Mayor Crews: (read the guidelines about public comments located on the meeting agenda document.)

    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.

    Bob Michalson: good evening council and Mayor Crews, there are three little things that I would like to address of course it is public comment and I do not expect an answer back. First one has to do with the four vehicles that were bought. I went back and looked at all of the budget meetings all of the

workshops. Everything that I saw and under the assumption that all four of these vehicles were going to be bought at the same time not separately. As you know, the purchasing policy says that anything over $80,000.00 has to be advertised. Well, I did not see that, I am not going to say that it did not happen, we know that it was not bid out we know that it was bought from Missoula Chevrolet, and I did notice on the claims that they were broken down to $44,351 and there is an MCA code for that for bid splitting. The total amount was $177,000 that is over twice the amount of what should have been bid out in my opinion. And since it was not bid out and it was broken down into $44,000 into four vehicles and that could be conceived as bid splitting, that is all that I have for that. Number two a while back former director Mr. Lassiter and the parks director, I was chatting with them on one of my walks and they were saying that the mayor had told them that the parks director no longer went under the authority of the public works director but under the mayors review. That is fine and dandy, but the mayor forgot one thing, the mayor does not set the job descriptions the council does the mayor should have went to you the council and said “hey I am going to take the authority away from the director and put it on me. “The mayor should have had this approved by the council, it is the council that sets the salaries and the council sets the job descriptions, under section 2-57 of the town code. So, please he overreached his authority, I am sure that you knew Mr. smith because you guys talk. He told you that he took that authority away, but you should have said, Mr. Mayor you over seen your authority you need to come to the council to get that approved. That falls on you, I would ask you to be a little more diligent when you see stuff going on, he knows better he did it. Lastly I watched last week’s meeting and under that meeting the mayor entertained a motion to start the process he got a motion by Councilmember Smith and there was no 2nd, if there is no 2nd you cannot open it up to a discussion or the public, it is dead it dies. In fact, Mr. Crews and I would kid when Dewey would do that, Mayor Crews and I would laugh and call it the Dewey rule. It is dead if there is not a 2nd. One of you councilmembers should have entertained a motion to adjourn the meeting, it is dead it is not up for discussion. you have to have a motion and a 2nd to start the discussion. you can’t just have a motion and nothing else and say open it up to the council. Maybe it has changed, maybe Roberts Rules have changed, I have been gone for nine months, but that is the way that I always did it. Thanks for your time.

4. Approval of Minutes

Councilmember Smith: I move to suspend council rules to include all the a-f council minutes as one vote.

Jenelle Berthoud: there are two on there that cannot have any discussion or public comment on them. So, you would not be able to lump those all in under one vote.

Mayor Crews: would you like to modify your motion.

Councilmember Smith: I will modify my motion to exclude the closed session minutes.

a. Town Council Meeting Minutes 07/23/2026

b. Special Town Council Meeting Minutes 08/06/2026

c. Town Council Meeting Minutes 08/13/2026

e. Special Town Council Meeting Minutes 08/19/2026

Mayor Crews: introduced town council meeting minutes a, b, c, and e

Councilmember Smith: motion to approve meeting minutes a, b, c, and e.

Councilmember Ross: 2nd.

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

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: motion carries 4-0.

d. Special Town Council Meeting Minutes CLOSED SESSION 08/19/2026

f. Special Town Council Meeting Minutes CLOSED SESSION 08/24/2026

Mayor Crews: introduced Special Town Council Meeting Minutes CLOSED SESSIONS.

Councilmember Ross: I would like to recuse myself from the vote, I was not here.

Councilmember Bailey: I am going to make a motion to table our closed minutes, d and f. I have not had time to read them as they were just given to me.

Councilmember Wandler: 2nd.

Mayor Crews: motion and a 2nd. Council discussion not regarding the minutes.

Jenelle Berthoud: this is to table d and f? how will you review these minutes as they cannot leave the building.

Mayor Crews: they will have to stay after the meeting to review them separately, so they do not have a quorum.

Councilmember Bailey: aye.

Councilmember Wandler: aye.

Councilmember Smith: no.

Mayor Crews: okay 2-1.

5. Approval of Bi-Weekly Claims

a. Claims #20595-#20622

Mayor Crews: introduced claims #20595-#20622.

Councilmember Smith: make a motion to approve #20595-#20622.

Councilmember Wandler: 2nd.

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

PUBLIC COMMENT

Bob Michalson: unless things have changed I am wondering why the town is approving water and sewer and administration for Kodiak Jax.

Mayor Crews: I will tell you why. I held a team building meeting with the new employee and the existing employees at Kodiak Jax.

Bob Michalson: why is the town paying of that?

Mayor Crews: because it was a team building.

Bob Michalson: that has nothing to do with it, I looked at our personnel policy on page thirty-nine and there is nothing in there that says that. I want to know when the town started paying for pizza or whatever out of water and sewer. Dewey did that and you raised all kinds of hell. We have struggling families in this town trying to pay their water and sewer bill I wonder what they would feel if they knew the town of Stevensville is buying pizza on their dime.

Councilmember Bailey: Bob what is the claim number on that one.

Mayor Crews: these are not travel reimbursements that is why they are team building. I don't consider this any different than when we host MMIA or someone else like that.

Bob Michalson: but you are not our of town, you are right here in town at a restaurant.

Mayor Crews: Mr. Michalson we held a conference here with MMIA and food was supplied here by in this particular case, a lot of it was supplied by the mayor and the mayors wife as a donation to the town.

Bob Michalson: and that is fine and it did not come out of water and sewer, that is wrong mayor, you should know better.

Mayor Crews: I discussed this with the human resource officer, and we thought that it was a good idea to help build a team, to help our team to get to know each other. Let everyone know who was the mayor, what the mayor was about, what our contractor was about, and our new employee was about and our two existing employees. If the council wants to approve the claims and take out.

Bob Michalson: it should not even be taken out of the general fund.

Mayor Crews: I am not going to argue with you, if the council does not want to approve the claim I will pay the claim out of my own pocket.

Bob Michalson: and you should.

Mayor Crews: and I will.

Bob Michalson: it should not come out of water and sewer that is a restricted account. Thank you.

Mayor Crews: I would suggest to the council that you amend your motion not to pay that claim and the mayor will pay for that claim out of his own pocket, as a donation to the town.

Gina Crowe: it was a credit card charge; it was not a claim on its own.

Mayor Crews: so, what is the significance.

Gina Crowe: the significance is that you have to pay the credit card, so it was a credit card, it wasn't like the hardware store where you get something, and they send me an invoice. Because it is a credit card charge it is on the list with all of them. I can't not pay just that one, it has already been paid with the credit card. It is not a claim on its own.

Mayor Crews: how can the mayor pay the town back for this team building meeting?

Gina Crowe: I am sorry what was that?

Mayor Crews: how can the mayor pay the town back for holding a team building meeting?

Gina Crowe: you can just write a check for that and them I can put it in as a revenue voucher.

Mayor Crews: okay, the check will be in the office tomorrow morning. Any further public comment,?

Bob Michalson: so am I correct, by approving these claims you are not going to approve that claim itself for the team building.

Mayor Crews: I have offered to pay that for the team building.

Councilmember Bailey: I want to clarify something, because it is credit card charge, we cannot remove it because we are paying the credit card back.

Mayor Crews: yes, I will reimburse it.

Councilmember Bailey: so, there is no amendment that needs to be made because you are going to reimburse the town, is that correct.

Gina Crowe: yes.

Mayor Crews: I would suggest that if you approve the claim with the provision that the mayor will pay the town back for that team building meeting.

Councilmember Ross: could we table that claim?

Gina Crowe: if you table the claim, then you will go past the due date and we will be assed a late fee, finance charges.

Mayor Crews: I don't mind paying for it, I thought that it was worthwhile for public works to get to together and learn who each employees are and where they are all coming from, it is worth the fee for paying for it, I don't mind at all. Mr. Michalson referred to the personnel policy page thirty-nine am I correct? So, page thirty-nine is about travel expense reimbursement. (read it into the record from the personnel manual). *A. Travel and Expense Reimbursement All employees shall have their travel pre-approved by their supervisor, Mayor and/or their designee. All employees traveling on Town of Stevensville business are required to provide verification of driver's license with appropriate endorsements for the types of equipment operated. Employees completing Town of Stevensville*

business may be compensated for travel expenses, meals, mileage and incidental expenses. Per diem rates for Meals and Mileage rates are set by the State of Montana Department of Administration, please see the Finance Director for the current reimbursement rates." and/or incidental expenses $5.00 daily as established by the Town of Stevensville. Receipts must be included for lodging, travel, and appropriate ancillaries. Town of Stevensville per diem rate will not exceed daily State Employee Travel rate set by the Department of Administration. If meals are included in tuition or registration fees, reimbursement will be reduced by (1) the morning meal, (2) the midday meal and/or (3) the evening meal. Likewise, if free continental breakfast is provided by the hotel where you are staying, your per diem allowance will be reduced by the morning meal rate. Out-of-state travel will be reimbursed based on the General Services Administration rates for the specific travel area. Employees may request an expense advance as approved by the supervisor to offset undue financial hardship on employees traveling for Town of Stevensville business. The advance must be justified with reasonable requests for: • Meals • Lodging • Fuel Costs • Public transportation Pre-approved registration fees and lodging expenses can be paid directly to the training agency or hotel in advance or reimbursed to the- employee upon returning. The employee must provide an itemized expense report with attached receipts documenting the expenditures of the trip. • If the travel advance exceeds the receipts documenting expenditures, the employee must reimburse the Town of Stevensville the difference. • Any legitimate balance owed to the employee for receipts exceeding the travel advance will be promptly reimbursed by the Town of Stevensville. 39 •Willful misrepresentation of expenses or receipts is unlawful and may result in disciplinary action up to and including termination. • If the travel advance exceeds the receipts documenting expenditures, the employee must reimburse the Town of Stevensville the difference. •Any legitimate balance owed to the employee for receipts exceeding the travel advance will be promptly reimbursed by the Town of Stevensville. • Willful misrepresentation of expenses or receipts is unlawful and may result in disciplinary action up to and including termination.

I know what I just read and it explains travel. We did not travel we had a team building meeting. I will pay for the meeting. I recommend council modify its motion to include in there that the mayor will reimburse for the team building meeting.

Councilmember Ross: can I ask for the former mayor a question.

Mayor Crews: sure, go ahead.

Councilmember Ross: is that an acceptable response to your concern.

Bob Michalson: yes.

In 2020 Mayor Dewey put a cake underwater and sewer, Mayor Crews was there to, we were all in arms over that, and if that wasn't bad enough, if he would have taken it out of general fund, but taking it out of water and sewer, a restricted fund, it does not look good then or today.

Mayo Crews: I believe that this would be, I did discuss this with the town finance officer, and this was a planned event, however I will pay for the meeting.

Councilmember Ross: I would like to make an amendment that we require the mayor to refund the town for claim number CC2274 for Kodiak Jax.

Councilmember Wandler: 2nd.

Mayor Crews: motion and a 2nd.

Councilmember Smith: I want to amend that he only pay back the water and sewer fund, there are actually three.

Mayor Crews: is there a 2nd to that amendment? No 2nd to the amendment. Public comment on the amendment. Jenelle, please call for the vote on the amendment.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: okay. Is there any comment on the main motion. Further council comment on the main motion. Jenelle, please call for the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

6. Administrative Reports

a. Airport

Brian Germane, Airport Manager: report provided in the packet.

b. Building Department

Report provided in the packet. Mayor Crews read through the report.

c. Finance

Gina Crowe, Finance Officer: report provided in the packet. Right now, I am working with the auditors to close out.

d. Fire Department

Report provided in the packet. Mayor Crews read through the report.

(fire chief could not be here tonight.)

e. Police Department

Report provided in the packet. Gina Crowe read through the report.

(police chief could not be here tonight)

Mayor Crews: last week we also had six teenagers pushed through the gate at the park. Last night there was a pickup truck at River Park, Chief could not find him, and he was locked in the park, and this morning they found the truck in the park.

f. Public Works

Eddy Oliver, Temporary Public Works Supervisor: I am the temporary supervisor with ten years of experience, I live in Stevensville I took this role to serve the community I live in. My focus is to ensure we are taking care of the equipment, establish maintance practices and addressing issues before they become bigger problems, I am happy to be here and serve the community. We have an opening at this time for a public works assistant. We have implemented a weekly line inspection. Repairs for August, significant amount of work repairing equipment, plumbing on two chlorine containers, back flow preventers. Overall, August was about assessing our equipment.

Mayor Crews: we know have a good blower, and we got the check gas device/meter. New eye wash stations in the plant.

Eddy Oliver: still need to give you a link for a tripod and harness. Did some work with HDR on the SCADA system.

Mayor Crews: did our other public works employee get his CDL?

Eddy Oliver: not yet.

Councilmember Bailey: I understand that we have three new trucks, have we made any headway on inspections.

Eddy Oliver: I established a vehicle inspection, I had it as daily I think I am going to change that to weekly, end of the week.

Councilmember Bailey: are the trucks going to be assigned to individuals or signed out daily?

Eddy Oliver: what I want to do is have assigned truck numbers associated that way when you do your inspection it will go with that truck.

Councilmember Smith: do you have a daily inspection like dip stick and those types of things.

Eddy Oliver: yes.

Councilmember Smith: and that will be daily?

Eddy Oliver: daily will be the oil change and body damage.

Mayor Crews: what is the overall condition of the trucks.

Eddy Oliver: the new trucks are in great condition.

Mayor Crews: currently you have removed the sand boxes and the plows.

Eddy Oliver: on two of them.

Mayor Crews: I have not heard about the other one. it had a wiring issue and as soon as that is done we will pick it up.

Councilmember Wandler: I want to thank him for having regular inspections that was needed.

Eddy Oliver: we want to keep them in good shape.

Councilmember Wandler: I would recommend a walk around daily for body damage.

Eddy Oliver: I can add that to the daily one and then focus on cleanliness at the end of the week.

PUBLIC COMMENT

Bob Michalson: it is a general question, Mr. Lassiter and Robert might remember, but last year when I was at one of the conferences, MMIA brought up about safety equipment, I know that it is expensive, the box that you put in the whole if you have a water leak?

Eddy Oliver: shoring?

Bob Michalson: yeah.

Eddy Oliver: Montana's law is 4 feet, if you exceed 4 feet then it requires a shoring.

Bob Michalson: MMIA said that our town had to have one. I talked about it with Robert and Gina last year. I would suggest that you take it out of capital asset.

Autumn: has the town established a fleet account with any local mechanics to make sure that the maintance is getting done.

Eddy Oliver: currently that has not been established.

Sharon Gee: if one of the vehicles is in an accident what would be the protocol then, I noticed dents on one of the vehicles and that is not a good look for the town. One of the vehicles had several dents on it, I wondered why those were not taken care of.

Eddy Oliver: on the existing trucks, I just started on the 12th, I cant speak for. Moving forward with the new trucks we will have protocols for that.

Mayor Crews: we do have a personnel policy that covers vehicle use. And it covers it.

Citizen: do they fill out a daily inspection check sheet.

Eddy Oliver: currently not now but that is what I am looking into.

7. Correspondence

a. Mary L. Henne

Mayor Crews: read the correspondence into the record. (included in the minutes of this meeting).

b. Jason Garwood, Helena ADO

Mayor Crews: read the correspondence into the record. (included in the minutes of this meeting).

8. New Business

a. Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 09/19/2026

Mayor Crews: introduced new business item a, Approval of Stevensville Harvest Valley Farmers Market for 09/19/2026.

Councilmember Ross: I move that we approve Stevensville Harvest Valley Farmers Market for 09/19/2026.

Councilmember Wandler: 2nd.

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

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Councilmember Bailey: aye.

Mayor Crews: motion carries 4-0

b. Discussion/Decision: Special Event Permit for Stevensville Civic Club Trunk or Treat

Mayor Crews: introduced new business item b, Special Event Permit for Stevensville Civic Club Trunk or Treat.

Eli Madero, President of Stevensville Civic Club: mayor and councilmembers, requesting this special event permit, because we have a wonderful downtown area, and we are not using it. as the president of the club, I hear them complaining about bringing back the Creamery Picnic, that is just not going to happen. You can't shut down main street for an entire weekend. Business want to be involved. We are not Main Street association; we are a civic club. We want to hold a trunk or treat and what that would involve is closing down 3rd on either side of Main, that would include College to Main and down to Buck. We have some churches that do some amazing trunk or treats in their parking lots, but they are really scattered and there is nothing going on downtown. I want to bring it on Main Street; we can have a secured area on both sides of the street. I want to bring some life to Main Street and keep the kids safe. We are planning on having a couple of food trucks selling beverages. We will have a couple porta potties and some trash cans. The main thing is to utilize the amazing Main Street that the town has get some recognition for our business, so I am asking you to approve this permit.

Councilmember Bailey: are the kids going to be crossing the highway from Buck to Church?

Eli Madero at the four-way intersection, we have stop signs.

Councilmember Bailey: are you going to have vehicles stop and wait for kids to cross.

Eli Madero: no different than what you do during the day.

Councilmember Bailey: but higher traffic.

Eli Madero: yes. it is safer than what I have seen by Burnt Fork Market. I think that this is the best alternative.

Councilmember Bailey: I think that it is the safest area to cross the highway. Are you going to have any staff there to help with traffic, what if the kids are not accompanied by an adult. I am just thinking.

Eli Madero: there will be staff there, I can't say that we are going to be there to do the crosswalk. We could request that the police department do a little extra patrolling there. I just want to provide a safer environment for kids and be part of downtown.

Mayor Crews: any other council questions, public comment.

Councilmember Wandler: I move that we approve the special event permit for the Stevensville Civic Club Trunk or Treat.

Councilmember Bailey: 2nd.

Mayor Crews: motion and a 2nd. any further council comment or discussion? Jenelle, please call for the vote.

Councilmember Smith: aye.

Councilmember Bailey: aye.

Councilmember Wandler: aye.

Councilmember Ross: aye.

Mayor Crews: okay.

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

Mayor Crews: introduced new business item c, Special Event Permit for the Stevensville Scarecrow Festival.

Amanda Lassiter: I am here with the Stevensville Scare Crow, pretty much like last year, this will be our 21st. we will be closing down the street on both sides, but we will only be closing down the east side.

Jenelle Berthoud: the farmers market will have the other side of the street.

Amanda Lassiter: food trucks, dance and kids activities, that is pretty much it, questions.

Councilmember Bailey: are the scarecrows going to be down by the businesses again this year?

Amanda Lassiter: yes, all the way down, to the coffee place.

Mayor Crews: looking at between five and ten thousand people.

Amanda Lassiter: we will have the trash can and cleaning everything up.

Mayor Crews: council comments, public comment?

PUBLIC COMMENT

Bob Michalson: I would like to mention that the scarecrow festival has become Stevensville's number one. It is far beyond what the Heritage Days and Creamery Picnic. The Scarecrow brings in more people to this town than any other event has for years, it is a good deal. Thank you.

Councilmember Ross: I move that we approve special event permit for Stevensville Scare Crow Festival.

Councilmember Smith: 2nd.

Mayor Crews: motion and a 2nd. any other council debate or discussion, Jenelle would you please call for the vote.

Councilmember Wandler: aye.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: thank you.

d. Discussion/Decision: Displaying Sandwich Sings for Falliday Artisan Market

Mayor Crews: introduced new business item d, Displaying Sandwich Sings for Falliday Artisan Market. We are having a couple of sandwich signs. Questions from the council or public comment.

Councilmember Smith: I move to accept Displaying Sandwich Sings for Falliday Artisan Market.

Councilmember Ross: 2nd.

Mayor Crews: motion and a 2nd. any further motion or debate? Jenelle would you please call for the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: thank you.

e. Discussion/Decision: Resolution No. 599 a Resolution Accepting Donated Funds for the Town of Stevensville Fire Department

Mayor Crews: introduced new business item e, Resolution No. 599 a Resolution Accepting Donated Funds for the Town of Stevensville Fire Department. (Read the resolution into the record.) Council discussion or public comment?

Councilmember Ross: I move that we approve Resolution No. 599 a Resolution Accepting Donated Funds for the Town of Stevensville Fire Department.

Councilmember Wandler: 2nd.

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

Councilmember Bailey: in the packet there is an email from the foundation saying that it will be mailed in 7-10 days. Did we receive the funds?

Mayor Crews: yes we did. Any other council discussion? Public comment? Jenelle call for the vote.

Councilmember Smith: aye.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Mayor Crews: carries 4-0, I have seen the rig it is absolutely stunning.

f. Discussion/Decision: Purchase Used Vehicle for the Police Department

Mayor Crews: introduced new business item f, Purchase Used Vehicle for the Police Department. The budget was voted on and in the budget the council

authorized up to $80,000 as an intra fund advance to the police department. We found a really nice 2020 pickup truck over in Spangler, WA for $38,000 and a $150.00 dock fee. I have seen the truck I have ridden in the truck it is a nice truck; it comes equipped with most of the lighting that the police department would need. It has the spec sheets in it here; Gina went out to other departments to get quotes on like trucks, and I think the closest one was $67,000.00. it is an inter fund advance it is not necessarily a loan we will have to if we approve this back with a resolution for the transfer. And we will need permission to pay the claim out of cycle, because it is not in the claims tonight.

Councilmember Ross: I believe per town council rules we can bring that forward as a potential motion in the council comments, and I would like to recommend that if we do approve the motion.

Mayor Crews: yes, understand. Any questions on the truck.

Councilmember Bailey: the way that we are doing this with the different bids that we collected we are meeting the requirements outlined in our purchasing policy.

Mayor Crews: yes we are I will read the purchasing policy (read the selection of vendors statement from the purchasing policy). Section IV. If you would like to see the policy I will pass it along.

Councilmember Bailey: one more clarifying question, the resolution does not need to be passed before we purchase the vehicle.

Mayor Crews: we can bring it, here is the problem, if we don't get the truck tomorrow it will be over three weeks before we can get the truck, honestly I am not sure if he will hold it. we agreed to buy the truck pending council approval; I am not trying to put any pressure on the council. The resolution can follow this, am I correct Gina and Robert.

Robert Underwood: I talked to the auditor, even the way that it was set up on the budget it would be fine, this would set up another layer to it, as soon as we get the amount that we are going to loan between one fund and the other. Then a resolution with a payback schedule on its own.

Mayor Crews: the email regarding that is in the documentation. (read the email provided in the packet of this meeting).

Councilmember Wandler: I just want to verify that our police officer know the equipment.

Mayor Crews: Chief Boe and I made a trip over to look at it. Nice truck.

Councilmember Wadnler: is there anything else that is needed.

Mayor Crews: the logo and they have already designed that should go on pretty easy. I would down the road recommend, because the truck has 65,000 miles on it I would recommend shocks, structs and tires down the road six months to a year. No rust or dings, sorry a very little ding on the tailgate. I saw the other things that he had, he is a firefighter in the Spokane area. It is actually Chief Motley that found this truck.

Councilmember Ross: for finance, there is the email that you provided to the auditor and that has the yearly payment due, I can only assume that after this truck, slightly under half, the payments would be right around $9,000 a year.

Robert Underwood: yep.

Mayor Crews: public comment.

PUBLIC COMMENT

Bob Michalson: good evening council and mayor. Two years ago, when I became mayor I got called on the carpet by the DNRC, Gina knows we were basically told that we had to raise our water and sewer rates. We had not raised them in seven year, if you don't do it we will call you on your bonds and loans. Gina and Robert knew that we would basically have to disincorporate the town, so we did it. Mr. Smith was there, we did what we were supposed to do, and we raised the utility rates. Now, Robert and Gina had a great idea, and they said that we should start a capital asset account for both the water and sewer, a great idea the town has never had that before. With the extra money coming in from the water and sewer we were able to put money away. My assumption there is that it was supposed to be used for water and sewer for our failing system down at the plant, for our failing infrastructure in town we are leaking 9-11 million gallons as you well know I have watched your meetings, per month still has not been addressed. Gina knows it on 5th Street we have a long sewer line that has to be replaced, we had two backups when I was there. MMIA if there is another one, we are not going to cover it. Gina and I where there, Gina knows that and Lassiter knows it that we need to replace that. Gina if I am right I think it was $300,000, a big number.

Gina Crowe: we had not gotten the quote yet.

Bob Michalson: it was an estimate.

Gina Crowe: I think it was around $250,000 and we put $100,000 in the budget last year to cover that.

Bob Michalson: what I am getting at is this asset account was mainly for water and sewer it is not a slush fund for police vehicles and other things. I reached out

to another treasure in another town and asked her about this and she told me the guideline to go on. Interfund boring rules, interfund status, water and sewer funds are typically accounted by enterprise funds for water and sewer by fees rather than general tax revenues. Restrictions, because enterprise funds are on a fee for service basis with a restricted revenue streams permanently shifting or improperly borrowing cash from wastewater utility accounts to close general fund deficits violates municipal accounting principles and deciares. She stated that this is not a good practice to do, once you open this box it will never close, once you loan money to the police department for a police vehicle what is going to stop Motley when he needs something, what happens if he comes in front of the council. You gave to the chief why can't I get a loan; you have all kinds of money in that water and sewer fund. You going to tell him no, and you going to say sure we will get you whatever you want. Then this account will not be used for what it is supposed to be used for, for water and sewer. Our infrastructure is failing folks; I know that I ran on it I know that I got beat we have to get that fixed. We have water going down the drain every dam day. And here we are debating on a police vehicle, thank you.

Mayor Crews: any comments finance department?

Robert Underwood: I understand what the former mayor is saying. This is a short-term advance loan to fulfill a need that we have right now. The asset fund is designed to take care of improvements, it takes so much money to do these improvements, for the next foreseeable future in the budget it is planned right now and it can be changed. Right now, we would at least need $800,000 to do anything, the fund is not losing any money it is getting interest the same as what it is getting now, and with the cost less the amortization loan will change, now it is only $38,000. And the chief has a bigger plan to pay that back sooner.

Mayor Crews: actually, if I understand the Chief of police has planned some fundraising to pay this back.

Robert Underwood: instead of cutting down the payment per year I say cut down the number of years to pay it back.

Mayor Crews: we could have gotten a loan from the bank for this truck I do not know what the interest rate would be but instead taking the loan from ourselves and paying ourselves back.

Councilmember Ross: I believe that we have public comment in the back.

PUBLIC COMMENT

Citizen: previously the chief raised $20,000 from the chili cookoff and then another $20,000 and we have the truck paid for then we would not have to rob Peter to pay Paul, that is just food for thought.

Autumn: we are moving into a rainy season and winter, and we have a failing water system already and if we deplete the funds to fix these issues before this is paid back what is your plan.

Mayor Crews: Gina you have a comment.

Gina Crowe: um, no go ahead.

Robert Underwood: some of the asset funds and replacement funds are for a new plant; it is going to take a lot of money to do that. We are going to have to upgrade the sewer plant, that is pretty much the plan. Water is for water and sewer is for sewer. The sewer plant is not as bad as you think it is, it does need an upgrade in a few years and there is some other stuff that went on with our plant but that is neither here nor there. That money is not going to be used in the next few years until the government comes up with a bigger grant, the town of Stevensville will not be able to upgrade without a huge grant.

Bob Michalson: off the top of your head how much money will we get from marijuana tax.

Robert Underwood: right now, we get a pretty good amount of money from the marijuana tax.

Bob Michalson: no, what are we budgeting for this year.

Robert Underwood: I think $7,000.

Bob Michalson: is that total for the whole year.

Robert Underwood: sometimes it is a $5,000 check it comes into accounting, you ask them what to budget for and they cannot tell you. There is one area that they tell us, and the other is a guess, except for the taxes on the mill levy.

Bob Michalson: the reason that I say that is a lot of other towns use that marijuana money for police, taser, vests, vehicle.

Robert Underwood: you could say that we do that, we put $350,000 into the police department.

Mayor Crews: Gina you have a question.

Gina Crowe: I was just going to say, they already raised $20,000 last year at the chili feed and that paid off tasers, he plans on doing another chili cook off this

year, the money that he raises will go to the purchase of the truck this will be no cost to the town. There is the Scarecrow festival, and I hope that brings in a lot of money. His goal and what I appreciate about him is that he really wants to raise the funds for it where it does not cost the towns taxpayers money to purchase these vehicles. He is rally devoted into doing that I think that it is a good thing, it will be a short-term loan, and the interest will go to the water and sewer it is not going to go to the bank. So, it is kind of a win-win situation.

Councilmember Smith: I move that we purchase the used police vehicle that is Washington right now.

Councilmember Wandler: 2nd.

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

Councilmember Smith: I have a summation, I to have done a car purchase and I have a very conservative run down on this that I would like to read to the people and for everyone else here on the council. So, if I may, 2020 Chevrolet Silverado 2500 Heavy Duty 4-wheel drive with the LTZ trim package. Mayor said it is a fire chiefs personal truck from New York with 65,000 miles on it, it has a 4-door crew cab it has required front bucket seats that is required and necessary so that the radio and the computers can be in the center console it is a 6-foot low profile bed and that was a $1,000 option that year and it has a hard Tano cover which is another $700 on Amazon right now. It has an emergency light bar that has already been described all that we have to do is change a couple of red for blue lights. These new light bars go for $2,700. I looked up the trucks value on Kelley Blue Book the truck lists for $24,040 for a 2-wheel single cab and up to $52,000 for a top-of-the-line High Country. This truck being Silverado LTZ comes in at $45,000 fitted with a standard bed. The price that we are getting it for as the mayor said is $38,000 with a $150 dealer fee and includes the add-ons that roughly come to $5,600. We can, in reality, we are getting a $50,600 truck for $38,150. We most likely would be looking at a couple of hundred dollars for transport and vinal lettering and this is already in the police departments operating budget. The possible negative to this truck is that it has the LAT 6-liter V8 engine that produces 400 horsepower, it is considered a very reliable engine except that it is a direct injection engine this means that it will get carbon build up on the intake valves especially in the kind of running it will have, slow running around town. However, this is mitigated very clearly by additives that will clean these out very well as long as we are using top tier gasoline, cant use the cheap stuff. All in all, this is a very good deal. Thank you.

Mayor Crews: any further council discussion, Jenelle please call for the vote.

Councilmember Smith: aye.

Councilmember Bailey: aye.

Councilmember Wandler: aye.

Councilmember Ross: aye.

Mayor Crews: motion carries 4-0.

9. Board Reports

NONE

10. Town Council Comments

Councilmember Ross: per town council rules we can add an item to the agenda. Per that I would like to add an item to the agenda approving the advance in purchasing the vehicle, to allow purchasing.

Mayor Crews: I am going to make sure that everyone understands what is going on here and I will read that (read part 5 of the town council rules). Since you have already approved the purchase I do not think that this should be considered an item of significate public interest. Motion on the floor is to suspend council rules in order to address out of cycle claims, is there a 2nd.

Councilmember Smith: 2nd.

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

Councilmember Wandler: I would like to include in that motion to include the resolution at the next meeting.

Mayor Crews: would you like to amend the motion.

Councilmember Wandler: yes.

Councilmember Ross: if that is the case then we do not need to suspend town council rules.

Mayor Crews: what you are doing? You have suspended town council rules to pay an out-of-cycle claim she wants to add to that to make sure that we bring the resolution back before council before the next council meeting.

Councilmember Ross: I will amend my motion to include the requirement that we approve the resolution to purchase the vehicle at the next town council meeting to transfer the funds.

Councilmember Smith: 2nd.

Mayor Crews: I am going to restate the motion and the amendment. So, the main motion on the floor is to suspend town council rules and pay an out-of-cycle claim and the amendment to the motion was to insure that the mayor brings a resolution back to town council at the next council meeting discussion this loan agreement. Is there any council discussion. public comment? Can I get a vote on the amendment.

Councilmember Bailey: aye.

Councilmember Ross: aye

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: can I get a vote on the main motion.

Councilmember Bailey: aye.

Councilmember Ross: aye

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: the motion carries 4-0

Councilmember Smith: for our gentleman that was doing the trunk or treat he made a good point, I am wondering mayor if you could direct a police officer to be stationed at the “S” curve during trick or treat because there is going to be somebody that is not on 3rd Street and it is a dangerous spot.

Mayor Crews: I can talk to the Chief of Police about it.

11. Executive Report

Mayor Crews: we have been working through some personnel issues lately we are not quite through with them we are going to resolve things, and they went pretty much in line how they should. I appreciate we got those trucks, I understand former Mayor Michalson’s concern, and I have addressed this issue with the two finance officers on a number of occasions to make sure that we have not done anything incorrectly in fact I sent another email the other day to make sure because I do not want to do anything incorrect. As far as assigning an employee to report in a manner not per the job description, the personnel manual allows the mayor and the town to make administrative changes, we made a temporary change and we restored that change it was just not done to do, we were doing it to try some things out and they were resolved. That action had

been reported to the council previously. Tonight I report that we reversed that temporary assignment and sent out an email to do that today. Tomorrow we have some work to do early in the morning and hope to get that work done.

12. Adjournment

Councilmember Smith: motion to adjourn.

Councilmember Wandler: 2nd.

APPROVE: **ATTEST:**

_____

_____

James Crews, Mayor **Jenelle S. Berthoud, Town Clerk**

File Attachments for Item:

a. Claims #20680-#20698

* ... 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 (9/26) ****									
20680		33 NORTHWESTERN ENERGY	17,877.83								
		Northwestern Energy for the town for the month of September 2026									
		09/30/26 721275-6 Geo Smith Lt Dist 3	279.27			2430	430263		340		101000
		GEO Smith Lighting District 3,Turner, Heritage & Valley View -16 lights									
		09/30/26 722451-2 206 Buck Adm 5%	14.39			1000	410550		340		101000
		Admin 5%									
		09/30/26 722451-2 - PD 15%	43.16			1000	420100		340		101000
		Police Dept 15%									
		09/30/26 7224512 - Court 2.5%	7.19			1000	410360		340		101000
		Court 2.5%									
		09/30/26 722451 - - Bldg - 5%	14.39			2394	420531		340		101000
		Bldg Dept 5%									
		09/30/26 722451-2 - Fire Dept 50%	143.88			1000	420421		340		101000
		Fire Dept 5%									
		09/30/26 722451-2 - Sewer 10%	28.78			5310	430610		340		101000
		Sewer 10%									
		09/30/26 722451-2 - Water 10%	28.78			5210	430510		340		101000
		Water 10%									
		09/30/26 722451-2 - Airport 2.5%	7.19			5610	430300		340		101000
		Airport 2.5%									
		09/30/26 723606-0 Peterson Lt Dist 2	218.44			2420	430263		340		101000
		Peterson Lighting District 2, Peterson and Spring -8 lights									
		09/30/26 723607-8 Dayton Lt Dist 1	300.37			2410	430263		340		101000
		Dayton Lighint District 1, 7th, 8th & St Mary's Dr -11 lights									
		09/30/26 724186-2 Maplewood Cemetery	12.89			1000	430900		340		101000
		1 Yard Light									
		09/30/26 724187-0 Main St seasonal Lig	24.95			1000	430263		340		101000
		Plug on 3rd st, Xmas Lights & Farmers Market									
		09/30/26 724206-8 Orig Town Street Ligh	307.39			1000	430263		340		101000
		37 Street Lights									
		09/30/26 724207-6 ESH - 5th St. Lights	594.58			1000	430263		340		101000
		19 Lights on Main, Eastside Hwy to 5th St									
		09/30/26 724208-4 5th to Valley Vw Lt	56.58			1000	430263		340		101000
		5 Lights on Main St, 6th to Valley View									
		09/30/26 724209-2 Add'l Town lighting	230.90			1000	430263		340		101000
		26 Street Lights									
		09/30/26 724515-2 MBF H20 plant	78.91			5210	430520		340		101000
		1 yard light, Well House									
		09/30/26 724518-6 102 Main St pump #1	70.00			5210	430520		340		101000
		Pump House									
		09/30/26 724755-4 Riverside Cemetery IR	18.46			1000	430900		340		101000
		Riverside Cemetery Irrigation									
		09/30/26 724756-2 Maplewood Cemetery	19.37			1000	430900		340		101000
		Mapelwood Cemetery Irrigation									

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	09/30/26	724942-8 Sewer lift station W. Sewer Lift Station W Central	32.71			5310	430620		340		101000
	09/30/26	724944-4 WWTP WWTP	3,941.03			5310	430620		340		101000
	09/30/26	724971-7 Truck garage Truck Shop	91.31			5210	430520		340		101000
	09/30/26	725036-8 L&C Yard Light L&C Park Entrance Light	12.89			1000	460430		340		101000
	09/30/26	725041-8 L&C Park 5hp IRR L&C Irrigation	27.93			1000	460430		340		101000
	09/30/26	725042-6 L&C Park Event Special Events plugs peremeter of field, S & W Fence	22.05			1000	460430		340		101000
	09/30/26	725084-8 L&C Park Rest/Field 3 Yard Lights along Rd to Plant -N.W.E does not maintain	235.48			1000	460430		340		101000
	09/30/26	782189-5 214 Buck Water 10% Annex - Water	5.39			5210	430520		340		101000
	09/30/26	782189-5 Sewer 10% Annex - Sewer	5.39			5310	430620		340		101000
	09/30/26	782189-5 Town Hall 40% Annex - TH	21.57			1000	411201		340		101000
	09/30/26	782189-5 - PD 40% Annex - PD	21.57			1000	420100		340		101000
	09/30/26	1447753-3 3rd & Park Lt 1 Light on Corner of 3rd & Park	16.29			1000	430263		340		101000
	09/30/26	1538216-1-Airport-SRE 50% 421 Airport Rd SRE Bldg	42.70			5610	430300		340		101000
	09/30/26	1538216-1-Airport-SRE 50% FD 421 Airport Rd SRE Bldg	42.69			1000	420422		340		101000
	09/30/26	1685436-6 Crksde Mdws P1 LD4 Creekside Phase1 Lighting District 4, Birch Lane & Wilow Way 7 Lights	297.82			2440	430263		340		101000
	09/30/26	1685994-4 Crksde Mdws p2 LD4 Creekside Phase 2 Lighting District 4, Creekside Dr, Aspen Trail & Syrings St, 7 Lights	163.18			2440	430263		340		101000
	09/30/26	2057364-8 Pool Pool	99.50			1000	460445		340		101000
	09/30/26	2079637-1 305 MBF Well Field Silver Stone lane	9,353.88			5210	430520		340		101000
	09/30/26	2079645-4 346 MBF booster Pump Station	142.43			5210	430520		340		101000
	09/30/26	3148944-6 Twin Creeks LD5 Twin Creek Phase 1 Lighting District 5, 9 Lights	508.81			2450	430263		340		101000
	09/30/26	3218493-9 223 Main Creamery Creamery Park, 3 Lights	71.37			1000	460430		340		101000
	09/30/26	3672984-6 300 Main Outlet Plug in behind Exit Realty	22.05			1000	460430		340		101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	09/30/26	3672985-3 Stevensville Cutoff	22.05			1000		430263	340		101000
Plug in for Cutoff road- not used											
	09/30/26	3691677-3 157 Sewer Rd - Water	27.27			5210		430520	340		101000
Sewer Work Rd Old Depo / 3											
	09/30/26	3691677-3 Sewer 157 Sewer Work	27.27			5310		430620	340		101000
Sewer Work Rd Old Depo / 3											
	09/30/26	3691677-3 Streets 157 Sewer Wo	27.28			1000		430200	340		101000
Sewer Work Rd Old Depo / 3											
	09/30/26	3763580-2 Dickerson Park	8.40			1000		460430	340		101000
1 light at 6th Street Park											
	09/30/26	3795194-4 208 Buck Fire Dept	87.65			1000		420421	340		101000
Fire Department Addition											
		*** Claim from another period (10/26) ****									
20681	E	85 CENTURYLINK	66.31								
Century Link - 9556 - Phone/Internet for the AWOCS system for October 2026.											
	9556-1026 10/30/26	AWOCS System	66.31			5610		430300	345		101000
		*** Claim from another period (10/26) ****									
20682		1675 Ravalli County Sheriff's	2,670.23								
Zuercher Field Ops Annual Maintenance for the PD											
	10072026 10/07/26	Annual Maintenance	2,670.23			1000		420100	331		101000
		*** Claim from another period (10/26) ****									
20683	E	1957 Netchex	450.08								
Netchex monthly service fee for Payroll Software - October 2026 This is deducted automatically on the 15th of the month or the Friday before if the 15th falls on a weekend.											
	2026106333 10/15/26	Netchex - Admin	27.95			1000		410550	333		101000
	2026106333 10/15/26	Netchex - Court	9.44			1000		410360	333		101000
	2026106333 10/15/26	Netchex - PD	56.62			1000		420100	333		101000
	2026106333 10/15/26	Netchex - PW Admin	13.49			1000		430100	333		101000
	2026106333 10/15/26	Netchex-Pool	89.60			1000		460445	333		101000
	2026106333 10/15/26	Netchex - Airport	20.66			5610		430300	333		101000
	2026106333 10/15/26	Netchex - FD	29.26			1000		420410	333		101000
	2026106333 10/15/26	Netchex - Mayor	4.54			1000		410200	333		101000
	2026106333 10/15/26	Netchex - Council	32.48			1000		410100	333		101000
	2026106333 10/15/26	Netchex - Bldg	0.90			2394		420531	333		101000
	2026106333 10/15/26	Netchex - Water	82.57			5210		430510	333		101000
	2026106333 10/15/26	Netchex - Sewer	82.57			5310		430610	333		101000
		*** Claim from another period (10/26) ****									
20684	E	2111 USDA Water and Sewer Loans	23,378.00								
Automatic deduction from bank account Water Bond Payment - (7,584.00) Sewer Bond Payment - Series 2016A, 2016B (1,337.00+2,376.00=$3,713.00) Sewer Bond Payment - Series 2000A, 2000B. 2011, (3,663.00+5,625.00+2,793.00=$12,081.00)											
	10/26 10/31/26	W-Payment - Principle	2,658.42			5210		490200	610		101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	10/26	10/31/26 W-Payment - Interest	4,925.58			5210	490200		620		101000
	10/26	10/31/26 S-Payment - Principle	633.87			5310	490200		610		101000
	10/26	10/31/26 S-Payment - Interest	703.13			5310	490200		620		101000
	10/26	10/31/26 S-Payment - Princiiple	1,126.00			5310	490200		610		101000
	10/26	10/31/26 S-Payment - Interest	1,250.00			5310	490200		620		101000
	10/26	10/31/26 S-Payment - Principle	715.01			5310	490200		610		101000
	10/26	10/31/26 S-Payment - Interest	2,077.99			5310	490200		620		101000
	10/26	10/31/26 S-Payment - Principle	935.40			5310	490200		610		101000
	10/26	10/31/26 S-Payment - Interest	2,727.60			5310	490200		620		101000
	10/26	10/31/26 S-Payment - Princiiple	1,436.43			5310	490200		610		101000
	10/26	10/31/26 S-Payment - Interest	4,188.57			5310	490200		620		101000
		*** Claim from another period (10/26) ****									
20685	C	2101 Fisher's Technology	25.01								
Service Agreement that covers, labor, parts and toner for October 2026											
	1738042	10/11/26 Printing services	5.01			1000	410550		320		101000
	1738042	10/11/26 Printing services	10.00			5210	430510		320		101000
	1738042	10/11/26 Printing services	10.00			5310	430610		320		101000
20686	E	2000 RICOH USA Inc	133.70								
Printer Lease for Town Hall for period 11/05/26-- 12/04/26											
	110375733	11/05/26 Printer Lease-Mayor	6.68			1000	410100		320		101000
	110375733	11/05/26 Printer Lease - Council	6.69			1000	410200		320		101000
	110375733	11/05/26 Printer Lease - Court	3.34			1000	410360		320		101000
	110375733	11/05/26 Printer Lease - Admin	20.06			1000	410550		320		101000
	110375733	11/05/26 Printer Lease - Bldg	13.37			2394	420531		320		101000
	110375733	11/05/26 Printer Lease - Water	40.11			5210	430510		320		101000
	110375733	11/05/26 Printer Lease - Sewer	40.11			5310	430610		320		101000
	110375733	11/05/26 Printer Lease - Airport	3.34			5610	430300		320		101000
20687	C	1702 DE Lage Landen Finance	82.00								
Printer Lease-PD for November 2026											
	599084809	11/01/26 PD-Printer Lease	82.00			1000	420100		320		101000
		*** Claim from another period (10/26) ****									
20688	C	2095 NEXUS CPA Group	1,400.00								
Auditing Services - Assistance with calculation of the Net Pension Liabliity , preparation of related adjustments, footnotes and required supplementary information in accordance with GASB Stmt # 68. This is part of our contract for year end closing for FY 25-26.											
	1084	10/15/26 Auditing Services-General	420.00			1000	410530		353		101000
	1084	10/15/26 Auditing - Bldg	35.00			2394	420531		353		101000
	1084	10/15/26 Auditing - WWTP	455.00			5310	430610		353		101000
	1084	10/15/26 Auditing - Water	455.00			5210	430510		353		101000
	1084	10/15/26 Auditing - Airport	35.00			5610	430300		353		101000

* ... 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 (10/26) ****									
20689	C	2095 NEXUS CPA Group	10,000.00								
Auditing Services -Year End Closing-analysis of account balances, proposed adj, updated to capital asset depreciation schedules and client coordination. This represents 50% of the contractual engagement.											
		1085 10/15/26 Auditing Services-General	3,000.00			1000	410530		353		101000
		1085 10/15/26 Auditing - Bldg	250.00			2394	420531		353		101000
		1085 10/15/26 Auditing - WWTP	3,250.00			5310	430610		353		101000
		1085 10/15/26 Auditing - Water	3,250.00			5210	430510		353		101000
		1085 10/15/26 Auditing - Airport	250.00			5610	430300		353		101000
		*** Claim from another period (10/26) ****									
20690	E	1659 CHS Mountain West CO-OP	72.98								
Fuel for Town											
		183647 09/30/26 Fuel - PW	36.49			5210	430510		231		101000
		183647 09/30/26 Fuel - PW	36.49			5310	430610		231		101000
		*** Claim from another period (10/26) ****									
20691		155 Supply Ditch Association	325.00								
Fall Water Assessment for 2026. 250 shares. Service water for Riverside Cemetery Irrigation.											
		5097 11/14/26 Spring Water Assessment Fee	325.00			1000	430900		342		101000
		*** Claim from another period (10/26) ****									
20692	C	728 HDR ENGINEERING,INC.	995.15								
Work with Neely Electric on completing pay request for services completed. This is part of the ARPA project.											
		1200871169 10/09/26 Engineering Services	995.15			5230	430550		900		101000
		*** Claim from another period (10/26) ****									
20693	C	728 HDR ENGINEERING,INC.	1,604.00								
Updating the Towns water snd sewer system capacity analysis.											
		1200871516 10/09/26 Engineering Svcs - Water	802.00			5210	430510		350		101000
		1200871516 10/09/26 Engineering Svcs - WWTP	802.00			5310	430610		350		101000
		*** Claim from another period (10/26) ****									
20694		289 MONTANA DEQ	1,816.00								
DEQ Community Connection Fee											
		5I2701295 10/01/26 DEQ Connection Fee	1,816.00*			5210	430510		335		101000
		*** Claim from another period (10/26) ****									
20695		131 Missoula Fire Equipment	334.95								
Annual Service for Town Hall and Public Works											
		37733 10/15/26 Annual Fire Equi Service	167.48*			5210	430510		360		101000
		37733 10/15/26 Annual Fire Equi Service	167.47			5310	430610		360		101000

* ... 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 (9/26) ****									
20696		16 Montana Environmental Lab LLC	3,788.20								
Lab testing for Water and Wastewater											
	2607373	08/10/26 Lab testing - WW	518.90			5310	430640		355		101000
	2607923	08/04/26 Lab testing - WW	267.10			5310	430640		355		101000
	2608226	08/11/26 Lab testing - WW	518.90			5310	430640		355		101000
	2608598	08/19/26 Lab testing - WW	267.10			5310	430640		355		101000
	2608950	08/26/26 Lab testing - WW	267.10			5310	430640		355		101000
	2609162	09/01/26 Lab testing - WW	267.10			5310	430640		355		101000
	2609378	09/09/26 Lab testing - WW	267.10			5310	430640		355		101000
	2609812	09/16/26 Lab testing - WW	267.10			5310	430640		355		101000
	2610106	09/24/26 Lab testing - WW	518.90			5310	430640		355		101000
	2608225	08/06/26 Lab testing-Water	66.00			5210	430540		355		101000
	Credit	08/11/26 Lab testing-Water Credit	-3.10			5210	430540		355		101000
	2609163	09/10/26 Lab testing - Water	500.00			5210	430540		355		101000
	2610100	09/16/26 Lab testing - Water	66.00			5210	430540		355		101000
		*** Claim from another period (10/26) ****									
20697	C	1696 First Call Computer Solutions,	2,946.08								
Replace old Cisco catalyst 2960 switch as the support for its security is no longer available. The switch is what all of our network cables connect into for our computers to run and stay secure											
	115512DR	10/12/26 Swtich Replacement	982.02			1000	410550		212		101000
	115512DR	10/12/26 Swtich Replacement	982.03			5210	430510		212		101000
	115512DR	10/12/26 Swtich Replacement	982.03			5310	430610		212		101000
		*** Claim from another period (10/26) ****									
20698	C	1696 First Call Computer Solutions,	10.00								
.COM DNS hosting renewal											
	115502	10/08/26 Renewal	10.00			1000	410550		356		101000

of Claims 19 Total: 67,975.52

Total Electronic Claims 41,163.31 Total Non-Electronic Claims 26,812.21

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	10,006.92
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	313.66
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	300.37
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	218.44
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	279.27
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	461.00
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	508.81
5210 WATER	
101000 Cash - Operating	25,652.55
5230 ARPA WATER LEAK REPAIR	
101000 Cash - Operating	995.15
5310 SEWER	
101000 Cash - Operating	28,814.15
5610 AIRPORT	
101000 Cash - Operating	425.20
Total:	**67,975.52**

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

_____ _____
Melissa Bailey, Councilmember Open, Councilmember

_____ _____
Karen Wandler, Councilmember Wallace Smith, Councilmember

_____
Jim Crews, Mayor

Date Approved_____

File Attachments for Item:

a. Presentation by First Security Bank by Brandon Naafsz, Regarding Intrafi Product

Town of
STEVENSVILLE
Montana

Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (6-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Gina Crowe
Second Person Submitting the Agenda Item:	Jim Crews
Submitter Title:	Department Head
Submitter Phone:	406-777-5271
Submitter Email:	
Requested Council Meeting Date for Item:	10-22-26
Agenda Topic:	Presentation by First Security Bank by Brandon Naafsz, regarding Intrafi Product
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	10-22-26
Notes:	

IntraFi | ICS® & CDARS®



Safe, Simple Cash Management

Work directly with just our bank and enjoy the safety that comes with access to millions in aggregate FDIC insurance across IntraFi's network of banks. You can choose the service or combination of services that can offer the returns and access to funds you seek.

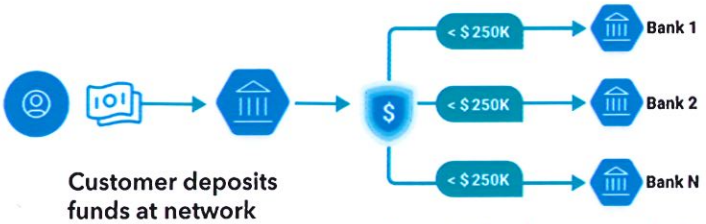
Rest Assured. Rest assured knowing that your funds are eligible for millions in aggregate FDIC insurance protection across network banks–protection that's backed by the full faith and credit of the federal government. And ICS and CDARS are not subject to floating net asset values, so you can feel secure knowing that market volatility will not negatively affect your principal.

Earn Interest. Put your funds to work. Interest rates may compare favorably to Treasuries.

Enjoy Flexible Liquidity Options. With ICS, maintain access to your funds placed in demand deposit accounts or money market deposit accounts. With CDARS, select from multiple term options to help you meet your liquidity needs.

Time Savings and Transparent Reporting. Forgo the need to manage multiple bank relationships. See account balances and accrued interest for ICS and CDARS, 24/7, with an online dashboard. Also, for ICS, see online which banks hold your funds. For both services, receive regular statements with detailed reporting provided by our bank.

How Do ICS and CDARS Work? Institutions, like ours, that offer ICS and CDARS are members of the IntraFi network. When we place your funds through the ICS or CDARS service, that deposit is divided into amounts under the standard FDIC insurance maximum of $250,000. The funds are then placed in demand deposit accounts or money market deposit accounts (using ICS), or in CDs (using CDARS), at multiple network banks. As a result, you can access coverage from many institutions while working directly with just one.



Customer deposits funds at network Relationship Bank

Deposits broken into <250K increments at network banks

You receive one regular statement from our bank for each service in which you participate, and, as always, your confidential information is protected.

Contact us.

First Security Bank
Treasury Managment Department
406-327-1024
treasurymanagementfsb@fsbmsla.com

First Security Bank
DIVISION OF GLACIER BANK

MEMBER FDIC

A list identifying IntraFi network banks can be found at www.IntraFi.com/network-banks. Certain conditions must be satisfied for "pass-through" FDIC deposit insurance coverage to apply. To meet these conditions, deposit accounts are titled, and deposit account records are maintained, in accordance with FDIC regulations for pass-through coverage.

Deposit placement through an IntraFi service is subject to the terms, conditions, and disclosures in applicable agreements. Deposits that are placed through an IntraFi service at FDIC-insured banks in IntraFi's network are eligible for FDIC deposit insurance coverage at the network banks. The depositor may exclude banks from eligibility to receive its funds. Although deposits are placed in increments that do not exceed the FDIC standard maximum deposit insurance amount ("SMDIA") at any one bank, a depositor's balances at the institution that places deposits may exceed the SMDIA before settlement for deposits or after settlement for withdrawals. The depositor must make any necessary arrangements to protect such balances consistent with applicable law and must determine whether placement through an IntraFi servi... restrictions on its deposits. IntraFi, the IntraFi logo, ICS, CDARS, and It Pays to Be Safe are registered trademarks of IntraFi LLC.

ICS CDAR...

IntraFi

ICS Deposit Placement Agreement

You, the undersigned, enter into this ICS Deposit Placement Agreement ("*Agreement*") with the following financial institution ("*we*" or "*us*"):

This Agreement states the terms and conditions on which we will endeavor to place deposits for you at depository institutions through ICS®, the IntraFi Cash Service® of IntraFi LLC ("*IntraFi*").

1. Deposit Placement

(a) Subject to the terms and conditions of this Agreement, we will act as your agent in placing deposits for you through ICS. Schedule 1 describes the procedure by which we will place deposits for you through ICS. Schedule 2 describes the account type and placement feature that we will use.

(b) Each depository institution at which deposits may be placed through ICS ("*Destination Institution*") will be one at which deposit accounts are insured by the Federal Deposit Insurance Corporation ("*FDIC*") up to the FDIC standard maximum deposit insurance amount ("*SMDIA*") of $250,000.

(c) **A LIST IDENTIFYING INTRAFI NETWORK BANKS, WHICH ARE FDIC-INSURED DEPOSITORY INSTITUTIONS, APPEARS AT HTTPS://WWW.INTRAFI.COM/NETWORK-BANKS. CERTAIN CONDITIONS MUST BE SATISFIED FOR "PASS-THROUGH" FDIC DEPOSIT INSURANCE COVERAGE TO APPLY.** IntraFi network banks may be added or removed without notice. As described below, you may designate any Destination Institution as ineligible to receive your funds.

(d) Subject to the terms and conditions of this Agreement, when we place deposits in a deposit account at a Destination Institution for your funds placed through ICS ("*Deposit Account*"), the amount of our outstanding placements for you at the Destination Institution through ICS and through CDARS®, the Certificate of Deposit Account Registry Service®, will not exceed $250,000.

(e) On the signature page of this Agreement, you will enter a unique alphanumeric identifier for you ("*Depositor Identifier*"). You will enter your federal taxpayer identification number ("*TIN*") as your Depositor Identifier, unless you do not have a TIN, in which case you will enter an alternate identifier that we approve.

(f) You will use the same Depositor Identifier for all placement of deposits for you through ICS or CDARS by us or any other institution.

(g) Deposits that we place for you in Deposit Accounts will be "deposits," as defined by federal law, at the Destination Institutions.

(h) Each Deposit Account, including the principal balance and the accrued interest, will be a deposit obligation solely of the Destination Institution at which it is held. It will not be a deposit obligation of us or of any other person or entity.

2. Agency and Custodial Relationship

(a) We will act as your agent in placing deposits for you through ICS. Under a separate agreement with you that grants us custodial powers ("*Custodial Agreement*"), we will also act as your custodian for the Deposit Accounts. The Bank of New York Mellon ("*BNY*") provides services that support deposit placement through ICS, including acting as our sub-custodian.

(b) As your custodian, we will open on our records, either directly or with the assistance of BNY, a custodial account in which we will hold your interests in the Deposit Accounts ("*Custodial Account*"). We may permit you to have multiple Custodial Accounts.

(c) Each Deposit Account will be recorded (i) on the records of a Destination Institution in the name of BNY, as our sub-custodian, (ii) on the records of BNY in our name, as your custodian, and (iii) on our records in your name. The recording will occur in a manner that permits the Deposit Account to be FDIC-insured to the same extent as if it were recorded on the records of a Destination Institution in your name.

(d) For purposes of Article 8 of the Uniform Commercial Code, we will act as your securities intermediary for, and will treat as financial assets, the Deposit Accounts and all your security entitlements and other related interests and assets with respect to the Deposit Accounts, and we will treat you as entitled to exercise the rights that constitute the Deposit Accounts.

(e) All interests that we hold for the Deposit Accounts will be held by us only as your securities intermediary and will not be our property. You will be the owner of the funds in the Deposit Accounts and any interest on those funds.

(f) You may terminate the custodial relationship between you and us at any time. You may not transfer the Deposit Accounts to another custodian, but you may dismiss us as your custodian for a Deposit Account and request that it be recorded on the records of the Destination Institution in your name.

(g) We will endeavor to cause any request from you pursuant to Section 2(f) to be promptly forwarded to the Destination Institution. Each Destination Institution has agreed that it will promptly fulfill any such request, subject to its customer identification policies and other account opening terms and conditions.

(h) If a Deposit Account has been recorded on the records of a Destination Institution in your name pursuant to this Section 2, you will be able to enforce your rights in the Deposit Account directly against the Destination Institution, but we will no longer have any custodial responsibility for it and you will not be able to enforce any rights against the Destination Institution through us.

(i) If we were to become insolvent, our receiver or other successor in interest could transfer custody of the Deposit Accounts, and our rights and obligations under this Agreement, to a new custodian. Alternatively, you could exercise your right to have the Deposit Accounts recorded on the records of the Destination Institutions in your name pursuant to this Section 2.

3. Interest Rate

(a) The interest rate for the Deposit Accounts at Destination Institutions ("*Interest Rate*") will be the then-current rate that we specify, which may be any rate (including zero) and which we may modify at any time. Interest compounds daily. Through your continued participation in ICS, you accept each applicable Interest Rate.

(b) If we permit you to have more than one Custodial Account, we may specify a different Interest Rate for each Custodial Account.

(c) Payment of the full amount of all accrued interest on a Deposit Account at a Destination Institution will be solely the responsibility of the Destination Institution. Neither we nor any other person or entity will be indebted to you for such payment.

4. Placement Procedures

4.1. Account Type, ICS Settlement, and Statements

(a) Settlement of payments to and from participating institutions in ICS through BNY that includes the type of deposits we place for you ("*ICS Settlement*") will occur each day that is not a Saturday, a Sunday, or another day on which banks in New York, New York, are authorized or required by law or regulation to close ("*Business Day*").

(b) You may confirm through the DCP (i) the aggregate principal balance in the Deposit Accounts ("*Program Balance*") and (ii) the principal balance and accrued interest of the Deposit Accounts at each Destination Institution as of the preceding Business Day or, after ICS Settlement-related processing, as of that Business Day.

(c) We will provide you with a periodic statement of custodial holdings for your funds placed through ICS that will include, as of the end of the statement period, your Program Balance, your principal balance at each Destination Institution, and the total interest and annual percentage yield for the period.

(d) The account information available on the DCP as described in Section 4.1(b), and the periodic statements described in Section 4.1(c), will be the only evidence that you receive of your ownership of the funds. You should retain the account statements.

4.2. Triggering Events

(a) Funds will be transferred to or from the Deposit Accounts in response to an event specified in this Agreement that triggers such movement ("*Triggering Event*"). A Triggering Event may result in a transfer of funds from a root account with us that contains your funds ("*Root Account*") to the Deposit Accounts at ICS Settlement ("*Program Deposit*") or a transfer of funds from the Deposit Accounts to the Root Account at ICS Settlement ("*Program Withdrawal*").

(b) Schedule 1 sets forth Triggering Events applicable to your deposits.

4.3. Program Deposits

(a) Subject to the terms and conditions of this Agreement, and except as provided in Section 4.3(b), a Triggering Event for a Program Deposit will result in a transfer of funds to the Deposit Accounts at ICS Settlement the *next* Business Day ("*Regular Program Deposit*").

(b) Schedule 1 may provide that a transfer of funds to the Deposit Accounts at ICS Settlement on the *same* Business Day ("*Same-Day Program Deposit*") is available and, if so, the cutoff time for you to request a Same-Day Program Deposit ("*Same-Day Deposit Cutoff Time*").

(c) We may impose a maximum Program Balance amount for deposits that we place for you through ICS and will inform you of any such amount we impose. Even if a Triggering Event for a Program Deposit occurs, we may choose not to transfer the amount to the Deposit Accounts if it would cause the Program Balance to exceed the maximum.

4.4. Program Withdrawals

(a) Subject to the terms and conditions of this Agreement, and except as provided in Section 4.4(b), a Triggering Event for a Program Withdrawal will result in a transfer of funds from the Deposit Accounts at ICS Settlement the *next* Business Day ("*Regular Program Withdrawal*").

(b) Schedule 1 may provide that a transfer of funds from your Deposit Accounts at ICS Settlement on the *same* Business Day ("*Same-Day Program Withdrawal*") is available and, if so, the cutoff time for you to request a Same-Day Program Withdrawal ("*Same-Day Withdrawal Cutoff Time*").

4.5. Withdrawal Advances; Security Interest

(a) If Schedule 1 states that we will advance funds to you in anticipation of a Program Withdrawal, or if we otherwise decide in our discretion to advance funds to you in anticipation of a Program Withdrawal, you will owe the amount of these funds to us and we will retain from the funds we receive at ICS Settlement the amount we have advanced to you.

(b) With respect to any amount that you owe to us pursuant to Section 4.5(a):

(i) you grant us, and acknowledge that we have, a security interest in, and a lien on, the Deposit Accounts, related security entitlements, and other related interests and assets that we may hold for you as custodian and securities intermediary pursuant to the Custodial Agreement for the amount that you owe to us,

(ii) if a Destination Institution fails before a Program Withdrawal is completed, we may retain the amount of the Program Withdrawal from the proceeds of your FDIC insurance claim to satisfy the amount that you owe to us, and

(iii) to the extent that the amount that you owe to us is not satisfied from the interests and assets we are holding for you pursuant to the Custodial Agreement, or from the proceeds of any FDIC insurance claim, the amount remains owed by you to us and is payable on demand.

(c) If, in a separate agreement, you have granted us a security interest in the Deposit Accounts or in any security entitlements or other interests or assets relating to the Deposit Accounts as collateral for a loan to you or otherwise, we may decline to honor a request for a Program Withdrawal, or decline to honor a debit transaction in the Root Account that would trigger a Program Withdrawal or be funded by a Program Withdrawal, to the extent the Program Withdrawal would cause your Program Balance to fall below the loan amount or other amount that you have agreed to maintain in the Deposit Accounts or to which the security interest applies. If, in a separate agreement, you have granted us a security interest in the Root Account, we also may decline to honor transactions in the Root Account in accordance with the separate agreement.

4.6. Account Type and Withdrawal Limit, If Any

(a) Deposits that we place for you at a Destination Institution will be placed in a Deposit Account that is a demand deposit account ("*DDA*") or a Deposit Account that is a money market deposit account ("*MMDA*"), as provided in Schedule 2. In accordance with federal regulations, each Destination Institution reserves the right to require written notice of an intended withdrawal from an MMDA not less than seven days before the withdrawal is made. Each Destination Institution has agreed that it will not exercise this right for ICS deposits unless it does so for all savings deposits it holds, including those not received through ICS.

(b) Schedule 2 provides (i) that we will place deposits for you in DDAs, (ii) that we will place deposits for you in MMDAs, or (iii) that we may place deposits for you in DDAs, MMDAs, or both.

(c) Schedule 2 also provides, if MMDAs will or may be used, (i) that an MMDA Program Withdrawal limit of six per month applies or (ii) that no MMDA Program Withdrawal limit applies.

(d) If a Program Withdrawal limit applies and you exceed the six permitted Program Withdrawals from MMDAs in a month:

(i) We may (A) transfer all the remaining funds in the MMDAs to the Root Account associated with the Custodial Account for the MMDAs or (B), if you also have a Custodial Account for DDA deposits, transfer all the remaining funds in the MMDAs to the Custodial Account for DDA deposits.

(ii) In subsequent months we may effect either such transfer at the time of your sixth Program Withdrawal.

(e) If you exceed the six permitted Program Withdrawals from MMDAs in multiple months, we may also make the Custodial Account for the MMDAs ineligible for Program Deposits.

5. Placement Feature

5.1. Reciprocal and One-Way

(a) We are eligible to use a feature of ICS in which, when we place deposits, we receive matching deposits placed by other participating institutions in ICS and may pay a fee to IntraFi ("*Reciprocal Feature*").

(b) We are also eligible to use a feature of ICS in which, when we place deposits, we do not receive matching deposits, but we and IntraFi may receive fees from Destination Institutions ("*One-Way Feature*").

(c) Schedule 2 provides (i) that we may use either the Reciprocal Feature or the One-Way Feature, (ii) that we will use only the Reciprocal Feature, or (iii) that we will use only the One-Way Feature.

5.2. Placement Feature and Rate

(a) Interest on the Deposit Accounts will be earned at the specified Interest Rate regardless of whether the Reciprocal Feature or the One-Way Feature is used.

(b) When the Reciprocal Feature is used, the fee paid to IntraFi may affect rate determination. When the One-Way Feature is used, fees paid by Destination Institutions, or cost-of-funds rates for Destination Institutions, may affect rate determination.

(c) If we are eligible to use the Reciprocal Feature, and you authorize us to use either the Reciprocal Feature or the One-Way Feature, we may use a feature with greater benefits to you, to us, or both.

5.3. Placement Requirements

(a) Under the laws of some states, governmental units may submit deposits for placement through a deposit placement network only if the placing institution is located in the state and receives matching deposits of an equal maturity, if any, and an equal amount.

(b) If you are a state governmental unit, or if you are otherwise subject to restrictions on the placement of deposits for you, you are responsible for determining whether deposit placement in accordance with this Agreement satisfies any applicable restrictions.

6. Daily Allocation and Depositor Control

6.1. Daily Allocation; Review and Consent

(a) The process for allocating Program Deposits, Program Withdrawals, and funds already on deposit reflects various considerations, including the need for certain Destination Institutions to receive deposits in amounts that they have placed for their own customers and possible limits on the amounts that an institution is authorized to place or a Destination Institution has agreed to receive. Applicable deposit amounts may change from day to day. Accordingly, the allocation of funds takes place each Business Day.

(b) The set of Destination Institutions to which your funds on deposit are allocated on a Business Day, and the amount allocated to each Destination Institution, may differ from a previous Business Day's allocation. A different allocation may involve the movement of funds from one Destination Institution to another Destination Institution, even though you do not have a Program Deposit or a Program Withdrawal. Such movements of funds will not affect the Interest Rate.

(c) You exercise control over the allocation of your funds through direct contact with us and through the DCP. You are responsible for reviewing the important information we provide you through the DCP, including information regarding proposed allocations that we provide each Business Day. In addition, on request at any time, we will provide you with a list of all Destination Institutions.

(d) Although we will not allocate your funds to Destination Institutions that you exclude or reject as set forth below, you authorize and consent to the allocation of your funds at Destination Institutions that you approve, or do not exclude or reject, as set forth below.

6.2. Destination Institution Exclusions

(a) You may enter the name of any depository institution on a list of exclusions from eligibility to receive deposits we place for you through ICS ("*Exclusions List*").

(b) You may add institutions to your Exclusions List in a manner we specify, which may be by entering exclusions on Schedule 2, by entering them through the DCP, or in another manner.

(c) An Exclusions List, and any changes to it, will be effective within one Business Day after the first Business Day on which we have received the Exclusions List or changes to it from you or you have entered them on the DCP.

6.3. Depositor Control Panel

(a) You must be capable of using, and you agree to use, the Depositor Control Panel ("*DCP*"), an online tool, to review provisional allocations of deposits and for other purposes. You also agree to receive notices that may be posted on the DCP or sent to you by email. The address of the Depositor Control Panel is https://www.depositorcontrol.com.

(b) You represent that you have a computer with Internet access, an e-mail address, the ability to download and print information from the DCP, and the knowledge and experience to use an online tool for DCP functionality. In addition, you acknowledge that you must obtain and maintain all equipment and services necessary for access to the DCP.

(c) To access the DCP, you must create login credentials. To create your login credentials, click on the applicable link on the DCP home page. Alternatively, we may send to you an email containing a link that will enable you to create login credentials. If we have enabled access by you to the DCP using a single-sign-on system that we provide, you may not be able to self-register for the DCP in the manner described above.

(d) From within the DCP, you may invite a user to create login credentials that will permit the user to access your DCP account. Such users may have access to your account information and DCP functionality, and you are responsible for their acts or omissions.

6.4. Depositor Placement Review

(a) Each Business Day, your aggregate principal balance that will be in Deposit Accounts after that day's ICS Settlement will be provisionally allocated to Destination Institutions. The amount allocated will reflect your Program Balance as of the last ICS Settlement, plus any Program Deposit that will occur at the day's ICS Settlement, minus any Program Withdrawal that will occur at the day's ICS Settlement. The allocation may provide that previously-deposited funds will be removed from a Destination Institution and deposited in another Destination Institution.

(b) After the provisional allocation occurs on a Business Day, but before allocation becomes final at ICS Settlement, Depositor Placement Review ("*DPR*") will occur through the DCP. Even if a Destination Institution is not on your Exclusions List, the final allocation that day will not allocate your funds to the Destination Institution if you reject it during DPR through the DCP. Your rejection of a Destination Institution will be effective only if you submit it before DPR ends.

(c) The DPR period each Business Day will be as follows: 3:00 PM to 3:15 PM Eastern time. Daylight Saving Time applies when nationally in effect. We may change the DPR period by posting notice on the DCP in advance of the change.

(d) In DPR, you will see a list of Destination Institutions to which your funds are proposed to be allocated at ICS Settlement later that day ("*Proposed Placement List*"), reflecting the provisional allocation of all your funds, including funds that will be moved from one Destination Institution to another Destination Institution. The Proposed Placement List will include the principal balance allocated to each Destination Institution. If you review the Proposed Placement List, and you click the approval button or you do not reject any of the Destination Institutions on the list, you will be approving the allocation and your funds will be allocated in accordance with the list.

(e) If you reject any of the Destination Institutions on the Proposed Placement List, you will be approving allocation to Destination Institutions on the list that you do not reject. After entering rejections, if sufficient time remains in DPR, you will have the opportunity to review a list of other Destination Institutions to which your funds could be allocated ("*Alternate Placement List*"). If you click the approval button for the Alternate Placement List, or you do not reject any of the Destination Institutions on it, you will be approving the allocation of your funds to any of the listed Destination Institutions. If you reject any of the Destination Institutions on the Alternate Placement List, you will be approving allocation to listed Destination Institutions that you do not reject. Your funds may be allocated to any combination of Destination Institutions on the Proposed Placement List and the Alternate Placement List that you do not reject.

(f) If the provisional allocation on a Business Day would result in funds of yours currently at a Destination Institution being moved to another Destination Institution and you reject the other Destination Institution

in DPR that Business Day, the funds will not necessarily remain at the first Destination Institution. The funds will be allocated to a Destination Institution that you do not reject or returned to the Root Account.

(g) A Destination Institution that you reject in DPR will also be added to your Exclusions List, for purposes of future allocations, within one Business Day after the Business Day on which you submit the rejection.

(h) We do not guarantee that all your funds will be allocated to Destination Institutions on any particular day, even if they were allocated to Destination Institutions on a previous day. Exclusions and rejections of Destination Institutions may increase the chance that funds will not be allocated. If funds not yet transferred to the Deposit Accounts are not allocated to a Destination Institution on a Business Day, the funds will remain in the Root Account. If funds previously transferred to the Deposit Accounts are not allocated to a Destination Institution on a Business Day, the funds will be returned to the Root Account.

7. FDIC Insurance Considerations

7.1. Deposit Insurance Coverage

(a) You may obtain information about FDIC deposit insurance coverage by visiting the FDIC website at http://www.fdic.gov or by contacting the FDIC by letter, email, or telephone.

(b) All of your deposits at a Destination Institution in the same insurable capacity (whether you are acting directly or through an intermediary) will be aggregated for the SMDIA. You should add to your Exclusions List any depository institution at which you have other deposits in the same insurable capacity. Insurable capacities include, among others, individual accounts and joint accounts.

(c) You are responsible for determining whether deposits we place for you are maintained in separate insurable capacities. Separate divisions within a corporate entity are not eligible for separate insurance coverage, and a separate TIN or other Depositor Identifier does not establish a separate insurable capacity.

(d) We will use the Depositor Identifier to identify you, and we will place deposits for you on the understanding that you are not submitting deposits for placement in ICS or CDARS under more than one Depositor Identifier in the same insurable capacity.

(e) The requirements for FDIC deposit insurance coverage of the deposits of governmental units, including the United States government, state and local governments, the District of Columbia, and the Commonwealth of Puerto Rico, are set forth in FDIC regulations. If you are a governmental unit, you are responsible for determining whether the requirements for deposit insurance have been met. We are not responsible for losses resulting from the placement of deposits that are not eligible for FDIC deposit insurance.

(f) Records that we maintain, or that BNY maintains for us, reflecting ownership of the Deposit Accounts will be used to establish your eligibility for deposit insurance coverage. Accordingly, you must immediately report to us any changes in ownership information so that there will be accurate information to provide to the FDIC if a Destination Institution fails and the FDIC pays its insured deposits by cash payment. The FDIC could also require you to provide additional documentation.

7.2. Responsibility to Monitor Deposits; Available Information

(a) You are responsible for monitoring the total amount of your funds at each Destination Institution in each insurable capacity to determine the extent of FDIC deposit insurance coverage available to you for deposits at that Destination Institution. You should confirm that each placement of your funds at Destination Institutions is consistent with your exclusions and rejections.

(b) You can obtain publicly available financial information on Destination Institutions from the National Information Center of the Federal Reserve System at www.ffiec.gov/nicpubweb/nicweb/nichome.aspx.

7.3. Uninsured Deposits

(a) Although we will not place a deposit for you through ICS at any one Destination Institution in an amount that exceeds the SMDIA, a deposit that we place for you will not be eligible for FDIC insurance coverage at a Destination Institution before it becomes a deposit at the Destination Institution or after it is withdrawn from the Destination Institution.

(b) A deposit in the Root Account will be aggregated with your other deposits with us in the same insurable capacity for application of the SMDIA of $250,000.

(c) If you cannot accept the risk of having a deposit with us that is not fully insured, you will be responsible for making arrangements with us, if we offer

them, to have the deposits collateralized, protected by a properly-executed repurchase sweep arrangement, or otherwise adequately protected, in a manner consistent with applicable law. You should consult your legal advisor to determine whether a collateralization arrangement is consistent with applicable law.

(d) If you cannot accept the risk of having a deposit with us that is not fully insured, and we do not offer arrangements of the kind described in Section 7.3(c) or we offer them but you do not make such arrangements with us, you should not submit deposits for placement through ICS.

7.4. Deposit Insurance Payments

(a) In case of the liquidation of, or other closing or winding up of the affairs of, an insured depository institution, the FDIC is generally required by law to pay each insured deposit "as soon as possible," either by cash payment or by transferring the deposit to another insured depository institution. It is possible, however, that an insurance payment could be delayed. Neither we nor any other person or entity will be obligated to advance funds to you with respect to an insurance payment or to make any payment to you in satisfaction of a loss you might incur as a result of a delay in an insurance payment.

(b) If a Destination Institution at which we place deposits for you is closed and the FDIC does not transfer deposits that include your funds to another insured depository institution, but will make a deposit insurance cash payment, we will cause a deposit insurance claim for your funds to be filed with the FDIC, and we will credit to you the proceeds of the deposit insurance claim that we receive for your funds, subject to any valid security interest.

(c) If the FDIC makes a deposit insurance cash payment for a Deposit Account at a closed Destination Institution, the FDIC is required by law to pay the principal amount plus unpaid accrued interest to the date of the closing of the Destination Institution, as prescribed by law, subject to the SMDIA. No interest is earned on a Deposit Account at a Destination Institution after it closes.

(d) If the FDIC transfers the deposits of a closed Destination Institution to another insured depository institution, the acquiring institution may assume a Deposit Account. The acquiring institution may change the rate at which it pays interest on the assumed Deposit Account, subject to your right to withdraw the funds.

8. Additional Considerations

8.1. Compare Rates

(a) We are not acting as your investment advisor with respect to the placement of funds using ICS, and we are not advising you about alternative investments. You are responsible for comparing the rates of return and other features of the Deposit Accounts to other available deposit accounts and other kinds of investments before choosing placement through ICS.

(b) The Interest Rate may be higher or lower than a cost-of-funds rate for a Destination Institution, an interest rate for another customer, or interest rates on comparable deposits available directly from us, from the Destination Institutions at which the Deposit Accounts are held, from other Destination Institutions, or from insured depository institutions that are not Destination Institutions.

8.2. Allocation Considerations

(a) The ICS allocation process is subject to applicable law and may be affected by our objectives, IntraFi's objectives, or both, including administrative convenience, reduction of costs, and enhancement of profits.

(b) Participating institutions in the ICS service may make compensatory payments resulting in payments to other participating institutions, or receive compensatory payments resulting from payments by other participating institutions, including compensatory payments that reflect the difference between an interest rate for deposits placed by an institution and a rate at which the receiving institution would otherwise pay interest.

8.3. Mutual Institution Rights

(a) Your funds may be placed in a Deposit Account at a Destination Institution that is in the mutual form of organization. Such a Deposit Account will be recorded on the records of the mutual institution in the name of the sub-custodian and not in your name. The sub-custodian will not attend or vote at any meeting of the depositor members of a mutual institution, or exercise any subscription rights in a mutual institution's mutual-to-stock conversion, either on its own behalf or on your behalf.

(b) If we receive from the sub-custodian notice of a meeting of depositor members of a mutual institution or other materials or information relating to a mutual institution's mutual-to-stock conversion, we may forward

such notice, materials, or information to you. If you wish to receive such notice, materials, or information directly from the mutual institution, or if you wish to attend or vote at any meeting of the depositor members of the mutual institution or receive subscription rights, you must, before the applicable record date (a date that is usually at least one year before the mutual institution's board of directors adopts a plan of conversion), dismiss us as your custodian and have the Deposit Account recorded on the records of the mutual institution in your name pursuant to Section 2(f).

9. Other Provisions

9.1. Release and Use of Identifying Information

(a) We may provide information that identifies you ("*Identifying Information*"), including your name, your TIN or other Depositor Identifier, and information on your deposits, to a party that provides services in connection with ICS ("*Service Provider*"), including IntraFi and BNY. A Service Provider may use Identifying Information in providing services in connection with ICS.

(b) We or a Service Provider may also provide Identifying Information to a Destination Institution at which your funds are deposited, but will do so only to the extent necessary to comply with a request by you or your agent or to comply with applicable law. In addition, we or a Service Provider may provide Identifying Information to the FDIC in connection with a deposit insurance claim.

(c) Except as provided in Section 9.1(a) or Section 9.1(b), we will not provide Identifying Information to any party unless we determine that (i) we are required by applicable law to do so or (ii) we are permitted by applicable law to do so and have reasonable grounds to do so to protect our own legal or business interests or the legal or business interests of IntraFi or BNY.

(d) IntraFi may use and disclose any and all analyses, comparisons, indexes, or other data or information assembled, compiled, or otherwise developed by IntraFi, including information regarding aggregated activity of ICS depositors, as long as it does not individually identify you.

9.2. Tax Reporting and Withholding

(a) To the extent required by applicable law, we will file with the U.S. Internal Revenue Service ("IRS"), and furnish to you, IRS Form 1099-INT or its equivalent, or IRS Form 1042-S or its equivalent, for interest paid on the Deposit Accounts by the Destination Institutions.

(b) If we are notified by the IRS that backup withholding is required for interest on the Deposit Accounts, or if we otherwise determine that we are required by applicable law to collect such backup withholding, we will collect it and pay it to the IRS.

9.3. Liability and Dispute Resolution

(a) We will maintain, directly or through a Service Provider, appropriate records of our placements for you. We will not place deposits for you through ICS at a Destination Institution that is the subject of a then-effective exclusion on your Exclusions List, at a Destination Institution that is the subject of a then-effective rejection by you, or at a Destination Institution under one Depositor Identifier in an amount that exceeds the SMDIA.

(b) If all or part of your funds in a Deposit Account at a Destination Institution are uninsured because of our failure to comply with the requirements set forth in Section 9.3(a), and if the Destination Institution fails and you do not otherwise recover the uninsured portion, we will reimburse you for your documented loss of the uninsured portion that you do not otherwise recover.

(c) SUBJECT TO OUR REIMBURSEMENT OBLIGATION IN SECTION 9.3(b), AND EXCEPT AS MAY BE OTHERWISE REQUIRED BY APPLICABLE LAW, WE WILL NOT BE LIABLE, AND IN NO EVENT WILL INTRAFI OR BNY BE LIABLE, TO YOU OR TO ANY OTHER PERSON OR ENTITY FOR ANY LOSS OR DAMAGE INCURRED OR ALLEGEDLY INCURRED IN CONNECTION WITH THIS AGREEMENT. WITHOUT LIMITING THE FOREGOING, WE, INTRAFI, AND BNY WILL NOT HAVE ANY LIABILITY TO YOU OR ANY OTHER PERSON OR ENTITY FOR: (i) ANY LOSS ARISING OUT OF OR RELATING TO A CAUSE OVER WHICH WE DO NOT HAVE DIRECT CONTROL, INCLUDING THE FAILURE OF ELECTRONIC OR MECHANICAL EQUIPMENT OR COMMUNICATION LINES, TELEPHONE OR OTHER INTERCONNECT PROBLEMS, UNAUTHORIZED ACCESS, THEFT, OPERATOR ERRORS, GOVERNMENT RESTRICTIONS, OR FORCE MAJEURE (*E.G.*, EARTHQUAKE, FLOOD, SEVERE OR EXTRAORDINARY WEATHER CONDITIONS, NATURAL DISASTERS OR OTHER ACT OF GOD, FIRE, ACTS OF WAR, TERRORIST ATTACKS, INSURRECTION, RIOT, STRIKES, LABOR DISPUTES OR SIMILAR PROBLEMS, ACCIDENT, ACTION OF GOVERNMENT, COMMUNICATIONS, SYSTEM OR POWER FAILURES, OR EQUIPMENT OR SOFTWARE MALFUNCTION), (ii) DELAY IN ANY FDIC INSURANCE PAYMENT, (iii) THE FINANCIAL CONDITION OF ANY DESTINATION INSTITUTION OR THE ACCURACY OF ANY FINANCIAL INFORMATION ABOUT ANY DESTINATION INSTITUTION, OR (iv) ANY SPECIAL, INDIRECT,

PUNITIVE, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFITS).

(d) ANY DISPUTE ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT WILL BE GOVERNED BY THE DISPUTE RESOLUTION, ARBITRATION, CHOICE OF LAW, VENUE, WAIVER OF JURY TRIAL, AND COSTS RELATED TO DISPUTES PROVISIONS, IF ANY, CONTAINED IN THE CUSTODIAL AGREEMENT.

9.4. Miscellaneous

(a) This Agreement constitutes the entire agreement between you and us relating to the placement of deposits through ICS and any other matter herein, supersedes prior agreements, understandings, negotiations, representations, and proposals, whether written or oral, relating to any matter herein, and may not be amended by any oral representation or oral agreement. This Section 9.4(a) will not affect the validity of any written addenda to this Agreement into which we have entered with you.

(b) Schedule 1 and Schedule 2 are incorporated into and made part of this Agreement. We may amend this Agreement, including any Schedule, prospectively by giving you written notice of the amendment at least fourteen (14) days before the effective date of the amendment, which will be specified in the notice or, if no effective date is specified in the notice, the date that is fourteen (14) days after we give you written notice of the amendment. We may provide written notice of the amendment by means of a posting on the DCP, an entry on your account statement, an email message, or a printed letter.

(c) Either party may terminate this Agreement on written notice to the other, but the obligations of both parties will survive with respect to any funds deposited at the time of termination. In addition, the provisions of this Section 9.4 will survive termination.

(d) Except as provided in Section 2(i), this Agreement may not be assigned, in whole or in part, by either party except by operation of law or as required by applicable law, and any purported assignment in violation hereof is void.

(e) The headings in this Agreement are not intended to describe, interpret, define, or limit the scope, meaning, or intent of this Agreement or any clause in it. Except as otherwise specified, a reference to a Section is a reference to a section of this Agreement. A reference to a Schedule is a reference to a schedule to this Agreement. The term "applicable law" refers to all applicable statutes, rules, regulations, and judicial orders, whether federal, state, or local. The words "include," "includes," and "including" do not imply exclusion.

(f) This Agreement and, unless otherwise provided in the Custodial Agreement, the Custodial Agreement may be executed in counterparts, each of which shall be deemed to be an original, but such counterparts shall, together, constitute only one instrument. This Agreement and, unless otherwise provided in the Custodial Agreement, the Custodial Agreement will be valid, binding, and enforceable against you and us when executed by one of the following means that we accept: (i) an original manual signature, (ii) a DocuSign® eSignature or another electronic signature that we accept, or (iii) a faxed, scanned (including in a PDF document), or photocopied signature that we accept. Each DocuSign® eSignature, other electronic signature, or faxed, scanned, or photocopied signature that we accept shall for all purposes have the same validity, legal effect, and admissibility in evidence as an original signature, and you and we waive any objection to the contrary.

The remainder of this page is intentionally left blank.

IntraFi

By signing below, you ("*Depositor*") and we ("*Relationship Institution*") agree to be legally bound by this ICS Deposit Placement Agreement, effective when you and we have signed it. If the Custodial Account will be a joint account, each owner of the Custodial Account must sign this Agreement.

RELATIONSHIP INSTITUTION

Institution: _____

Signature: _____

Name and title of authorized signatory:

_____

_____

Date signed: _____

SOLE OR PRIMARY DEPOSITOR

Depositor: _____

Signature: _____

Name and title of authorized signatory (if not individual):

_____

_____

Depositor TIN or approved alternate identifier (and type):

_____

Email: _____

Date signed: _____

ADDITIONAL DEPOSITOR (FOR JOINT ACCOUNT)

Depositor: _____

Signature: _____

Depositor TIN or approved alternate identifier (and type):

_____

Email: _____

Date signed: _____

ADDITIONAL DEPOSITOR (FOR JOINT ACCOUNT)

Depositor: _____

Signature: _____

Depositor TIN or approved alternate identifier (and type):

_____

Email: _____

Date signed: _____

(Add signature lines as needed.)

IntraFi

Schedule 1 to ICS Deposit Placement Agreement

Program Deposits and Program Withdrawals

This **Schedule 1** is part of the ICS Deposit Placement Agreement ("*Agreement*"). Terms not defined in this Schedule 1 have the meanings, if any, assigned elsewhere in the Agreement.

1. Specified Terms

(a) For DDAs, the Target Balance, Minimum Sweep Amount, and Minimum Return Amount are as follows:

Target Balance	Minimum Sweep Amount	Minimum Return Amount
$	$	$

(b) For MMDAs, the Target Balance, Minimum Sweep Amount, and Minimum Return Amount are as follows:

Target Balance	Minimum Sweep Amount	Minimum Return Amount
$	$	$

(c) The Same-Day Deposit Cutoff Time is as follows:

_____ (insert time) ☐ AM ☐ PM (check AM or PM) ☐ Eastern ☐ Central ☐ Mountain ☐ Pacific (check time zone)

Daylight Saving Time applies when nationally in effect unless checked here ☐

2. Program Deposits

(a) The Triggering Event for a Regular Program Deposit is a net change in your Root Account balance that causes it to exceed the Target Balance by more than the Minimum Sweep Amount. After posting all your Root Account activity for a Business Day, we will determine whether your Root Account balance exceeds the Target Balance by more than the Minimum Sweep Amount. Subject to the terms and conditions of this Agreement, if such a Triggering Event occurs, we will transfer the amount by which your Root Account balance exceeds the Target Balance to the Deposit Accounts at ICS Settlement on the next Business Day.

(b) The Triggering Event for a Same-Day Program Deposit is a Same-Day Program Deposit request by you that we receive and accept before the Same-Day Deposit Cutoff Time on a Business Day. Subject to the terms and conditions of this Agreement, if such a Triggering Event occurs, we will transfer the requested amount to the Deposit Accounts at ICS Settlement later on the same Business Day.

(c) If a Triggering Event for a Program Deposit occurs, we may debit the Root Account and credit a holding account before the transfer of funds to the Deposit Accounts occurs at ICS Settlement. Funds held in a holding account may not accrue interest prior to ICS Settlement.

3. Program Withdrawals

(a) All Program Withdrawals will be Regular Program Withdrawals, which occur on the Business Day following the Triggering Event. The Triggering Event for a Program Withdrawal is a net change in your Root Account balance, after the posting of all your Root Account activity for a Business Day, that causes it (exclusive of any amounts that we credit as advances in anticipation of a Program Withdrawal) to be less than the Target Balance by more than the Minimum Return Amount. Subject to the terms and conditions of this Agreement, if such a Triggering Event occurs, we will transfer an amount from the Deposit Accounts at ICS Settlement on the next Business Day, up to the available amount in the Deposit Accounts, sufficient to restore your Root Account balance to the Target Balance.

(b) Subject to the terms and conditions of this Agreement, and subject to the rules and cutoff times that otherwise apply to root accounts with us, we will honor your debit transactions in the Root Account so long as the sum of your Root Account balance and your balance in the Deposit Accounts of the applicable type, after taking into account any pending Program Deposits and any pending Program Withdrawals, is not less than zero. We will do so even if the amount of the debit transaction exceeds your Root Account balance. You will owe us any amounts that we credit as advances in anticipation of a Program Withdrawal, and we will retain those amounts from the funds we receive at ICS Settlement.

(c) If a Triggering Event for a Program Withdrawal occurs, we may credit the Root Account and debit a holding account before the transfer of funds from the Deposit Accounts occurs at ICS Settlement.

IntraFi

Schedule 2 to ICS Deposit Placement Agreement

Account Type, Placement Feature, and Exclusions

This **Schedule 2** is part of the ICS Deposit Placement Agreement ("*Agreement*"). Terms not defined in this Schedule 2 have the meanings, if any, assigned elsewhere in the Agreement.

1. Account Type

☐ We will place deposits for you in DDAs.

☐ We will place deposits for you in MMDAs.

☐ We may place deposits for you in DDAs, MMDAs, or both.

(Check one above.)

→

☐ You may use up to six MMDA Program Withdrawals per month.

☐ No per-month MMDA Program Withdrawal limit applies.

(If MMDAs will or may be used, check one above.)

2. Placement Feature

☐ We may use the Reciprocal Feature, the One-Way Feature, or both in placing deposits for you.

☐ We will use only the Reciprocal Feature in placing deposits for you.

☐ We will use only the One-Way Feature in placing deposits for you.

(Check one above.)

3. Exclusions

(a) You may place depository institutions on your Exclusions List by identifying them in the list below, unless we specify another means by which you will provide your Exclusions List.

(b) The Exclusions List should include the city and state of the depository institution's main office (rather than the city and state of a branch location). The Exclusions List may also include the institution's FDIC certificate number or transit routing number. If you do not list any exclusions enter "none" under Name of Institution on the first line (but your signature after a blank list will constitute your acknowledgment that you have not listed any exclusions).

(c) Exclusions List:

Name of Depository Institution	City and State	FDIC Certificate or Routing Number

(Add lines if necessary.)

_____

Signature of sole or primary Depositor

Custodial Agreement

You, the undersigned, enter into this Custodial Agreement ("*Agreement*") with the following financial institution ("*we*" or "*us*"):

1. Pursuant to this Agreement, you authorize us to hold and act as your custodian with respect to all deposit accounts, including all time deposits, money market deposit accounts, and demand deposit accounts, issued or established pursuant to the CDARS Deposit Placement Agreement, the ICS Deposit Placement Agreement, or a predecessor agreement ("*Deposit Accounts*") for funds of yours placed as deposits through CDARS®, the Certificate of Deposit Account Registry Service®, or ICS®, the IntraFi Cash Service®, and all your security entitlements and other related interests and assets with respect to the Deposit Accounts ("*Related Entitlements*"). The custodial account in which we will hold the Deposit Accounts and Related Entitlements ("*Custodial Account*") comprises all the CDARS and ICS custodial accounts that we maintain for you.

2. As your custodian, we may (i) cause the Deposit Accounts to be titled in our name or in the name of our sub-custodian, (ii) collect for your account all interest and other payments of income or principal pertaining to the Deposit Accounts, (iii) endorse on your behalf any check or other instrument received for your account that requires endorsement, (iv) in accordance with your instructions, deposit your funds in, or withdraw your funds from, the Deposit Accounts, (v) in accordance with your instructions, deliver or transfer funds from another account with us to the Deposit Accounts or deliver or transfer funds from the Deposit Accounts to another account with us, (vi) for Deposit Accounts that are time deposits, surrender for payment for your account maturing CDs and those for which early withdrawal is requested, (vii) execute and deliver or file on your behalf all appropriate receipts and releases and other instruments, including whatever certificates may be required from custodians or may be necessary to obtain exemption from taxes and to name you when required for the purpose of the instrument, and (viii) take such other actions as are customary or necessary to effectuate the purposes of this Agreement.

3. For purposes of Article 8 of the Uniform Commercial Code in applicable state law ("*UCC*"), we will act as your securities intermediary for, and will treat as financial assets, any Deposit Accounts and Related Entitlements that we hold for you pursuant to this Agreement. The Custodial Account will be a securities account, as defined in the UCC.

4. We may comply with any writ of attachment, execution, garnishment, tax levy, restraining order, subpoena, warrant, or other legal process that we believe (correctly or otherwise) to be valid. We may notify you of such process by telephone, electronically, or in writing. If we are not fully reimbursed for records research, imaging, photocopying, and handling costs by the party that served the process, we may charge such costs to your account, in addition to any minimum fee we charge for complying with legal processes.

5. We may honor any legal process that is served personally, by mail, or by electronic mail or facsimile transmission at any of our offices or an office of our agent (including locations other than where the funds, records, or property sought is held), even if the law requires personal delivery at the office where your account or records are maintained.

6. We will have no liability to you for any good-faith act or omission by us in connection with this Agreement. You agree to indemnify us and our sub-custodian, and to hold us and our sub-custodian harmless from, all expenses (including counsel fees), liabilities, and claims arising out of any good-faith act or omission by us in connection with this Agreement or compliance with any legal process relating to the Custodial Account that we believe (correctly or otherwise) to be valid. You agree to pay any service charges that we impose on the Custodial Account.

7. You may be an individual in an individual capacity, more than one individual in a joint capacity, or a trust, partnership, corporation, or other legal entity. We may accept instructions on your behalf from any individual who signs this Agreement as or on behalf of a Depositor and from any of the following individuals:

Name	Title or Legal Capacity

(Add lines if necessary.)

The remainder of this page is intentionally left blank.

By signing below, you ("*Depositor*") and we ("*Relationship Institution*") agree to be legally bound by this Custodial Agreement, effective when you and we have signed it. If the Custodial Account will be a joint account, each owner of the Custodial Account must sign this Agreement.

RELATIONSHIP INSTITUTION

Institution: _____

Signature: _____

Name and title of authorized signatory:

_____

_____

Date signed: _____

SOLE OR PRIMARY DEPOSITOR

Depositor: _____

Signature: _____

Name and title of authorized signatory (if not individual):

_____

_____

Depositor TIN or approved alternate identifier (and type):

_____

Email: _____

Date signed: _____

ADDITIONAL DEPOSITOR (FOR JOINT ACCOUNT)

Depositor: _____

Signature: _____

Depositor TIN or approved alternate identifier (and type):

_____

Email: _____

Date signed: _____

ADDITIONAL DEPOSITOR (FOR JOINT ACCOUNT)

Depositor: _____

Signature: _____

Depositor TIN or approved alternate identifier (and type):

_____

Email: _____

Date signed: _____

(Add signature lines as needed.)

File Attachments for Item:

a. 1st Reading: Ordinance No. 174, Adopting Revised Building and Technical Codes as Adopted and Required by the State of Montana by Amending Chapter 6 of the Stevensville, Montana Municipal Code

Town of STEVENSVILLE 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:	Public Hearing
Person Submitting the Agenda Item:	Jim Crews
Second Person Submitting the Agenda Item:	Montana Department of Labor & Industry
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/22/2026
Agenda Topic:	1st Reading: Ordinance No. 174, Adopting Revised Building and Technical Codes as Adopted and Required by the State of Montana by Amending Chapter 6 of the Stevensville, Montana Municipal Code
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	10/22/2026
Notes:	The Department of Labor & Industry has adopted updated editions of the building codes as amended by administrative rule, effective September 26, 2026. As a certified jurisdiction you have 90 days from the effective date in which to adopt the new codes as amended per ARM 24.301.202(1) since the adoption date would be the day after Christmas, we will give you until Jan 01, 2027. Administrative Rule 24.301.202(1) states that the codes adopted by cities, counties, and towns must be the same as those adopted by the department and that cities, counties, and towns shall only adopt those codes that they are certified to enforce. You must update your ordinance(s) or resolution(s) to reflect the new edition of the adopted codes.

ORDINANCE NO. 174

AN ORDINANCE ADOPTING REVISED BUILDING AND TECHNICAL CODES AS ADOPTED AND REQUIRED BY THE STATE OF MONTANA BY AMENDING CHAPTER 6 OF THE STEVENSVILLE, MONTANA MUNICIPAL CODE

Section 1. Article IV, Sec. 6-78 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Residential Code, 2021 edition,” to the “International Residential Code, 2024 edition.”

Section 2. Article V, Sec. 6-102 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Building Code, 2021 edition,” to the “International Building Code, 2024 edition.”

Section 3. Article VI, Section 6-136 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Existing Building Code, 2021 edition,” to the “International Existing Building Code, 2024 edition.”

Section 4. Article VII, Sec. 6-156 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Energy Conservation Code, 2021 edition,” to the “International Energy Conservation Code, 2024 edition.”

Section 5. Article VIII, Sec. 6-183 of the Stevensville, Montana Municipal Code shall be amended by changing the “National Electrical Code, 2020 edition,” to the “National Electrical Code, 2023 edition.”

Section 6. Article X, Sec. 6-238 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Fuel Gas Code, 2021 edition,” to the “International Fuel Gas Code, 2024 edition.”

Section 7. Article XII, Sec. 6-280 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Mechanical Code, 2021 edition,” to the “International Mechanical Code, 2024 edition.”

Section 8. Article XIII, Sec. 6-311 of the Stevensville, Montana Municipal Code shall be amended by changing the “Uniform Plumbing Code, 2021 edition,” to the “Uniform Plumbing Code, 2024 edition.”

Section 9. Article XV, Sec. 6-315 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Swimming Pool and Spa Code, 2021 edition,” to the “International Swimming Pool and Spa Code, 2024 edition.”

Passed on First Reading by the Stevensville Town Council this _____ day of _____, 2026.

APPROVED: **ATTEST:**

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James Crews, Mayor Jenelle S. Berthoud, Town Clerk

Passed on Second Reading by the Stevensville Town Council this _____ day of _____, 2026.

APPROVED: **ATTEST:**

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James Crews, Mayor Jenelle S. Berthoud, Town Clerk

DEPARTMENT OF LABOR AND INDUSTRY

NOTICE OF ADOPTION

MAR NOTICE NO. 2026-95.2

Summary

2026 Updates to the State Building Code

Previous Notice(s) and Hearing Information

On August 7, 2026, the Department of Labor and Industry (agency) published MAR Notice No. 2026-95.1 regarding the public hearing on the proposed changes to the agency's rules, in the 2026 Montana Administrative Register, Issue No. 15.

On August 28, 2026, a public hearing was held on the proposed changes to the rules via the videoconference and telephonic platform. Comments were received by the comment deadline.

Final Rulemaking Action – Effective September 26, 2026

AMEND AS PROPOSED

The agency has amended the following rules as proposed:

24.301.109 DEFINITIONS

24.301.131 INCORPORATION BY REFERENCE OF INTERNATIONAL BUILDING CODE

24.301.138 CALCULATION OF FEES

24.301.146 MODIFICATIONS TO THE INTERNATIONAL BUILDING CODE APPLICABLE TO BOTH THE DEPARTMENT'S AND LOCAL GOVERNMENT CODE ENFORCEMENT PROGRAMS

24.301.161 INCORPORATION BY REFERENCE OF INTERNATIONAL ENERGY CONSERVATION CODE

24.301.171 INCORPORATION BY REFERENCE OF INTERNATIONAL EXISTING BUILDING CODE

24.301.172 INCORPORATION BY REFERENCE OF INTERNATIONAL MECHANICAL CODE

24.301.173 INCORPORATION BY REFERENCE OF INTERNATIONAL FUEL GAS CODE

24.301.175 INCORPORATION BY REFERENCE OF INTERNATIONAL SWIMMING POOL AND SPA CODE (ISPSC)

24.301.181 INCORPORATION BY REFERENCE OF INTERNATIONAL WILDLAND-URBAN INTERFACE CODE (IWUIC)

24.301.213 CODE TECHNICAL ADVISORIES

24.301.301 INCORPORATION BY REFERENCE OF UNIFORM PLUMBING CODE

24.301.351 MINIMUM REQUIRED PLUMBING FIXTURES

24.301.401 INCORPORATION BY REFERENCE OF NATIONAL ELECTRICAL CODE

24.301.603 DEFINITIONS

24.301.713 OPERATING CERTIFICATE

24.301.714 FEES

24.301.723 BOILER ALTERATIONS

AMEND WITH CHANGES

The agency has amended the following rule with the following changes from the original proposal, stricken matter interlined, new matter underlined:

24.301.154 INCORPORATION BY REFERENCE OF INTERNATIONAL RESIDENTIAL CODE

(1) The International Residential Code (IRC) is a nationally recognized model code setting forth minimum standards and requirements for detached one- or two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories above grade in height, and their accessory structures. The IRC also provides a framework for program administration.

(2) The department adopts and incorporates by reference the International Residential Code, 2024 Edition, referred to as the International Residential Code or IRC, together with:

(a) Appendix BB, Tiny Houses. Appendix BB may be adopted by a certified city, county, or town building code jurisdiction. The department will apply Appendix BB to factory-built buildings which meet the definition of a tiny house as having 400 square feet or less in floor area excluding lofts, and which are intended to be mounted on a permanent foundation and used as a single-family dwelling.

(b) Appendix BC, Accessory Dwelling Units. Appendix BC may be adopted by a certified city, county, or town building code jurisdiction. The department shall not apply or enforce Appendix BC.

(d) Appendix BJ, Strawbale Construction. Appendix BJ may be adopted by a certified city, county, or town building code jurisdiction. The department shall not apply or enforce Appendix BJ.

(c) Appendix BE, Radon Resistant New Construction. Appendix BE may be adopted by a certified city, county, or town building code jurisdiction. The department shall not apply or enforce Appendix BE.

(3) Chapters 11 through 14, inclusive, are deleted in their entirety and chapters 16 through 43, inclusive, are deleted in their entirety. Chapter 15, Exhaust Systems, is adopted as an alternative to the International Mechanical Code for exhaust systems only. All other requirements for mechanical systems in detached one- or two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories above grade in height, and their accessory structures, shall be found in the latest adopted edition of the International Mechanical Code.

(4) Subsection R102.6, Existing Structures, is deleted and replaced with the following: "The legal occupancy of any structure existing on the date of this code shall be permitted to continue without change, except as is specifically covered in this code or the legally adopted fire code as administered by the fire authority having jurisdiction."

(5) Subsection ~~R137.5~~ R317.5, Fire Sprinklers, is deleted in its entirety.

(6) Subsection R301.6, Roof Load, is deleted and replaced with the following: "Snow loads shall be determined by the building official. In areas of the state outside of certified city, county, or town jurisdictions, the design snow load shall be based on the ground snow loads calculated using the 2022 edition of the American Society of Civil Engineer's "Minimum Design Loads and Associated Criteria for Buildings and Other Structures, ASCE/SEI 7-22." The information is available online using the "ASCE 7 Hazard Tool" at https://asce7hazardtool.online/. The minimum design roof snow load after allowed reductions shall be 30 psf unless justified by a Montana licensed design professional to the satisfaction of the building official. Coefficients and factors other than those specified in the building code may be used when justified by a Montana licensed design professional to the satisfaction of the building official."

(7) Subsection R302.2.2, Common walls, delete "Chapters 34 through 43" and replace with "the adopted electrical code in ARM Title 24, chapter 301, subchapter 4."

(8) Subsection R302.2.6, Structural Independence, delete exception number five and replace with the following: "Townhouses separated by a common two-hour fire-resistance-rated wall as provided in Section R302.2."

(9) Subsection R302.3.5, Vertically stacked dwelling units, number two is deleted in its entirety.

(10) Subsection R302.13, Fire Protection of Floors, is deleted in its entirety.

(11) Section R309, Automatic Fire Sprinkler Systems, is deleted in its entirety.

(12) Subsection R318.3.1, Floor elevations at the required egress doors, Exception, is amended to state the following: “The landing or floor on the exterior side shall be not more than 8 1/4 inches below the top of the threshold provided that the door does not swing over the landing or floor.”

(13) Subsection R318.3.2, Floor elevations at the other exterior doors, is amended to state the following: “Exterior doors other than the required egress door shall be provided with landings or floors not more than 8 1/4 inches below the top of the threshold.”

(14) Subsection R318.7.5.1, Risers, is amended to allow a maximum riser height of 8 1/4 inches.

(15) Subsection R318.7.5.2, Treads, is amended to allow a minimum tread depth of nine inches.

(16) Subsection R321.1.1, Where required, delete the first sentence and replace with the following: "Guards shall be located along open-sided walking surfaces, including stairs, ramps, and landings, that are located more than 30 inches measured vertically to the floor or grade below."

(17) Subsection R403.1.1, Minimum size, is modified to add the following: "Exception: The building official may allow footings to be designed in accordance with Section R403 of the 2012 IRC or may allow footings engineered by a design professional."

(18) Subsection R403.1.6, Foundation Anchorage, is deleted in its entirety and replaced with the following: "Where wood sill and sole plates are supported directly on continuous foundation walls or monolithic slabs with integral footings required by the provisions of this code, they shall be anchored to the foundation in accordance with this section. Cold-formed steel floor and wall framing shall be anchored to the foundation in accordance with Section R505.3.1 or R603.3.1. Wood sole plates at all exterior walls, wood sole plates of braced wall lines at building interiors on monolithic slabs with integral footings and all wood sill plates shall be anchored to the foundation with minimum one-half inch diameter anchor bolts spaced a maximum of six feet on center or approved anchors or anchor straps spaced as

required to provide equivalent anchorage to the one-half inch diameter anchor bolts. Bolts shall extend a minimum of seven inches into concrete or grouted cells of concrete masonry units. A nut and washer shall be tightened on each anchor bolt. There shall be a minimum of two bolts per plate section with one bolt located not more than 12 inches or less than seven bolt diameters from each end of the plate section. Interior bearing wall sole plates on monolithic slab foundations with integral footings that are not part of a braced wall line shall be positively anchored with approved fasteners. Sill plates and sole plates shall be protected against decay and termites where required by sections R304 and R305.

Exceptions:

1. Walls 24 inches total length or shorter connecting offset braced wall panels shall be anchored to the foundation with a minimum of one anchor bolt located in the center third of the plate section and shall be attached to adjacent braced wall panels at corners as shown in item 8 of Table R602.3(1).

2. Connections of walls 12 inches total length or shorter connecting offset braced wall panels to the foundation without anchor bolts shall be permitted. The wall shall be attached to adjacent braced wall panels at corners as shown in item 8 of table R602.3(1)."

(19) Subsection R405.1 is amended by adding the following: "A drainage system is not required when continuous rain gutters are installed incorporating drain extensions which divert storm water a minimum of six feet (1.83 m) away from the foundation and grading is done in accordance with R401.3. A drainage system may be required where high water tables are known to exist or geological conditions which require a soils engineering report, performed in accordance with R401.4, specify the need for foundation drainage."

(20) Subsection R602.10, Wall Bracing, delete the first sentence and replace with the following: "Building shall be braced in accordance with this section or, when applicable, Section R602.12, or the most current version of APA System Report SR-102 as an alternate method.

(21) Subsection R602.10.10, Cripple Wall Bracing, add the following sentence: "The distance between adjacent edges of braced wall panels shall be 20 feet."

(22) Subsection R609.4.1, Garage door labeling, delete first sentence in its entirety.

(23) Subsection R703.4, Flashing, delete the first paragraph in its entirety and replace with the following: "Flashing shall be provided in accordance with this section to prevent entry of water into the wall cavity or penetration of water to the building structural framing components. Flashing shall extend to the surface of the exterior wall finish or to the water-resistive barrier for drainage and shall be installed at all of the following locations:"

Further, delete Number "1", number "1.1", number "1.2", and number "1.3" in their entirety and replace with the following: "1. Exterior window and door openings."

Number "2" through "7" remain unchanged in Subsection R703.4.

(24) Replace subsection R703.4.1 as follows: "R703.4.1, Flashing Materials. Approved flashing materials shall be corrosion-resistant. Self-adhered membranes used as flashing shall comply with AAMA 711. Pan Flashing shall comply with Subsection R703.4.2. Installation of flashing materials shall be in accordance with Subsection R703.4.3.

(25) Add new subsection as follows: "R703.4.2, Pan Flashing. Pan Flashing installed at the sill of exterior window and door openings shall comply with this section. Pan Flashing shall be corrosion-resistant and shall be permitted to be pre-manufactured, fabricated, formed, or applied at the job site. Self-adhered membranes complying with AAMA 711 shall be permitted to be used as Pan Flashing. Pan Flashing shall be sealed or sloped in such a manner as to direct water to the surface of the exterior wall finish or to the water-resistive barrier for subsequent drainage."

(26) Add new subsection as follows: "R703.4.3, Flashing Installation. Installation of flashing materials shall be in accordance with one or more of the following methods:

1. The fenestration manufacturer's installation and flashing instructions.

2. The flashing manufacturer's installation instructions.

3. Flashing details approved by the Building Official.

4. As detailed by a Registered Design Professional."

(27) Subsection R905.1.2 is amended by deletion of the language "areas where there has been a history of ice forming along the eaves causing a backup of water as designated in Table R301.2" and insert "the State of Montana."

(28) Appendices do not apply to a certified city, county, or town building code jurisdiction unless specifically authorized or adopted by the department and adopted by the certified city, county, or town building code jurisdiction.

(29) A copy of the International Residential Code may be obtained from the International Code Council at www.ICCsafe.org.

Authorizing statute(s): 50-60-203, MCA

Implementing statute(s): 50-60-102, 50-60-201, 50-60-203, MCA

REPEAL

The agency has repealed the following rule as proposed:

24.301.411 WIRING STANDARDS

Statement of Reasons

The agency has considered the comments and testimony received. A summary of the comments received, and the agency's responses are as follows:

Comment 1: A commenter opposed the deletion of the 2024 International Building Code (IBC), Subsection 101.4.4, Property Maintenance, in ARM 24.301.146(4), arguing that local fire authorities having jurisdiction would have a greater ability to enforce safety, sanitation, structural, and weather-resistance standards in buildings.

Response 1: The purpose of the state building code includes a statutory mandate to "provide reasonably uniform standards and requirements for construction and construction materials[,]" 50-60-201(1), MCA, and not standards for maintenance of existing buildings such as the Subsection 101.4.4, Property Maintenance, of IBC 2024. A person must apply for a building permit from the department or the appropriate certified local jurisdiction to be subject to inspections for compliance with the state building code. 50-60-106, 50-60-108, MCA; ARM Title 24, chapter 301, subchapter 2; ARM 24.301.1403. The state building code applies to new construction until the state or a certified local jurisdiction issues a certificate of occupancy. 50-60-106 and 50-60-107, MCA. After a certificate of occupancy is issued, the responsibility for maintenance of existing buildings falls mainly to other government entities, including local fire jurisdictions and local health department authorities.

Comment 2: A commenter questioned whether local fire authorities having jurisdiction are permitted to adopt a fire code that is not the International Fire Code (IFC), noting that the IFC and the IBC are companion codes that are meant to be implemented and enforced together to ensure consistency in life safety.

Response 2: Because the state adopts a fire code in ARM 23.12.601, a local government cannot adopt a code or regulation that is inconsistent with state law or state regulations, 7-1-1113, MCA; therefore, a local fire code cannot conflict with the state fire code or the state or a local building code. The Department of Justice, State Fire Prevention and Investigation Program, (DOJ) "may adopt rules necessary for safeguarding life and property from the hazards of fire and carrying into effect the fire prevention laws of this state if the rules do not conflict with building regulations adopted by the department of labor and industry." 50-3-102(2), MCA. DOJ adopts the IFC in ARM 23.12.601. Both governmental fire agencies and municipalities also have

the authority to adopt a fire code for their jurisdiction. 7-33-2001(2) and 7-33-4208, MCA. State law also provides DOJ with authority to review and approve local fire codes and plans for enforcement to ensure that local regulations comply with state law and regulations. 50-61-102(2), MCA.

Comment 3: A commenter provided comment on several rule sections in ARM 24.301.146 for which the department did not propose any substantive amendments, including (11) modifications to riding arena regulations; (20) modifications to Subsection 903.3.5, Inadequate Water Supply; (22) modifications to IBC Group A-3 occupancies and IBC Group A-4 occupancies; (27) modifications to Subsection 903.3.1.2, NFPA [National Fire Protection Association] 13R sprinkler systems; (31) modifications to Subsection 1020.2, Construction; and (57) modifications to regulations for adult group residential facilities.

Response 3: The rule sections of ARM 24.301.146 listed in the comment above cannot be modified at this time and are beyond the scope of this rules project. The department may not adopt, amend, or repeal a rule without publishing the proposed change to the rule in the Montana Administrative Register and allowing for adequate public comment on the proposed change. 2-4-302, MCA. As stated, the department did not propose any substantive changes to the sections of ARM 24.301.146 listed above; therefore, the department will not respond to comments on these rule sections.

Comment 4: A commenter opposed the proposed changes to Section 508.5.1, Limitations, regarding the size of live/work units in ARM 24.301.146(13), and the proposed changes to Section 508.5.7, Fire Protection, regarding fire protection requirements for live/work areas in ARM 24.301.146(14).

Response 4: The proposed amendments to the live/work units are intended to reduce construction costs in rural areas with limited access to water, while including additional requirements for safety. The department proposed increasing the size limit for these mixed-use occupancies to offer more useable space. The department has retained all other fire resistive construction methods in the 2024 IBC for live/work areas. The state building code is intended to create regulations that "reduce the cost of construction consistent with reasonable requirements for the health and safety of the occupants or users of buildings," 50-60-201(2), MCA, and this proposed amendment accomplishes that goal.

Comment 5: A commenter opposed changes to Section 903.2.9, Group S-1, number five in ARM 24.301.146(15) and Section 903.2.9.1, Group S-1, number five in ARM 24.301.146(16), which increase the amount of space allowed in areas used for storage of lithium-ion or lithium metal powered vehicles. The commenter argues that an increase of space in such areas without an increase in fire protection measures presents a greater risk to public health and safety.

Response 5: The proposed changes to the size of a storage area for lithium-ion or lithium metal powered vehicles were determined in coordination with the Office of the State Fire Marshal,

Montana Department of Justice. The department acknowledges the danger of fires caused by lithium-ion or lithium metal powered vehicles; however, the Deputy State Fire Marshal agrees that the fire risk caused by these vehicles is not mitigated by limiting the size of the storage area. The Deputy State Fire Marshal even acknowledged that in some cases, a smaller area can create greater risks to health and safety. Furthermore, an increased size of the storage area creates more usable space for building occupants.

Comment 6: A commenter questioned the authority of a building code official over a fire code official referenced in the 2024 IBC, adopted by reference in ARM 24.301.146, specifically (17) Section 904.14.1, Manual system operation, Exception 2., giving the building code official, and not the fire code official, the authority to apply a fire suppression system exception; (19) allowing building officials to approve installation of fire protection equipment that is beyond the requirements of the building code; and (23) adopting NFPA Standards for fire-extinguishing systems and standpipe systems into Chapter 9 of the 2024 IBC, and expressly stating in (c) that "the authority having jurisdiction over any fire protection system required by the International Building Code shall be the building official." The commenter notes that the IBC and the IFC are meant to be read and applied together. The commenter questioned whether a local fire jurisdiction can "serve as the authority for fire protection systems from project inception through the life of the structure[.]"

Response 6: Because state law requires the building code to take precedence over the fire code in Montana, the building code official has the exclusive authority to adopt and enforce building regulations for new construction, including regulations related to fire suppression and life safety systems.

Section 50-60-202, MCA, "designates the Department of Labor and Industry as 'the only state agency that may promulgate building regulations[.]'" City of Helena v. Svee, 2014 MT 311, ¶ 9, 377 Mont. 158, 162, 339 P.3d 32, 35. The department does not have authority to delegate this duty to any other agency. The state building code expressly applies to new construction by requiring "[a]ny person who desires to construct a building" to apply for a building permit from either the department or the appropriate certified local jurisdiction. Sections 50-60-106, 50-60-108, MCA; ARM Title 24, chapter 301, subchapter 2; ARM 24.301.1403. The statutory authority of a fire chief for a governmental fire agency expressly recognizes the authority of the building official over new construction as the inspection of commercial buildings for fire safety purposes can only occur "after the property has been approved for occupancy by a certified city, county, or town building code jurisdiction or the department of labor and industry's bureau of building and measurement standards," 7-33-2001(9)(a)(ii), MCA.

Furthermore, a fire code official, or any local fire authority having jurisdiction, does not have authority to adopt or enforce regulations that conflict with the state building code as adopted by the department under 50-3-102(2), MCA. The Department of Justice (DOJ) "may adopt rules necessary for safeguarding life and property from the hazards of fire and carrying into effect the fire prevention laws of this state if the rules do not conflict with building regulations adopted by the department of labor and industry." 50-3-102(2), MCA. Additionally, if DOJ's fire

prevention rules address building or equipment standards covered by the state building code or a certified local building code, those rules become effective only upon the department's approval of the rules and filing with the Secretary of State. 50-3-103(2), MCA. In contrast, the department is not required to seek approval of building code regulations by DOJ. The state building code acknowledges that DOJ "may promulgate regulations relating to use of buildings and installation of equipment." 50-60-202, MCA. However, this statutory mandate requires DOJ to "review building plans and regulations for conformity with rules promulgated by the department[,]" meaning DOJ's review of building plans and regulations must conform with rules promulgated by the department and not vice versa. Section 50-60-202, MCA.

State law also ensures that a local fire code cannot conflict with a state or local building code. As noted in the response to Comment 2, because the state adopts a fire code, a local government cannot adopt a code or regulation that is inconsistent with state law or state regulations. 7-1-1113, MCA. Additionally, DOJ has statutory authority to review and approve each local jurisdiction's fire code and plan for enforcement of that code. 50-61-102(2), MCA. DOJ's review of a local fire code includes ensuring that a local jurisdiction's fire code complies with the provisions of 50-3-102 and 50-3-103, MCA; therefore, a local fire code cannot conflict with the state or local building code. 50-61-102(1), MCA.

Comment 7: A commenter questioned why the department did not update NFPA 72, National Fire Alarm Code, from the 2019 edition to the 2022 edition, as referenced in ARM 24.301.146(20), modifying IBC Subsection 903.3.5, Inadequate Water Supply.

Response 7: The department will review the 2022 edition of NFPA 72, National Fire Alarm Code, and consider the update in a future rulemaking. At this time, the 2019 edition of NFPA 72 is required for monitoring, as stated in ARM 24.301.146(2); however, a building official may approve alternative means and methods under the building code, including references to updated code standards.

Comment 8: A commenter questioned the proposed requirements for rural event venues, specifically the lack of access to a municipal water supply in ARM 24.301.146(21)(a), and the practical implications of suppressing a fire in a building of 5,000 square feet that does not have adequate access to water. The commenter recommended that the rule should reference lack of access to "an adequate water supply" rather than lack of access to a municipal water supply. The commenter further questioned why the standards of Subsection 903.3.5, Inadequate Water Supply, adopted in ARM 24.301.146(20), are not applied here.

Response 8: The department developed the requirements for rural event venues proposed in ARM 24.301.146(21) in coordination with the Office of the State Fire Marshal, Montana Department of Justice. The State Fire Marshal provided invaluable feedback and information about fire safety and the unique safety challenges presented by rural buildings in Montana. The department and the State Fire Marshal determined that lack of access to a municipal water supply provides a more definitive measure of the fire suppression challenges to a rural building. In contrast, a term such as an "adequate water supply" is vague, subjective, and many rural

areas of Montana experience dramatic seasonal changes to the available water supply. Furthermore, department and the State Fire Marshal considered several fire-protection factors for these venues beyond the available water supply, including a building fire area of 5,000 or less square feet and the fire separation distance of at least 60 feet between the rural event venue and other buildings. The department and the State Fire Marshal agree that this proposed rule provides a clear and practical approach to protect health and safety, while allowing for increased economic development in rural areas.

Comment 9: A commenter questioned the proposed requirements for rural event venues, specifically the allowance for one fewer internal fire safety measure in exchange for a noncombustible exterior in ARM 24.301.146(21)(c).

Response 9: The department developed the requirements for rural event venues proposed in ARM 24.301.146(21) in coordination with the Office of the State Fire Marshal, Montana Department of Justice. The State Fire Marshal provided invaluable feedback and information about fire safety and the unique safety challenges presented by rural buildings in Montana.

The waiver of one internal fire safety measure in exchange for a noncombustible exterior is solely at the discretion of the building official, and the building official is in the best position to determine if the waiver of any one of the internal fire protection measures listed in ARM 24.301.146(21)(c)(ii) through (ix) is a reasonable option. The department and the State Fire Marshal carefully considered each requirement in the proposed rule, while allowing the building official the flexibility to consider each unique rural event venue. The department and the State Fire Marshal agree that this proposed rule provides a clear and practical approach to protect health and safety, while allowing for increased economic development in rural areas.

Comment 10: Several commenters noted that the 2024 IBC and 2024 International Residential Code (IRC) changed the methodology for calculating minimum snow loads from “allowable stress design level” to a “strength level.” The commenters argue that the current language in ARM 24.301.146(35) regarding ground snow loads and in ARM 24.301.154(6) regarding residential roof loads is now unclear, and the rules should be clarified to address the current methodologies referenced in the 2024 IBC and 2024 IRC. Commenters suggest that specific clarifications to the rule should include whether the load is based on the stress design level (ASD) or the strength level load (LFRD).

Response 10: The department did not propose any changes to ARM 24.301.146(35) regarding ground snow loads or to ARM 24.301.154(6) regarding residential roof loads; therefore, the rules cannot be changed at adoption of this rules project. The department may not adopt, amend, or repeal a rule without publishing the specific proposed change and allowing for public comment. 2-4-302, MCA. However, the department will consider these comments for a future rulemaking project, and the department may solicit additional information from interested persons to develop proposed rule language addressing this issue.

Comment 11: A commenter noted that the 2024 IRC does not contain a Subsection R137.5, as referenced in the proposed amendments to ARM 24.301.154(5).

Response 11: The department acknowledges the typo, and ARM 24.301.154 is amended in this adoption notice to cite to the correct subsection of the 2024 IRC, R317.5, Fire Sprinklers.

Comment 12: Regarding the department's proposed deletion of Section R309, Automatic Fire Sprinkler Systems, of the 2024 IRC in ARM 24.301.154(11), a commenter questioned the feasibility of requiring NFPA-compliant automatic sprinkler systems in residential structures of 3,600 square feet or greater, noting that a significant number of these structures operate as short-term rentals and essentially qualify as IBC Group R-1 structures (sleeping units with more than two dwelling units and transient occupants, such as boarding houses and hotels).

Response 12: The department is prohibited by state law from requiring sprinkler systems in single-family residential structures according to 50-60-203(5)(a), MCA: "[t]he department may not include in the state building code . . . a requirement for the installation of a fire sprinkler system in a single-family dwelling or a residential building that contains no more than two dwelling units[.]" While the size, location, and use of residential structures over 3,600 square feet present challenges for fire suppression, the department is statutorily prohibited from requiring sprinkler systems in these structures.

Comment 13: A commenter recommended against the deletion of Section C406, ADDITIONAL EFFICIENCY, RENEWABLE AND LOAD MANAGEMENT REQUIREMENTS, as part of the adoption of the 2024 International Energy Conservation Code (IECC) in ARM 24.301.161(20). The commenter argues that Section C406 has been adopted in prior versions of the IECC, including the 2021 IECC, and the elimination of the section represents a reduction in energy efficiency standards. The commenter states that Section C406 includes flexible and cost-effective options for energy savings, and the section helps to clarify other code sections. The commenter suggested several alternatives for adopting Section C406 with amendments that maintain energy savings, while addressing the department's stated concerns of high upfront implementation costs compared to energy savings.

Response 13: The department proposed the deletion of Section C406 of the 2024 IECC because Section C406 contains several sections that conflict with the state building code under 50-60-201, MCA; and Section C406 is available to local jurisdictions to adopt as voluntary, incentive-based energy conservation standards according to 50-60-106(3)(b), MCA. The purpose of the state building code includes energy efficiency, 50-60-102, MCA; however, the state building requires consideration of cost, health, and safety above energy efficiency and conservation. Furthermore, the state building code cannot require buildings "to have solar panels or wiring, batteries, or other equipment for solar panels or electric vehicles[,]" and the building code cannot prohibit or limit "the use of electric, natural gas, propane, or other energy source." 50-60-203(5)(b) and (6), MCA. The department is also prohibited from limiting or prohibiting "listed as acceptable for use by the United States environmental protection agency pursuant to 42 U.S.C. 7671k as safe alternatives to class I and class II ozone-depleting substances." 50-60-

203(8), MCA. With these statutory limits in mind, the department determined that the additional energy efficiency requirements in Section C406 of the 2024 IECC are not appropriate for the state building code, but the section is available for local jurisdictions to adopt as voluntary incentive-based standards.

Comment 14: A commenter stated that the department's adoption of the 2024 IECC, specifically ARM 24.301.161(23), Table R402.1.2, MAXIMUM ASSEMBLY U-FACTORS AND FENESTRATION REQUIREMENTS, contains errors and does not contain all of the updates and categories of building components in the 2024 IECC. The commenter also stated that Table R402.1.2 as proposed is inconsistent with another code section proposed for adoption in ARM 24.301.161(24), Table R402.1.3, INSULATION MINIMUM R-VALUES AND FENESTRATION REQUIREMENTS BY COMPONENT.

Response 14: Subsection R402.1.3: R-value alternative., of the 2024 IECC, which is adopted by reference without modification, states that Table R402.1.2 and Table R402.1.3 are intended to be alternative methods for calculating energy efficiency. The department is aware that adopting the tables as amended results in calculations from each table that are not exactly equivalent; however, the department adopts both tables to allow the public the option of two different methods for calculating energy savings. The purpose of the state building code includes a mandate to adopt regulations that result in "the efficient use of energy" and "encourage efficiencies;" the department is not required to mandate the most efficient means of energy savings in the state building code. 50-60-201, MCA.

Comment 15: A commenter recommended that the department eliminate the R-21 cavity-only alternative for both the residential and commercial prescriptive tables for walls in the department's adoption of the 2024 IECC in ARM 24.301.161. The commenter asserted that the R-values and U-factors for all other insulation requirements are consistent with Montana's climate zone, and the R-21 cavity-only value is a weaker alternative.

Response 15: The department maintains the R-21 cavity-only value because this form of insulation remains the most affordable and widely available option in Montana. The department has a statutory mandate to "reduce the cost of construction consistent with reasonable requirements for the health and safety" and implementing regulations that "will result in the efficient use of energy." 50-60-201(2), MCA. The R-21 insulation is a relatively efficient method of insulation that keeps down the cost of construction.

Comment 16: A commenter spoke in favor of amendment of a building or dwelling unit as having an air leakage rate from four air change per hour to three air changes per hour. The commenter stated that many builders are already building homes in compliance with the stricter air leakage rate, and the commenter emphasized the importance of Heat Recovery Ventilators (HRVs) and Energy Recovery Ventilators (HRVs) to maintain indoor air quality in homes. (The air leakage rate is part of the adoption of the 2024 IECC in ARM 24.301.161(27).)

Response 16: The department acknowledges the comment.

Comment 17: A commenter spoke in favor of the adoption of the 2024 International Swimming Pool and Spa Code in ARM 24.301.175. The commenter recommended the department also adopt the updated American National Standard for Public Pool and Spa Operations and Maintenance, a publication of the American Pool & Hot Tub Alliance and the International Code Council (ANSI/PHTA/ICC-2 2026) into ARM 37.115.106. The commenter notes that the prior publication, ANSI/PHTA/ICC 7 – 2020, is already adopted by reference in ARM 37.115.106(2).

Response 17: The Department of Labor and Industry does not have authority to amend the referenced rule, ARM 37.115.106, because the rules for operation of public swimming pools and public bathing places are under the jurisdiction of the Department of Public Health and Human Services. 50-53-103, MCA. The statute granting the Department of Public Health and Human Services authority over the operation of public swimming pools and public bathing places acknowledges that the Department of Labor and Industry is required to adopt the appropriate regulations related to "the design, construction, reconstruction, alteration, conversion, repair, inspection, or use of buildings or installation of equipment" for public swimming pools and public bathing places. 50-53-103(2), MCA. However, the operation of public swimming pools and public bathing places is governed by the Department of Public Health and Human Services under Title 50, chapter 53, MCA, and their implementing regulations in ARM Title 37, chapter 115.

Comment 18: A commenter recommended the department add an additional amendment to Chapter 7 of the 2023 National Electrical Code (NEC), adopted by reference in ARM 24.301.401. The commenter asks the department to adopt Section 702.4(A)(3) of the 2026 NEC because Section 702.4 of the 2023 NEC does not account for multimode inverter-based systems evaluated for PCS overload control. The commenter also recommended the department replace "Article 130, Part II" of the 2026 NEC with Section 750.30 of the 2023 NEC.

Response 18: The department is proposing to adopt the 2023 NEC in ARM 24.301.401, not the 2026 NEC as referenced in this comment; however, the 2023 NEC Article 90.4 allows a building code official to approve alternate methods and new products where assured equivalencies establishing and maintaining safety are met. Building code officials regularly consider references to newer codes, such as the 2026 NEC, as reasonable alternative means and methods that comply with the state building code. The department continually monitors new developments in technology, while also considering the benefits, cost, and availability of such technology before requiring any new technology in the state building code.

Comment 19: A commenter asked the department to change the deadline for outdoor outlets to have ground-fault circuit-interrupter (GFCI) protection in ARM 24.301.401(8) to the deadline of September 1, 2028, citing the NFPA's proposed amendments to the 2020, 2023, and 2026 NEC. The commenter also asked the department to expressly exempt HVAC (heating, ventilation, and air conditioning) equipment from the September 1, 2026 deadline for GFCI requirements in the 2020 NEC.

Response 19: The department acknowledges the comment. The department proposed the following language: "GFCI protection shall not be required for listed HVAC equipment. The department shall determine the expiration date of this exception[,]" amending 2023 NEC, Subsection 210.8(F), Outdoor Outlets, Exception No. 2, in ARM 24.301.401(8). The proposed language expressly exempts listed HVAC equipment from this requirement, and the department has not yet determined an appropriate deadline for requiring outdoor outlets to have GFCI protection based on Montana's unique social, geographic, and economic climates. When the department has gained sufficient information to determine an appropriate deadline in Montana, that deadline will be subject to the state's rulemaking process. Under the rulemaking process, regulators, stakeholders, industry professionals, and the public will have ample time to provide feedback on the proposed deadline before it becomes effective.

Contact

Department of Labor and Industry
(406) 444-5466
laborlegal@mt.gov
Montana Relay: 711

Rule Reviewer

Jennifer Stallkamp

Approval

Sarah Swanson, Commissioner

File Attachments for Item:

a. Discussion/Decision: 1st Reading: Ordinance No. 174, Adopting Revised Building and Technical Codes as Adopted and Required by the State of Montana by Amending Chapter 6 of the Stevensville, Montana Municipal Code

Town of STEVENSVILLE 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:	Jim Crews
Second Person Submitting the Agenda Item:	Montana Department of Labor & Industry
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/22/2026
Agenda Topic:	Discussion/Decision: 1st Reading: Ordinance No. 174, Adopting Revised Building and Technical Codes as Adopted and Required by the State of Montana by Amending Chapter 6 of the Stevensville, Montana Municipal Code
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	10/22/2026
Notes:	The Department of Labor & Industry has adopted updated editions of the building codes as amended by administrative rule, effective September 26, 2026. As a certified jurisdiction you have 90 days from the effective date in which to adopt the new codes as amended per ARM 24.301.202(1) since the adoption date would be the day after Christmas, we will give you until Jan 01, 2027. Administrative Rule 24.301.202(1) states that the codes adopted by cities, counties, and towns must be the same as those adopted by the department and that cities, counties, and towns shall only adopt those codes that they are certified to enforce. You must update your ordinance(s) or resolution(s) to reflect the new edition of the adopted codes.

ORDINANCE NO. 174

AN ORDINANCE ADOPTING REVISED BUILDING AND TECHNICAL CODES AS ADOPTED AND REQUIRED BY THE STATE OF MONTANA BY AMENDING CHAPTER 6 OF THE STEVENSVILLE, MONTANA MUNICIPAL CODE

Section 1. Article IV, Sec. 6-78 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Residential Code, 2021 edition,” to the “International Residential Code, 2024 edition.”

Section 2. Article V, Sec. 6-102 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Building Code, 2021 edition,” to the “International Building Code, 2024 edition.”

Section 3. Article VI, Section 6-136 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Existing Building Code, 2021 edition,” to the “International Existing Building Code, 2024 edition.”

Section 4. Article VII, Sec. 6-156 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Energy Conservation Code, 2021 edition,” to the “International Energy Conservation Code, 2024 edition.”

Section 5. Article VIII, Sec. 6-183 of the Stevensville, Montana Municipal Code shall be amended by changing the “National Electrical Code, 2020 edition,” to the “National Electrical Code, 2023 edition.”

Section 6. Article X, Sec. 6-238 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Fuel Gas Code, 2021 edition,” to the “International Fuel Gas Code, 2024 edition.”

Section 7. Article XII, Sec. 6-280 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Mechanical Code, 2021 edition,” to the “International Mechanical Code, 2024 edition.”

Section 8. Article XIII, Sec. 6-311 of the Stevensville, Montana Municipal Code shall be amended by changing the “Uniform Plumbing Code, 2021 edition,” to the “Uniform Plumbing Code, 2024 edition.”

Section 9. Article XV, Sec. 6-315 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Swimming Pool and Spa Code, 2021 edition,” to the “International Swimming Pool and Spa Code, 2024 edition.”

Passed on First Reading by the Stevensville Town Council this _____ day of _____, 2026.

APPROVED: **ATTEST:**

_____

_____

James Crews, Mayor Jenelle S. Berthoud, Town Clerk

Passed on Second Reading by the Stevensville Town Council this _____ day of _____, 2026.

APPROVED: **ATTEST:**

_____

_____

James Crews, Mayor Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

b. Discussion/Decision: Council Approval of Alex Athens Hanger Addition per Recommendation of the Airport Board

Town of STEVENSVILLE 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:	Choose an item.
Person Submitting the Agenda Item:	Jim Crews
Second Person Submitting the Agenda Item:	Brian Germane
Submitter Title:	Mayor & Department Head
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/22/2026
Agenda Topic:	Discussion/Decision: Council Approval of Alex Athens Hanger Addition per Recommendation of the Airport Board
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	10/22/2026
Notes:	

email: gridlineconstruction1@yahoo.com

BUILDING PERMIT

Town of Stevensville
PO Box 30
Stevensville, MT 59870
406 777-5271

PERMIT# 26-B058

PERMIT INFORMATION

Date: 10/9/26 Project Address: 3945 Flying Jane unit 3-7 Proposed Work: Addition to the Hanger for offic

Project Type: X Res ___Commercial ___Multi-family ___Other _____
Work: __New const. X Remodel/addition __Garage/shed __Deck/porch __Reroof __Fence __Other _____
Sq. footage: 750 Survey or verification of property lines done by _____
Work to be done by ___Property owner X Contractor ___Other _____
Property owner: Name Alex Athens Address 3945 Flying Jane unit 3-7 Phone 406-240-8361
Contractor: Name Grid line construction Address 11 Holiday Ln missoula mt Phone 406-529-5657
Architect/engineer: Name Aaron Olinger Address _____
Phone _____

PLEASE ATTACH BRIEF PROJECT DESCRIPTION SEPARATELY

Ancillary permits to be attached to this project: ___ Plumbing ___ Electrical ___ Mechanical

NOTICE

A HOMEOWNER MAY SECURE THE PERMIT FOR AND PERFORM WORK ON ONLY THEIR OWN RESIDENTIAL BULDING OCCUPIED AND USED FOR THEIR OWN PERSONAL USE. A MONTANA LICENSED CONTRACTOR IS REQUIRED ON ALL RENTALS, COMMERCIAL BUSINESS, ETC.

BUILDING PERMIT FEES

The total *value* of the project is used to determine permit fees in accordance with permit fee schedule. If valuation is unknown, the value will be established by the Building Official using the most recent ICC tables.

TOTAL VALUE OF PROJECT $ 150000.00

Building permit fee: $_____ + Plan Review fee (20% of permit fee) + Planning/Zoning fee (5% of permit fee): $_____ =

Total permit fee: $_____

INFRASTRUCTURE FEES

Water..... $_____ Sewer..... $_____
Water meter..... $_____ Street cut..... $_____
Curb cut..... $_____ Other_____ $_____

TOTAL INFRASTRUCTURE FEES: $_____
Deduct fees already paid: $_____
TOTAL FEES DUE PRIOR TO ISSUANCE OF PERMIT: $_____

Paid by: __Cash __Check (#_____) __Credit card __Other_____

FOR DEPARTMENT USE ONLY

Zoning comments: _____

Reviewed by:_____ Title: _____ Date: _____

Public Works comments: _____

Reviewed by: _____ Title: _____ Date: _____

I agree to comply with all Town of Stevensville ordinances, codes and state laws. If the above information is incorrect or incomplete, the Building Official is authorized to suspend or revoke this permit. I agree to call for all required inspections and to make all necessary corrections before proceeding. This permit will become null and void if work is not commenced within 180 days from date of issuance or, if work is suspended or abandoned for a period of 180 days. An extension may be granted by the Building Official if just cause is presented in writing.

Print name Aaron Olinger Signature: _____ Date: 10/9/26
Permit Issued by_____ Date: _____ Applicable codes: _____
Permit final by_____ Date: _____ Comments: _____

POST YOUR COPY OF THIS PERMIT ON SITE

April 2019

HANGAR ADDITION

STEVENSVILLE, MONTANA

GENERAL NOTES:

1. DO NOT SCALE. USE DIMENSIONS PROVIDED.

2. USE DETAILS MARKED "TYP." WHEREVER APPLICABLE, UNLESS NOTED OTHERWISE.

STRUCTURAL CODE AND DESIGN CRITERIA:

THE STRUCTURE SHALL ADHERE TO THE FOLLOWING CODES AND REGULATIONS (AS IS APPLICABLE) :

2024 International Residential Code (IRC)
2024 International Building Code (IBC)
2021 International Energy Conservation Code (IECC) (See Montana amendments)
2023 National Electric Code (NFPA 70)
2024 Uniform Plumbing Code (UPC)
2024 International Mechanical Code (IMC)
2024 International Fuel Gas Code (IFGC)
2024 International Existing Building Code (IEBC)
2017 Accessible and Usable Building Facilities ICC A117.1
Montana Amendments to Adopted Codes
City of Missoula - Title 15

PROVIDE WHOLE HOUSE MECHANICAL REQUIREMENTS PER SECTION 403.6 IECC 2024
PROVIDE APPROVED DUCT TEST RESULTS PRIOR TO ISSUANCE OF C.O. SEC. R403.3.5
PROVIDE APPROVED BLOWER DOOR TEST RESULTS PRIOR TO ISSUANCE OF C.O. SEC. R402.4

FOOTINGS & FOUNDATIONS

1. CONCRETE F'C= 3,500 PSI

2. COMPACT SUBGRADE BELOW FOUNDATIONS. FILL ANY OVER-EX AREAS BENEATH FOUNDATIONS OR SLABS W/ ENGINEERED STRUCTURAL FILL. PLACE FILL IN MAX. LOOSE LAYERS 8" DEEP & COMPACT TO 98% OF ASTM D698 MAX. DRY DENSITY.

3. INSTALL 5" BLOCK-OUTS 3 LOCATIONS - SEWER, POWER, & WATER - AS REQUIRED FOR MECHANICAL & PLUMBING CONTRACTORS.

4. ALL FOOTINGS SHALL BE PLACED ON LOAD BEARING, UNDISTURBED SOIL. FOOTINGS SHALL BE PLACED BELOW FROST DEPTH AS REQUIRED BY LOCAL CODES.

5. PROVIDE PERIMETER FOUNDATION DRAWINGS AS DIRECTED BY LOCAL CODES OR SITE CONDITIONS.

STRUCTURAL FRAMING & SHEATHING

1. DESIGN PROVIDED IN ACCORDANCE W/ 2024 IBC

   A. 2X DIMENSIONAL LUMBER MINIMUM:
      -DOUGLAS FIR-LARCH NO. 2, OR LOCAL EQUIVALENT
   B. PRESSURE TREATED 2X OR 4X LUMBER MINIMUM:
      -HEM FIR NO. 2
   C. 4X & LARGER DIMENSIONAL LUMBER MINIMUM:
      DOUGLAS FIR-LARCH NO. 1
   D. GLULAM TIMBERS
      -SIMPLE SPAN BEAMS: 24F-V8, DF/DF
      -CONTINUOUS & CANTILEVER BEAMS: 24F-V8, DF/DF
      -COLUMNS & TRUSS MEMBERS: 2-DF-LF
      -EXTERIOR BEAMS AC/AC ZOF-V12
      - CONTRACTOR TO COORDINATE APPEARANCE GRADE W/ OWNER.
   E. ANCHOR BOLTS & RODS:
      -ASTM F1554, GRADE 36, THREADED W/ NUT
   F. ROOF SHEATHING:
      -15/32" APA RATED STRUCTURAL I PLYWOOD SHEATHING ATTACHED W/ 8d @ 6" EDGE, 12" FIELD (UNLESS NOTED OTHERWISE)
   G. FLOOR SHEATHING:
      -3/4" T&G OSB SHEATHING GLUE & NAIL W/ 10d @ 6" EDGE, 12" FIELD

2. ALL MECHANICAL FASTNERS & CONNECTORS SHALL BE "SIMPSON" OR EQUAL, OR AS NOTED ON THE DRAWINGS. FOLLOW THE MANUFACTURERS SPECIFICATIONS FOR [illegible]ON. BOLTS & STEEL PLATES SHALL CONFORM TO [illegible] UNLESS NOTED OTHERWISE.

3. "CERTIFIED" PREFABRICATED TRUSSES & TRUSS SYSTEMS SHALL BE DESIGNED & ENGINEERED BY A LOCAL TRUSS MANUFACTURER.

4. PROVIDE GUTTERS & DRAIN SYSTEMS FOR THE DISCHARGE OF RAINWATER AS NECESSARY.

DOORS & WINDOWS

1. EGRESS WINDOWS SHALL BE PROVIDED AS REQUIRED BY GOVERNING CODES.

2. ALL WINDOW & DOOR GLAZING SHALL BE DOUBLE INSULATED GLASS (MIN.)

   TEMPERED GLAZING IS REQUIRED FOR:
   A. ALL DOOR GLASS
   B. GLASS WITHIN A 24" ARC OF VERTICAL EDGES OF A DOOR & LESS THAN 60" ABOVE THE FLOOR
   C. GLASS OVER TUB OR SHOWER WITHIN 60" OF THE FLOOR
   D. GLASS WITHIN 18" OF THE FLOOR & OVER 9 SQUARE FEET IN SIZE
   E. WINDOWS ENCLOSING STAIRWAY LANDINGS OR WITHIN 5 FEET OF THE BOTTOM & TOP OF A STAIRWAY WHERE THE BOTTOM EDGE IS LESS THAN 60" ABOVE THE FLOOR.

SMOKE DETECTORS

1. SMOKE DETECTORS WHICH SOUND AN AUDIBLE ALARM IN ALL SLEEPING AREAS OF THE DWELLING UNIT WHERE THEY ARE LOCATED ARE REQUIRED TO BE INSTALLED IN THE FOLLOWING LOCATIONS:

   A. ON THE CEILING OR WALL AT A POINT CENTRALLY LOCATED IN THE CORRIDOR OR AREA GIVING ACCESS TO ROOMS USED FOR SLEEPING PURPOSES. PROVIDE DETECTOR IN ROOM IF ROOM HEIGHT IS 24" (610MM) OR HIGHER THAN THAT OF CORRIDOR.
   B. ON THE CEILING IN CLOSE PROXIMITY TO THE STAIRWAY WHERE ROOMS ARE ON AN UPPER LEVEL.
   C. IN THE BASEMENT & ON EACH STORY (FLOOR).
   D. IN EACH SLEEPING ROOM.
   E. SMOKE DETECTORS SHALL RECEIVE THEIR PRIMARY POWER FROM BUILDING WIRING & BE EQUIPPED W/ A BATTERY BACK-UP.

STRUCTURAL DESIGN CRITERIA:

DESIGN PROVIDED IN ACCORDANCE W/ THE 2024 IBC

1. DEAD LOAD:
   a. ROOF: 15 PSF
   b. FLOOR: 15 PSF
2. LIVE LOAD:
   a. 40 PSF (RESIDENTIAL)
3. SNOW LOAD:
   a. GROUND: 48 PSF
   b. ROOF: 30 PSF
4. WIND LOAD:
   a. ULT: 105 MPH (3 SECOND GUST)
   b. VASD: 81.4 MPH (3 SECOND GUST) EXPOSURE B, RISK CATEGORY II
5. SEISMIC:
   a. SEISMIC DESIGN CATEGORY C
   b. SITE CLASS D
   c. SDS: 0.34
   d. SD1: 0.10
6. ALLOWABLE SOIL BEARING PRESSURE:
   a. 1,500 PSF (2024 IBC)

ZONING

ZONE - AIRPORT: SUBJECT TO STEVENSVILLE AIRPORT ZONING ORDINANCE

GENERAL REQUIREMENTS

- PROVIDE CARBON MONOXIDE DETECTORS IN THE IMMEDIATE VICINITY OF EACH SLEEPING AREA. POWER MUST BE FROM BUILDING WIRING AND FROM BATTERY BACKUP. DEVICE INTERCONNECTIVITY REQUIRED. IF FUEL-BURNING APPLIANCE IS IN BEDROOM OR ADJACENT BATH, CARBON MONOXIDE ALARM IS ALSO REQUIRED INSIDE THE BEDROOM.
- STAIRS, GUARDS, HANDRAILS, AND WINDOW FALL PROTECTION TO COMPLY WITH R311, R312, AND APPLICABLE STATE AMENDMENTS.
- INSTALL FUEL-FIRED APPLIANCES PER LISTING, IMC, IFGC, IECC AND UPC. PROVIDE SUFFICIENT COMBUSTION AIR.
- WOOD STOVES/ FIREPLACES NOT ALLOWED IN MISSOULA AIRSHED.
- FOAM PLASTICS INCLUDING, BUT NOT LIMITED TO SPRAY FOAM, RIGID INSULATION BOARD, AND ICF BLOCKS, SHALL BE COVERED WITH A THERMAL OR IGNITION BARRIER PER R316 IN INTERIOR SPACES, ATTICS AND CRAWL SPACES.
- SURFACE GRADE SHALL FALL AWAY FROM FOUNDATION WALLS NOT FEWER THAN 6 INCHES WITHIN THE FIRST 10 FEET.
- FASTENERS FOR PRESERVATIVE TREATED WOOD INCLUDING NUTS AND WASHERS SHALL BE OF HOT-DIPPED, ZINC-COATED GALVANIZED STEEL, STAINLESS STEEL SILICON BRONZE OR COPPER. STAPLES TO BE OF STAINLESS STEEL. FOR EXCEPTIONS, SEE R317.3.1
- ROOF ASSEMBLIES REQUIRED TO INSTALL WATER AND ICE SHIELD PER SECTION 905.1.2 SHALL EXTEND MIN. 2'-0" (24 INCHES) FROM LOWEST EDGE OF ROOF SURFACE TO INSIDE OF EXTERIOR WALL LINE REGARDLESS OF ROOF SLOPE. ICE BARRIER TO BE PLACED OVER THE DRIP EDGE ALONG THE EAVES AND THE DRIP EDGE TO BE PLACED OVER THE UNDERLAYMENT ON GABLES, ON ROOFS WITH SLOPE EQUAL TO OR GREATER THAN 8 UNITS VERTICAL IN 12 UNITS HORIZONTAL (67-PERCENT SLOPE), THE ICE BARRIER SHALL ALSO BE APPLIED NOT LESS THAN 6 INCHES (914 MM) MEASURED ALONG THE ROOF SLOPE FROM THE EAVE EDGE OF THE BUILDING.
- PROVIDE TREATED OR ROT-RESISTANT FRAMING WHERE BOTTOM OF FRAMING IS LESS THAN 12 INCHES ABOVE EXPOSED GROUND AND WOOD COLUMNS LESS THAN 8 INCHES FROM EXPOSED GROUND IN CRAWL SPACES OR UNEXCAVATED AREAS.
- USE TREATED WOOD COLUMNS THAT IS IN CONTACT WITH BASEMENT/ CRAWL FLOOR SLABS UNLESS SUPPORTED BY CONCRETE PIERS OR METAL PEDESTALS PROJECTING NOT LESS THAN 1 INCH (25 MM) ABOVE THE CONCRETE FLOOR AND SEPARATED FROM THE CONCRETE PIER BY AN IMPERVIOUS MOISTURE BARRIER.
- PROVIDE DRAIN FOR W/ H PAN AND TSP RELIEF, WHERE MECHANICAL OR EQUIPMENT W/ IGNITION PT. LOCATION IS ACCESSIBLE IN GARAGE. EQUIPMENT TO BE ELEVATED A MINIMUM OF 18" FROM FLOOR
- FASTENING MUST MEET SECTION IRC 602.3
- PROVIDE 1 ANSI/ NSF EXTERIOR DOORS
- SAFETY GLAZING TO BE PROVIDED AS DICTATED IN IRC SECTION 308
- AT LEAST ONE EMERGENCY ESCAPE AND RESCUE OPENING IS REQUIRED IN EVERY SLEEPING ROOM, BASEMENT, AND HABITABLE ATTIC, NET OPERABLE AREA 5.7 SQ. FT. CLEAR OPENING, MIN. NET
  CLEAR OPENING WIDTH= 20 IN. MIN. NET CLEAR HEIGHT OPENING = 24 IN. MIN. BOTTOM OF CLEAR OPENING FROM FLOOR = 44 INCHES, EMERGENCY ESCAPE DOORS TO BE SIDE HINGED OR SLIDING.
  WINDOW WELLS BELOW GRADE SHALL BE PROVIDED WITH A WINDOW WELL PER IRC R310.4, EMERGENCY ESCAPE AND RESCUE OPENINGS UNDER DECKS, PORCHES AND CANTILEVERS TO MEET IRC R310.2.4
- IN DWELLING UNITS, WHERE THE BOTTOM OF THE CLEAR OPENING OF AN OPERABLE WINDOW OPENING IS LOCATED LESS THAN 24 INCHES (610 MM) ABOVE THE FINISHED FLOOR AND GREATER THAN 72 INCHES (1829 MM) ABOVE THE FINISHED GRADE OR OTHER SURFACE BELOW ON THE EXTERIOR OF THE BUILDING, THE OPERABLE WINDOW SHALL COMPLY WITH ONE OF THE FOLLOWING:
  1. OPERABLE WINDOW OPENINGS WILL NOT ALLOW A 4-INCH-DIAMETER (102 MM) SPHERE TO PASS THROUGH WHERE THE OPENINGS ARE IN THEIR LARGEST OPENED POSITION.
  2. OPERABLE WINDOWS ARE PROVIDED WITH WINDOW OPENING CONTROL DEVICES OR FALL PREVENTION DEVICES THAT COMPLY WITH ASTM F2090.
- WHERE AN OPERABLE WINDOW SERVES AS AN EMERGENCY ESCAPE AND RESCUE OPENING, A WINDOW OPENING CONTROL DEVICE OR FALL PREVENTION DEVICE, AFTER OPERATION TO RELEASE
  THE CONTROL DEVICE OR FALL PREVENTION DEVICE ALLOWING THE WINDOW TO FULLY OPEN, SHALL NOT REDUCE THE NET CLEAR OPENING AREA OF THE WINDOW UNIT TO LESS THAN THE AREA
  REQUIRED BY IRC SECTIONS R310.2.1 AND R310.2.2.
- MINIMUM 90% OF NEW LIGHT FIXTURES MUST HAVE HIGH EFFICIENCY BULBS.
- WINDOW AND DOORS MINIMUM U-FACTOR - U-0.30
- PROVIDE CLASS I VAPOR RETARDER @ EXPOSED GRADE @ CRAWL SPACES. JOINTS TO OVERLAP MIN. 6 INCHES, TAPED/ SEALED MIN. 4 INCHES ATTACHED AND SEALED TO STEM WALL.
- WHERE CRAWL SPACE WALL INSULATION IS INSTALLED, IT SHALL BE PERMANENTLY FASTENED TO THE WALL AND SHALL EXTEND DOWNWARD FROM THE FLOOR TO THE FINISHED GRADE ELEVATION
  AND THEN VERTICALLY OR HORIZONTALLY FOR NOT LESS THAN AN ADDITIONAL 24 INCHES (610 MM). EXPOSED EARTH IN UNVENTED CRAWL SPACE FOUNDATIONS SHALL BE COVERED WITH A CONTINUOUS CLASS I VAPOR RETARDER IN ACCORDANCE WITH THE INTERNATIONAL RESIDENTIAL CODE, AS APPLICABLE. JOINTS OF THE VAPOR RETARDER SHALL OVERLAP BY 6 INCHES (152 MM) AND BE SEALED OR TAPED. THE EDGES OF THE VAPOR RETARDER SHALL EXTEND NOT LESS THAN 6 INCHES (152 MM) UP STEM WALLS AND SHALL BE ATTACHED TO THE STEM WALLS.

SYMBOLS

- SHEAR WALL
- WINDOW
- DOOR
- FOOTING
- HOLD DOWN
- SECTION NUMBER / SHEET SHOWN
- SECTION CUT

DRAWING INDEX

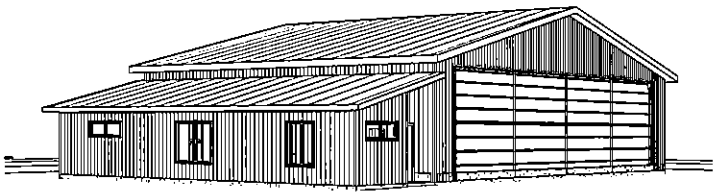
SHEET NUMBER	SHEET NAME
TS	TITLE SHEET
C1.0	SITE PLAN - OVERALL
S1.0	FOUNDATION PLAN
A1.0	FIRST FLOOR PLAN
A2.0	DOOR, WINDOW, & HEADER PLAN
A3.0	ELEVATIONS 1
A3.1	ELEVATIONS 2
C1.1	SITE PLAN - BUILDING & UTILITY LAYOUT
S2.0	ROOF FRAMING PLAN
S2.1	ROOF PLAN
S3.0	SECTIONS & DETAILS

REVISION SCHEDULE

SYM.	INITIAL	DESCRIPTION	APPROVED DATE

ABBREVIATIONS:

@-	AT	EW-	EACH WAY	PL-	PLATE
&-	AND	FDN-	FOUNDATION	PREFAB-	PREFABRICATED
ABV-	ABOVE	FT-	FEET	PT-	PRESSURE TREATED
BD-	BOARD	FTG-	FOOTING	REINF-	REINFORCED OR REINFORCING
BLW-	BELOW	GC-	GENERAL CONTRACTOR	RM-	ROOM
BM-	BEAM	GLB-	GLU-LAM BEAM	SEC-	SECTION
BRG-	BEARING	HDR-	HEADER	SP-	STRUCTURAL INSULATED PANEL
C -	CENTERLINE	HORIZ-	HORIZONTAL	SPEC-	SPECIFICATIONS
CLG-	CEILING	ICF-	INSULATED CONCRETE FOUNDATION	STD-	STANDARD
CJ-	CONTROL JOINT	IN-	INCHES	STL-	STEEL
CONC-	CONCRETE	INSUL-	INSULATION	STRUC-	STRUCTURAL
CONST-	CONSTRUCTION	LAM-	LAMINATE OR LAMINATED	TOC-	TO BE DETERMINED
CONT-	CONTINUOUS	MAX-	MAXIMUM	T&G-	TOUNGUE AND GROOVE
DIA-	DIAMETER	MECH-	MECHANICAL	TOF-	TOP OF FOUNDATION
DTL-	DETAIL	MET-	METAL	TOS-	TOP OF SLAB
DWG-	DRAWING	MFR-	MANUFACTURER	TOFTG-	TOP OF FOOTING
DS-	DOWNSPOUT	MIN-	MINIMUM	TYP-	TYPICAL
EA-	EACH	MTL -	MATERIAL	BOFTG-	BOTTOM OF FOOTING
ELEV-	ELEVATION	NIC-	NOT IN CONTRACT	UNO-	UNLESS NOTED OTHERWISE
EMBED-	EMBEDMENT	O.C.-	ON CENTER	VERT-	VERTICAL
EQUIV-	EQUIVALENT	O.C.E.W.-	ON CENTER EACH WAY	VP-	VENEER PLASTER
		WWF-	WELDED WIRE FABRIC	W/ -	WITH
				WD-	WOOD
				WDW-	WINDOW



1 HANGAR ADDITION

CONSTRUCTION SET

BEN BLAIR
DRAFTSMAN & DESIGN
Missoula, MT
406.493.4476
NFSTED#4462
[illegible]

Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

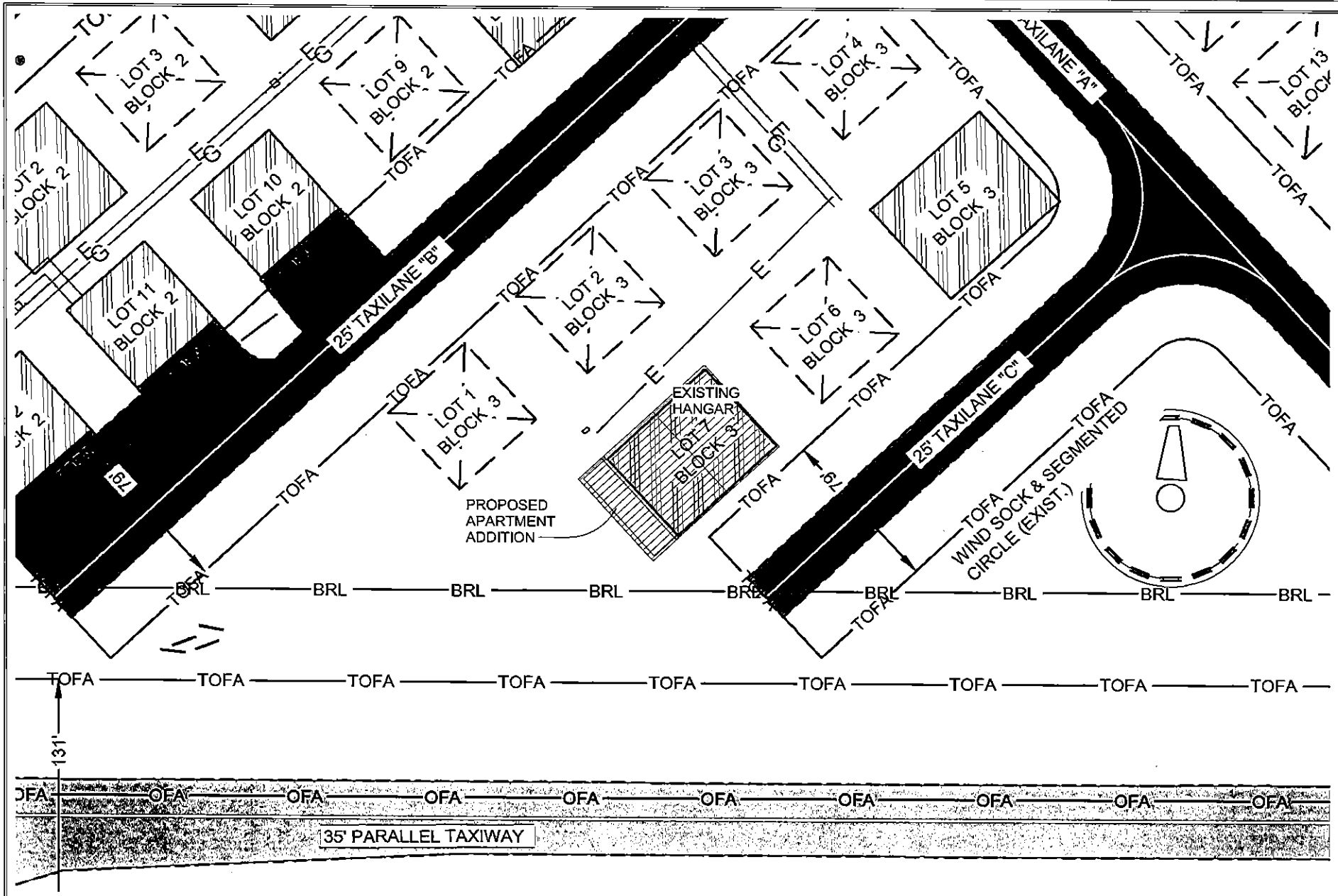
TITLE SHEET

Revisions & Issues

Revision Date	Issued for

DRAWN BY: JB
PLAN DATE: 10/25
FINAL CS DATE: 11/25

SHEET NO:
TS



SITE PLAN - OVERALL
1" = 20'-0"

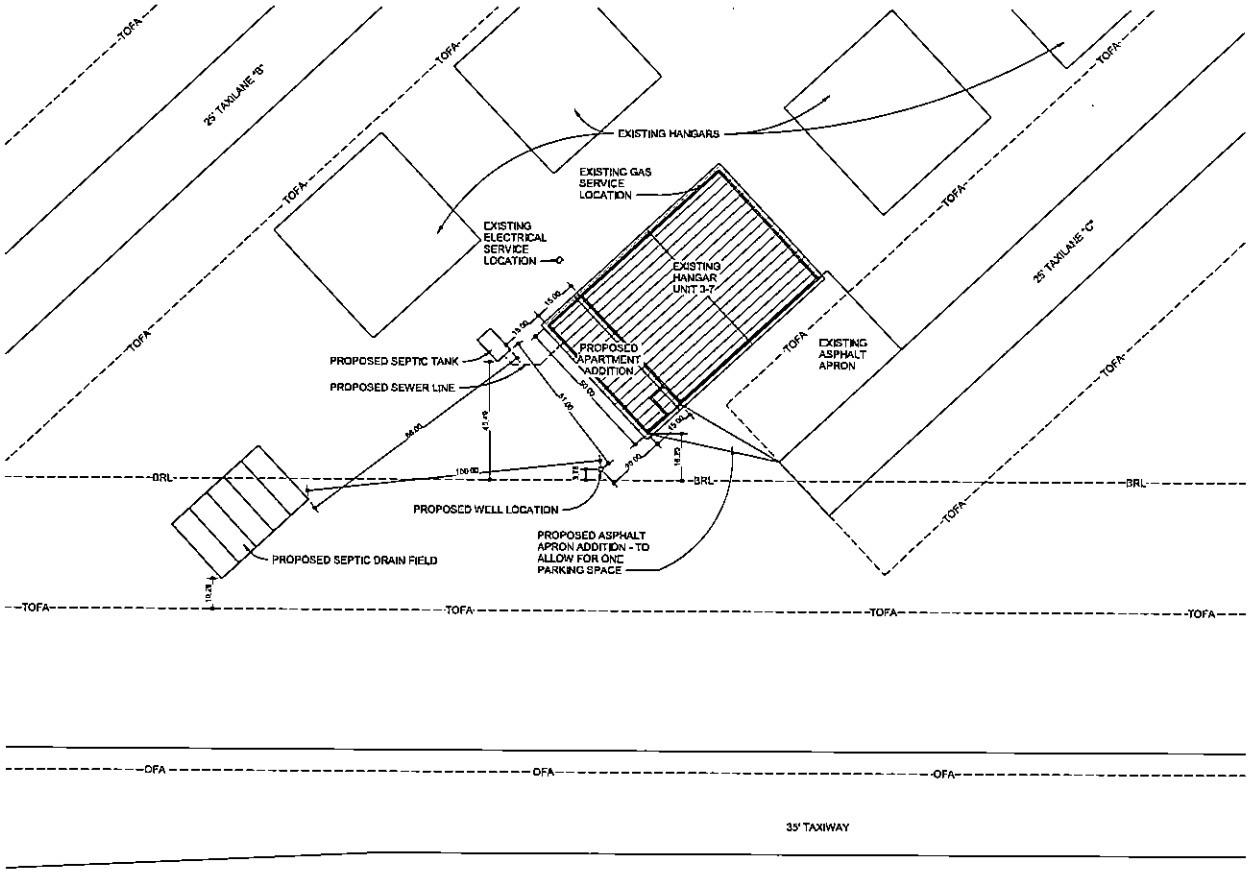
N

CONSTRUCTION SET

Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

SITE PLAN - OVERALL

SHEET NO.
C1.0



NOTES:

- ADDITION LOT COVERAGE %: N/A
- BUILDING HEIGHT:
  - EXISTING HANGAR: 23' - 3 3/4"
  - APARTMENT ADDITION: 12' - 11 1/2"

SITE PLAN - BUILDING & UTILITY LAYOUT
1" = 20'-0"

N

CONSTRUCTION SET

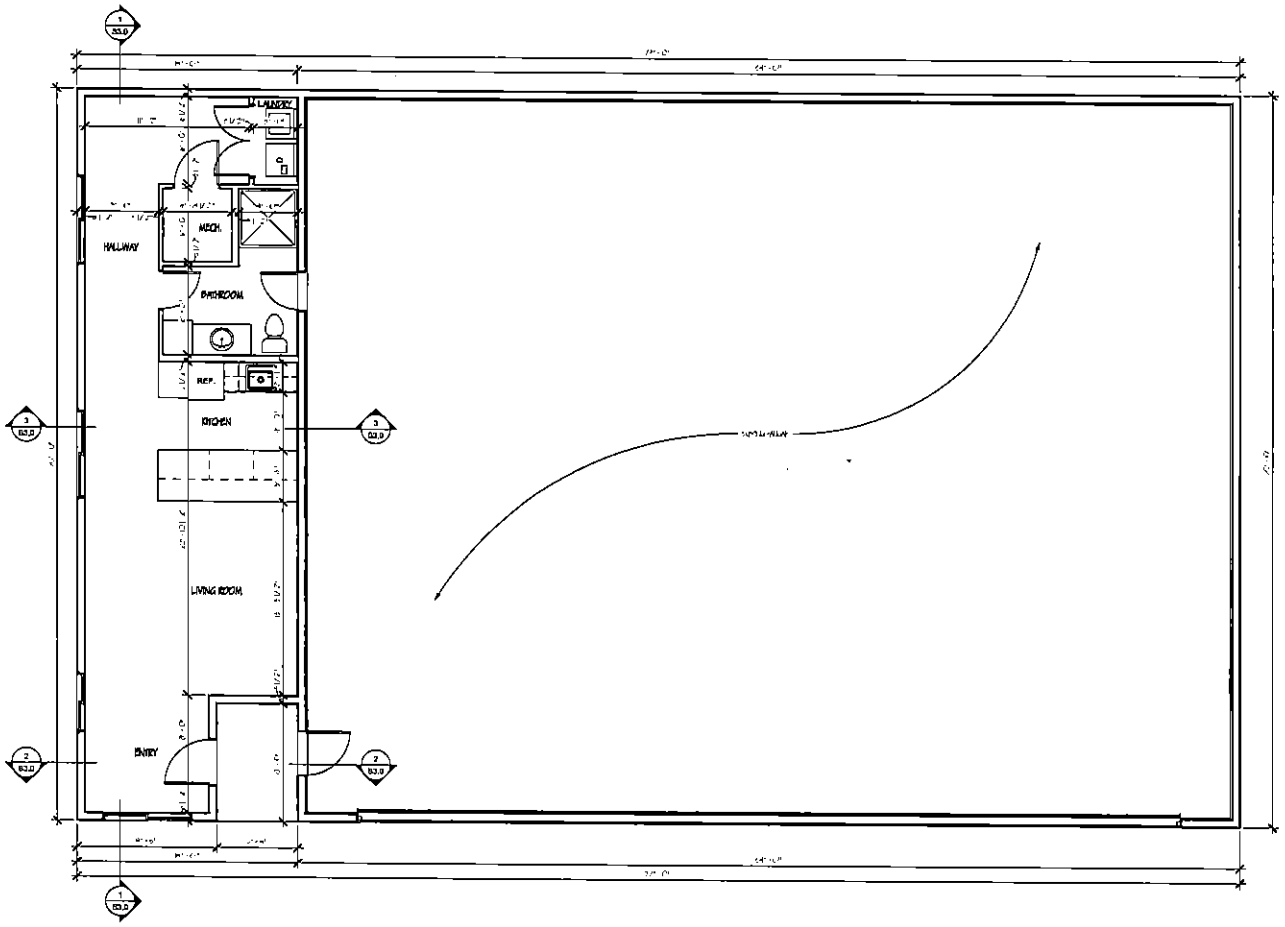
Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

SITE PLAN - BUILDING & UTILITY LAYOUT

Revision Schedule	
Comment/Note	Issued By

DRAWN BY: JS
PLAN DATE: 10.1.25
FINAL CC DATE: 11.7.25

SHEET NO.
C1.1



1 FIRST FLOOR PLAN

N

CONSTRUCTION SET

Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

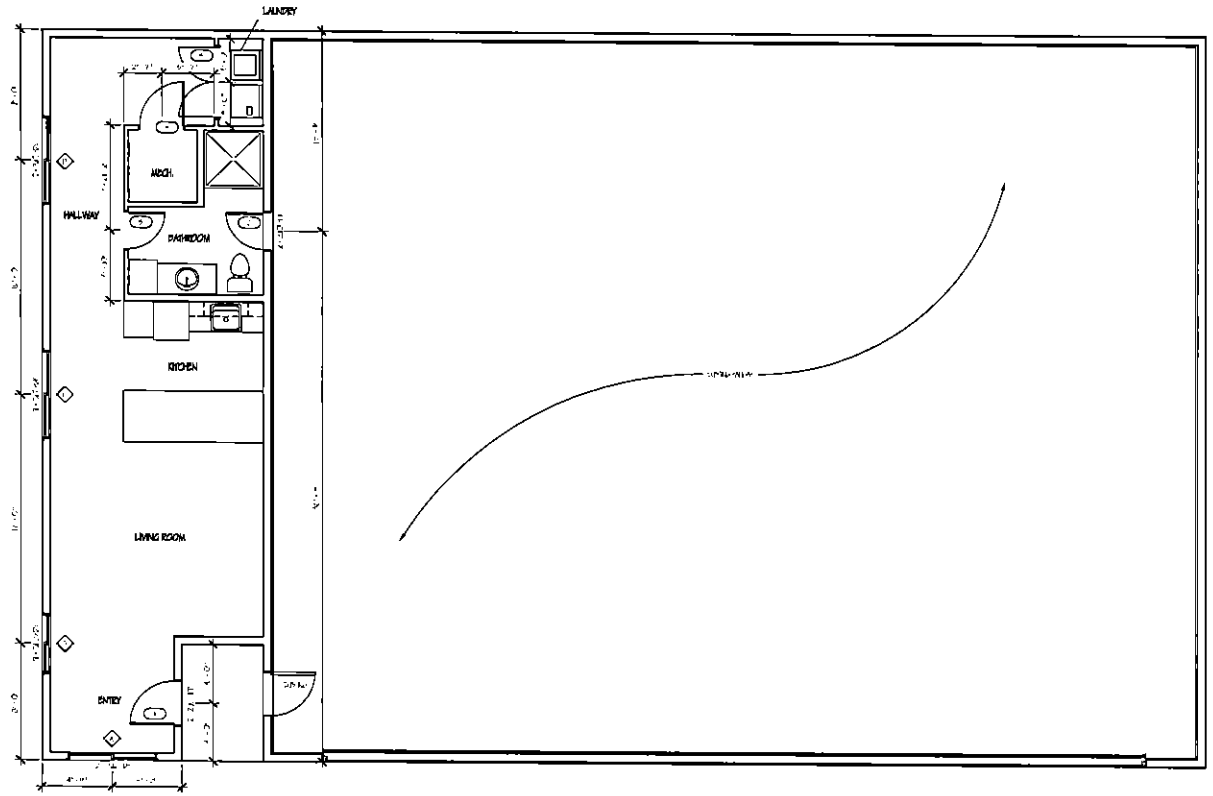
FIRST FLOOR PLAN

PLAN DATE:

SHEET NO:
A1.0

DOOR SCHEDULE									

WINDOW SCHEDULE				



DOOR & WINDOW PLAN

N

CONSTRUCTION SET

PRELIM
DRAFTING & DESIGN
Stevensville, MT
406.829.4475
FAX 520.214.4442

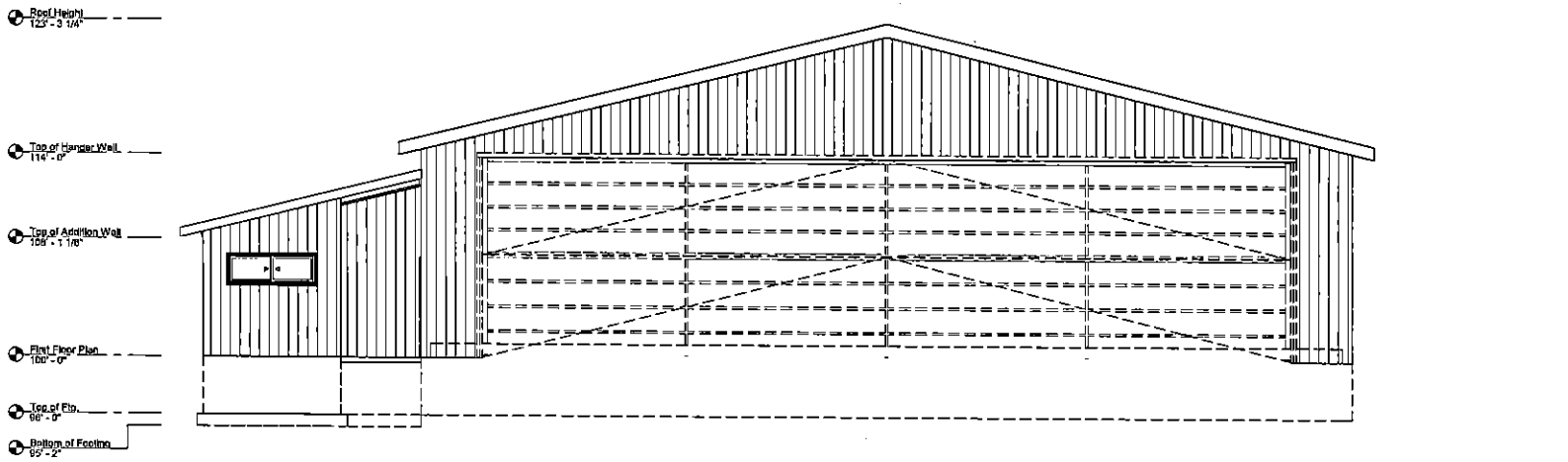
Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

DOOR, WINDOW, & HEADER PLAN

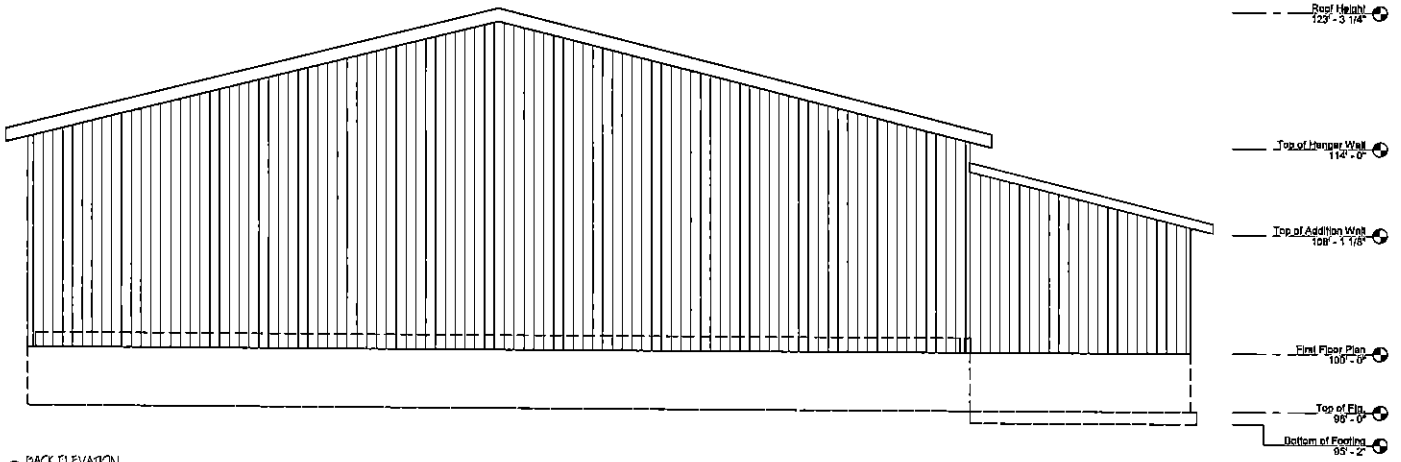
Revision Schedule	
Revision/Issue	Issued by

DRAWN BY: A
PLAN DATE: 10-2-24
FINAL CC DATE: 11-7-24

SHEET NO.
A2.0



1 FRONT ELEVATION



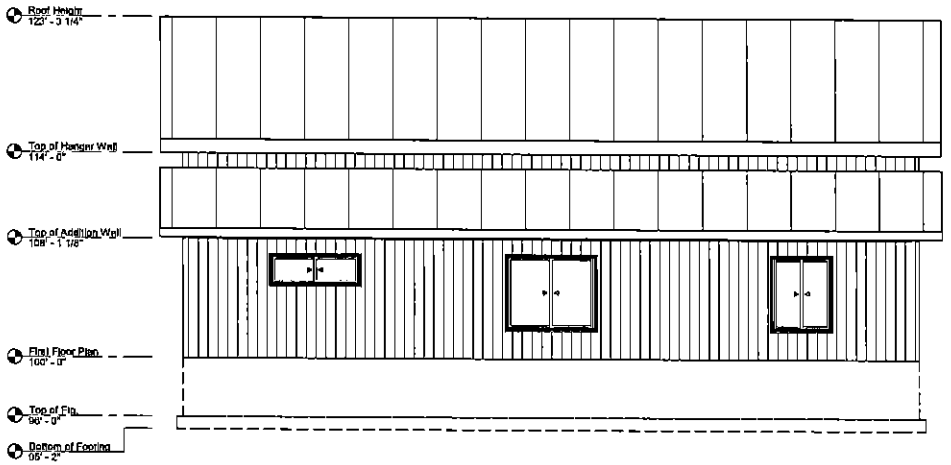
2 BACK ELEVATION

CONSTRUCTION SET

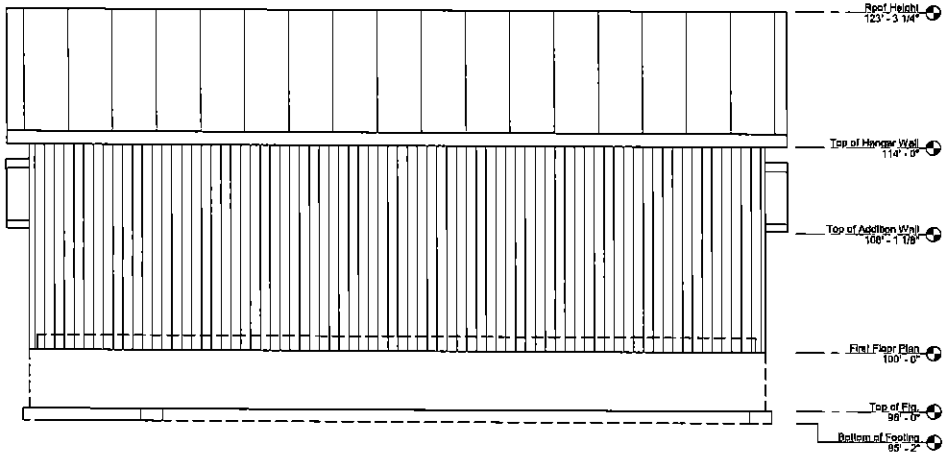
Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

ELEVATIONS I

SHEET NO.
A3.0



LEFT SIDE ELEVATION



RIGHT SIDE ELEVATION

Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

ELEVATIONS 2

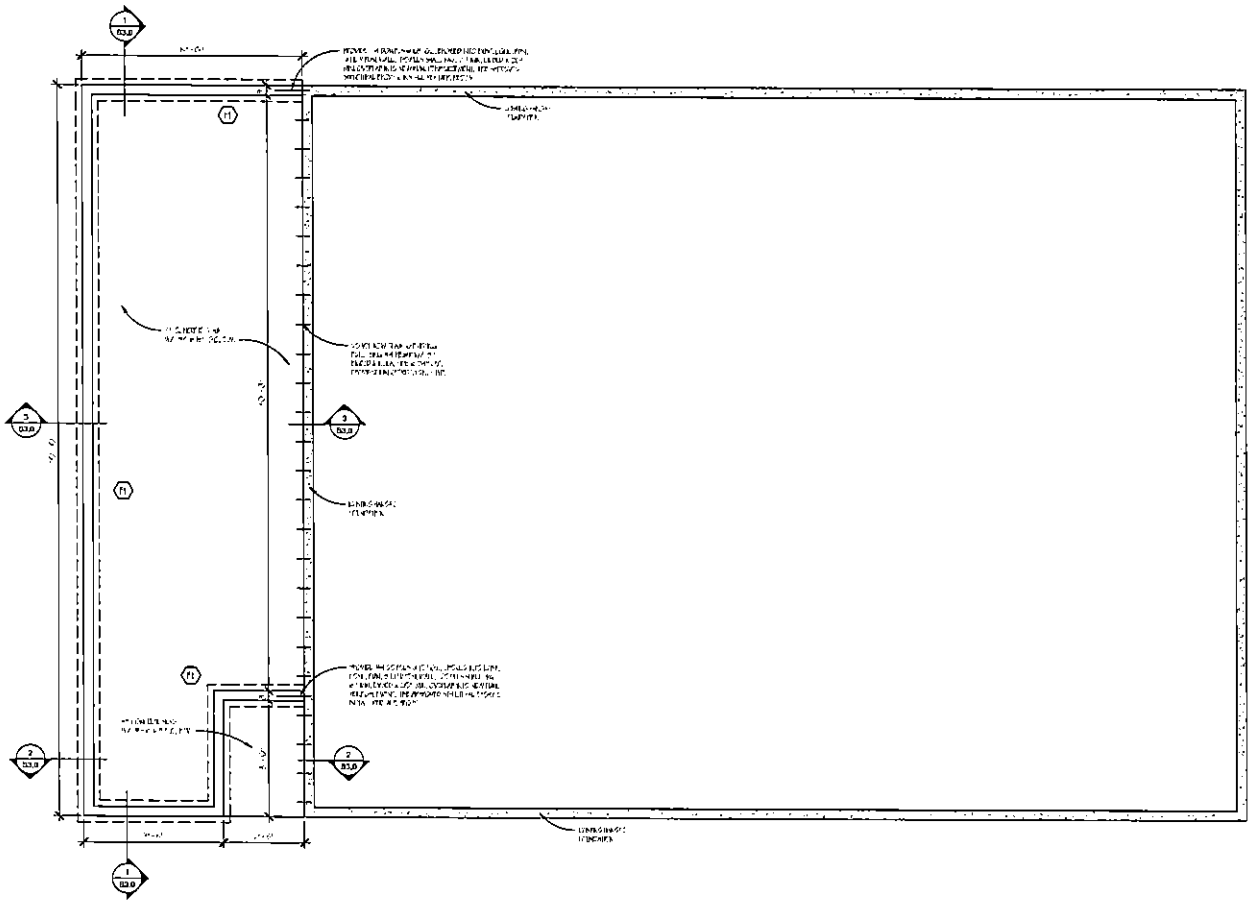
CONSTRUCTION SET

SHEET NO.
A3.1

FOUNDATION SCHEDULE

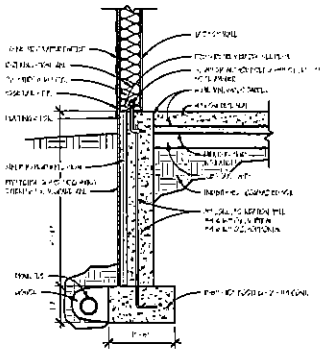
MARK	FOOTING SIZE	D.C. I.D.	REINFORCEMENT	FOUNDATION WALL	F.C. ELEV.	REINFORCEMENT
F1	1'-6" x 10" DP.	90° C.P.	2 #4 CONT.	8" CONC. WALL W/ 10" DP. KEY	100'-0"	#4 @ 12" O.C. HORIZONTAL #4 @ 12" O.C. VERTICAL

- SEE FOUNDATION NOTES



1 FOUNDATION PLAN
1/4" = 1'-0"

N



2 FOUNDATION DETAIL - TYP.
1" = 1'-0"

CONSTRUCTION SET

Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

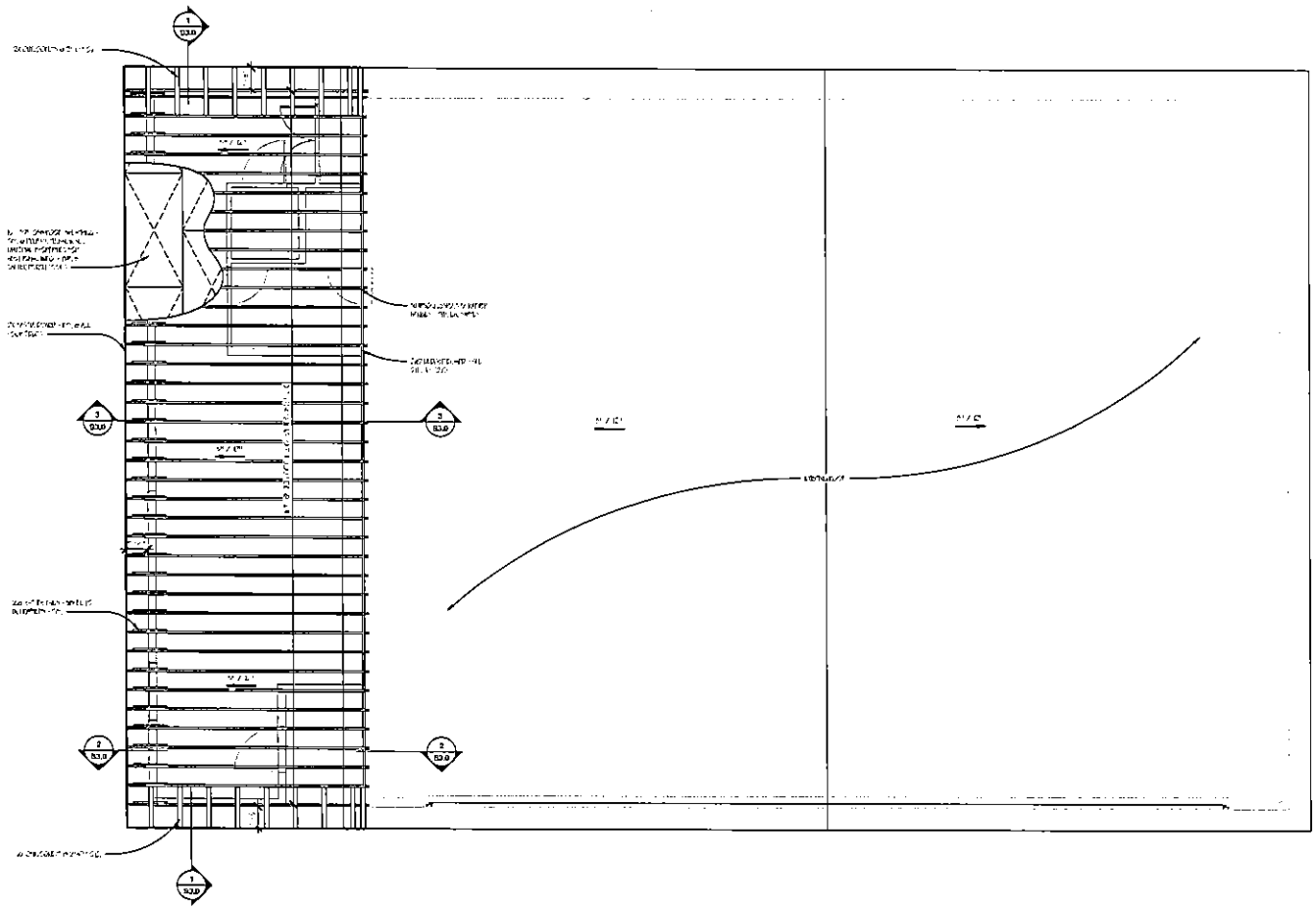
FOUNDATION PLAN

Revisions & Issues	
Comment Date	Issued by

PLAN DATE: 10/2024

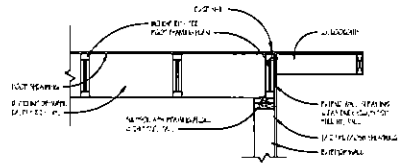
FINAL CS DATE: 1/2025

SHEET NO.
S1.0

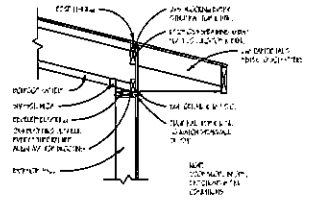


1 ROOF FRAMING PLAN
1/4" = 1'-0"

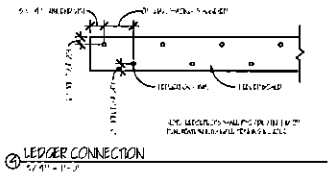
N



2 RAFTER ROOF CONNECTION - TYP.
3/4" = 1'-0"



3 EAVE RAFTER BLOCKING DETAIL - TYP.
3/4" = 1'-0"



4 LEDGER CONNECTION
3/4" = 1'-0"

CONSTRUCTION SET

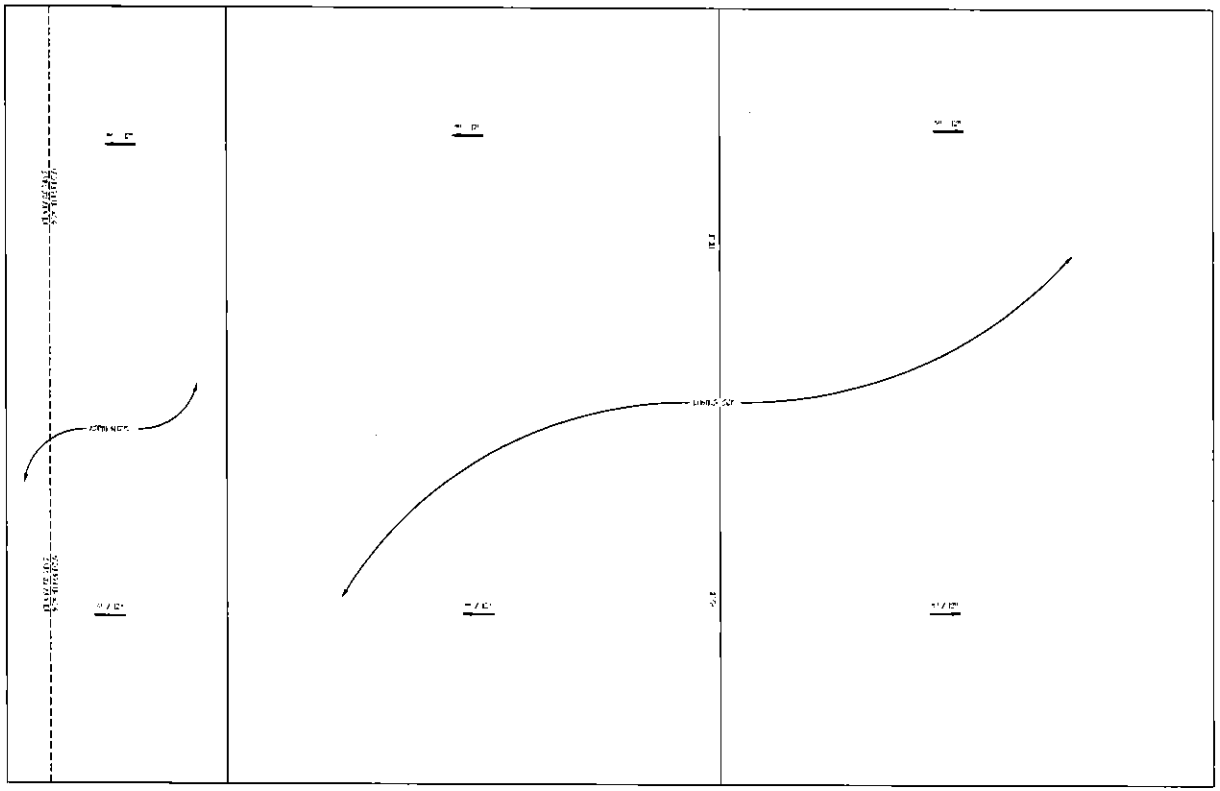
Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

ROOF FRAMING PLAN

Revisions

Revision Date	Issued By

DRAWING NO. 3
PLANSET DATE 10/2025
FINAL CD DATE 11/2025
SHEET NO.
S2.0



NOTE

RUN OF 6 WATER SHEDS FROM ROOF EDGE TO MIN. 2'-0" IF FROM INTERIOR FACE OF WALL

1 ROOF PLAN
1/4" = 1'-0"

N

CONSTRUCTION SET

EPIC FLIGHT
DRAFTING & DESIGN
Amanda Hill
406.270.4775
406.550.0442

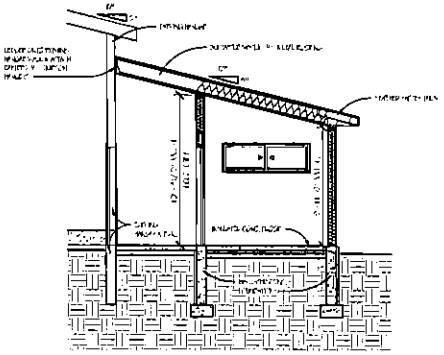
Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

ROOF PLAN

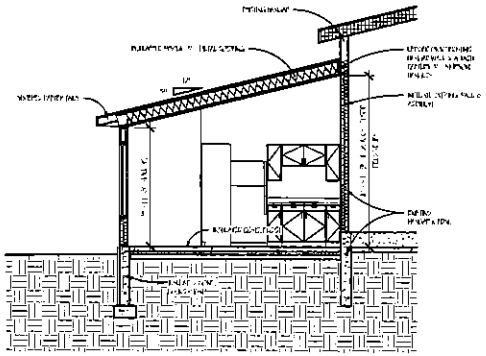
Revision Date	Issued by

DRAWN BY: JH
PLANFILE: 10.22.21
FINAL CD DATE: 11.22.21

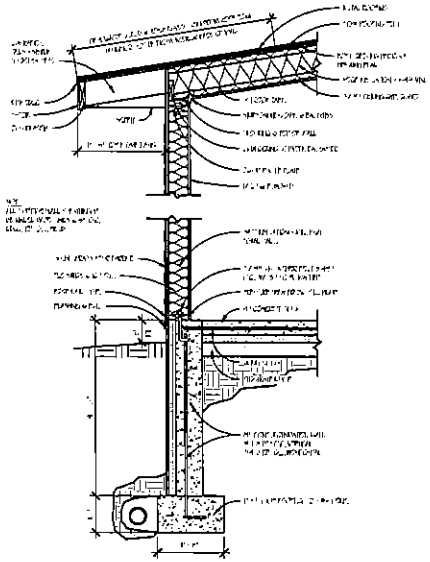
SHEET NO.
S2.1



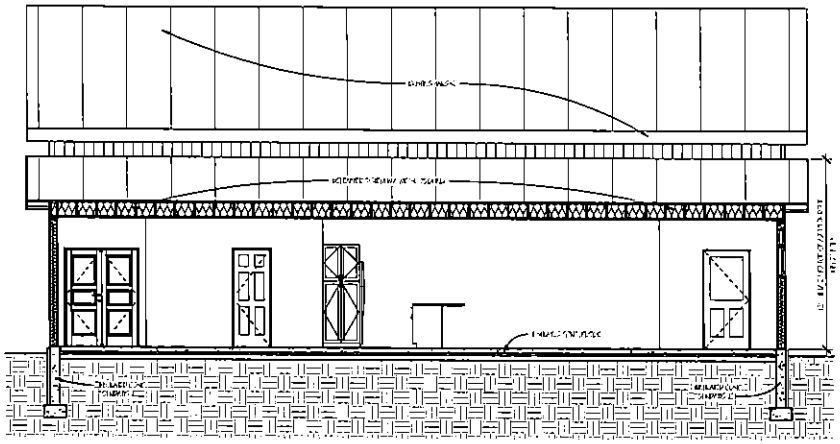
FRONT ENTRY SECTION



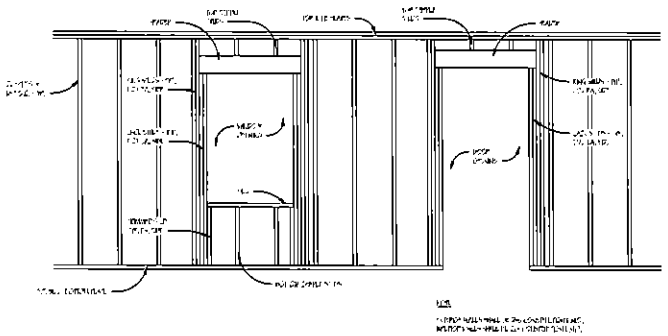
KITCHEN SECTION



WALL SECTION - ADDITION - TYP.



FULL ADDITION SECTION



TYPICAL WALL FRAMING

CONSTRUCTION SET

Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

SECTIONS & DETAILS

Revisions Schedule	
Description	Initial

PLAN NO. A

PLAN DATE:

PRINT CC DATE:

SHEET NO.
S3.0

HANGAR ADDITION

STEVENSVILLE, MONTANA

GENERAL NOTES:

1. DO NOT SCALE. USE DIMENSIONS PROVIDED.

2. USE DETAILS MARKED "TYP." WHEREVER APPLICABLE, UNLESS NOTED OTHERWISE.

STRUCTURAL CODE AND DESIGN CRITERIA

THE STRUCTURE SHALL ADHERE TO THE FOLLOWING CODES AND REGULATIONS (AS IS APPLICABLE):

2024 International Residential Code (IRC)
2024 International Building Code (IBC)
2021 International Energy Conservation Code (IECC) (See Montana amendments)
2023 National Electric Code (NFPA 70)
2024 Uniform Plumbing Code (UPC)
2024 International Mechanical Code (IMC)
2024 International Fuel Gas Code (IFGC)
2024 International Existing Building Code (IEBC)
2017 Accessible and Usable Building Facilities (ICC A117.1)
Montana Amendments to Adopted Codes
City of Stevensville - Title 15

PROVIDE WHOLE HOUSE MECHANICAL REQUIREMENTS PER SECTION 403.8 IECC 2024
PROVIDE APPROVED DUCT TEST RESULTS PRIOR TO ISSUANCE OF C.O. SEC. R403.5.5
PROVIDE APPROVED BLOWER DOOR TEST RESULTS PRIOR TO ISSUANCE OF C.O. SEC. R402.4

FOOTINGS & FOUNDATIONS

1. CONCRETE F'C=3,500 PSI

2. COMPACT SUBGRADE BELOW FOUNDATIONS. FILL ANY OVER-EX AREAS BENEATH FOUNDATIONS OR SLABS W/ UNDOTED STRUCTURAL FILL. PLACE FILL IN MAX. LOOSE LAYERS 8" DEEP & COMPACT TO 98% OF ASTM D698 MAX. DRY DENSITY.

3. INSTALL 6" BLOCK-OUTS @ LOCATIONS - SEWER, POWER, & WATER - AS REQUIRED FOR MECHANICAL & PLUMBING CONTRACTORS.

4. ALL FOOTINGS SHALL BE PLACED ON UNDISTURBED NATIVE SOIL. FOOTINGS SHALL BE PLACED BELOW FROST DEPTH AS REQUIRED BY LOCAL CODES.

5. PROVIDE PERIMETER FOUNDATION DRAWINGS AS DIRECTED BY LOCAL CODES OR SITE CONDITIONS.

STRUCTURAL FRAMING & SHEATHING

1. DESIGN PROVIDED IN ACCORDANCE W/ 2024 IBC

   A. 2X DIMENSIONAL LUMBER MINIMUM:
      -DOUGLAS FIR-LARCH NO. 2, OR LOCAL EQUIVALENT
   B. PRESSURE TREATED 2X OR 4X LUMBER MINIMUM:
      -HEM FIR NO. 2
   C. 4X & LARGER DIMENSIONAL LUMBER MINIMUM:
      -DOUGLAS FIR-LARCH NO. 1
   D. GLULAM TIMBERS:
      -SIMPLE SPAN BEAMS: 24F-V8, DF / DF
      -CONTINUOUS & CANTILEVER BEAMS: 24F-V8, DF / DF
      -COLUMNS & TRUSS MEMBERS: 2-DF-LF
      -EXTERIOR BEAMS AC/AC 20F-V12
      *CONTRACTOR TO COORDINATE APPEARANCE GRADE W/ OWNER.
   E. ANCHOR BOLTS & RODS:
      -ASTM F1554, GRADE 36, THREADED W/ NUT
   F. ROOF SHEATHING:
      -15/32" APA RATED STRUCTURAL I PLYWOOD SHEATHING ATTACHED W/ 8d @ 6" EDGE, 12" FIELD (UNLESS NOTED OTHERWISE)
   G. FLOOR SHEATHING:
      -3/4" T&G OSB SHEATHING GLUE & NAIL W/ 10d @ 6" EDGE, 12" FIELD

2. ALL MECHANICAL FASTENERS & CONNECTORS SHALL BE "SIMPSON" OR EQUAL, OR AS NOTED ON THE DRAWINGS. FOLLOW THE MANUFACTURER'S SPECIFICATIONS FOR [illegible]ON. BOLTS & STEEL PLATES SHALL CONFORM TO [illegible] UNLESS NOTED OTHERWISE.

3. "CERTIFIED" PREFABRICATED TRUSSES & TRUSS SYSTEMS SHALL BE DESIGNED & ENGINEERED BY A LOCAL TRUSS MANUFACTURER.

4. PROVIDE GUTTERS & DRAIN SYSTEMS FOR THE DISCHARGE OF RAINWATER AS NECESSARY.

DOORS & WINDOWS

1. EGRESS WINDOWS SHALL BE PROVIDED AS REQUIRED BY GOVERNING CODES.

2. ALL WINDOW & DOOR GLAZING SHALL BE DOUBLE INSULATED GLASS (MIN.)

   TEMPERED GLAZING IS REQUIRED FOR:
   A. ALL DOOR GLASS
   B. GLASS WITHIN A 24" ARC OF VERTICAL EDGES OF A DOOR & LESS THAN 60" ABOVE THE FLOOR
   C. GLASS OVER TUB OR SHOWER WITHIN 60" OF THE FLOOR
   D. GLASS WITHIN 18" OF THE FLOOR & OVER 9 SQUARE FEET IN SIZE
   E. WINDOWS ENCLOSING STAIRWAY LANDINGS OR WITHIN 5 FEET OF THE BOTTOM & TOP OF A STAIRWAY WHERE THE BOTTOM EDGE IS LESS THAN 60" ABOVE THE FLOOR.

SMOKE DETECTORS

1. SMOKE DETECTORS WHICH SOUND AN AUDIBLE ALARM IN ALL SLEEPING AREAS OF THE DWELLING UNIT WHERE THEY ARE LOCATED ARE REQUIRED TO BE INSTALLED IN THE FOLLOWING LOCATIONS:

   A. ON THE CEILING OR WALL AT A POINT CENTRALLY LOCATED IN THE CORRIDOR OR AREA GIVING ACCESS TO ROOMS USED FOR SLEEPING PURPOSES. PROVIDE DETECTOR IN ROOM IF ROOM HEIGHT IS 24" (610MM) OR HIGHER THAN THAT OF CORRIDOR.
   B. ON THE CEILING IN CLOSE PROXIMITY TO THE STAIRWAY WHERE ROOMS ARE ON AN UPPER LEVEL.
   C. IN THE BASEMENT & ON EACH STORY (LOFTS).
   D. IN EACH SLEEPING ROOM.
   E. SMOKE DETECTORS SHALL RECEIVE THEIR PRIMARY POWER FROM BUILDING WIRING & BE EQUIPPED W/ A BATTERY BACK-UP.

STRUCTURAL DESIGN CRITERIA

DESIGN PROVIDED IN ACCORDANCE W/ THE 2024 IBC

1. DEAD LOAD:
   a. ROOF: 15 PSF
   b. FLOOR: 15 PSF
2. LIVE LOAD:
   a. 40 PSF (RESIDENTIAL)
3. SNOW LOAD:
   a. GROUND: 48 PSF
   b. ROOF: 30 PSF
4. WIND LOAD:
   a. ULT: 105 MPH (3 SECOND GUST)
   b. ASD: 81 MPH (3 SECOND GUST)
      EXPOSURE B, RISK CATEGORY II
5. SEISMIC:
   a. SEISMIC DESIGN CATEGORY C
   b. SITE CLASS D
   c. SDS: 0.54
   d. SD1: 0.10
6. ALLOWABLE SOIL BEARING PRESSURE:
   a. 1,500 PSF (2024 IBC)

ZONING

ZONE - AIRPORT- SUBJECT TO STEVENSVILLE AIRPORT ZONING ORDINANCE

GENERAL REQUIREMENTS

- PROVIDE CARBON MONOXIDE DETECTORS IN THE IMMEDIATE VICINITY OF EACH SLEEPING AREA. POWER MUST BE FROM BUILDING WIRING AND FROM BATTERY BACKUP. DEVICE INTERCONNECTIVITY REQUIRED. IF FUEL-BURNING APPLIANCE IS IN BEDROOM OR ADJACENT BATH, CARBON MONOXIDE ALARM IS ALSO REQUIRED INSIDE THE BEDROOM.
- STAIRS, GUARDS, HANDRAILS, AND WINDOW FALL PROTECTION TO COMPLY WITH R311, R312, AND APPLICABLE STATE AMENDMENTS.
- INSTALL FUEL-FIRED APPLIANCES PER LISTING, IMC, IFGC, IRC, AND UPC. PROVIDE SUFFICIENT COMBUSTION AIR.
- WOOD STOVES/FIREPLACES NOT ALLOWED IN MISSOULA AIRSHED.
- FOAM PLASTICS INCLUDING, BUT NOT LIMITED TO SPRAY FOAM, RIGID INSULATION BOARD, AND ICF BLOCKS, SHALL BE COVERED WITH A THERMAL OR IGNITION BARRIER PER R316 IN INTERIOR SPACES, ATTICS AND CRAWL SPACES.
- SURFACE GRADE SHALL FALL AWAY FROM FOUNDATION WALLS NOT FEWER THAN 6 INCHES WITHIN THE FIRST 10 FEET.
- FASTENERS FOR PRESERVATIVE TREATED WOOD INCLUDING NUTS AND WASHERS SHALL BE OF HOT-DIPPED, ZINC-COATED GALVANIZED STEEL, STAINLESS STEEL SILICON BRONZE OR COPPER. STAPLES TO BE OF STAINLESS STEEL. FOR EXCEPTIONS, SEE R317.3.1
- ROOF ASSEMBLIES REQUIRED TO INSTALL WATER AND ICE SHIELD PER SECTION 905.1.2 SHALL EXTEND MIN. 2'-0" (24 INCHES) FROM LOWEST EDGE OF ROOF SURFACE TO INSIDE OF EXTERIOR WALL LINE REGARDLESS OF ROOF SLOPE. ICE BARRIER TO BE PLACED OVER THE DRIP EDGE ALONG THE EAVES AND THE DRIP EDGE TO BE PLACED OVER THE UNDERLAYMENT ON GABLES, ON ROOFS WITH SLOPE EQUAL TO OR GREATER THAN 8 UNITS VERTICAL IN 12 UNITS HORIZONTAL (67-PERCENT SLOPE), THE ICE BARRIER SHALL ALSO BE APPLIED NOT LESS THAN 6 INCHES (914 MM) MEASURED ALONG THE ROOF SLOPE FROM THE EAVE EDGE OF THE BUILDING.
- PROVIDE TREATED OR ROT-RESISTANT FRAMING WHERE BOTTOM OF FRAMING IS LESS THAN 12 INCHES ABOVE EXPOSED GROUND AND WOOD COLUMNS LESS THAN 8 INCHES FROM EXPOSED GROUND IN CRAWL SPACES OR UNEXCAVATED AREAS.
- USE TREATED WOOD COLUMNS THAT IS IN CONTACT WITH BASEMENT/ CRAWL FLOOR SLABS UNLESS SUPPORTED BY CONCRETE PIERS OR METAL PEDESTALS PROJECTING NOT LESS THAN 1 INCH (25 MM) ABOVE THE CONCRETE FLOOR AND SEPARATED FROM THE CONCRETE PIER BY AN IMPERVIOUS MOISTURE BARRIER.
- PROVIDE DRAIN FOR W/H PAN AND YSP RELIEF. WHERE MECHANICAL OR EQUIPMENT W/ IGNITION PT. LOCATION IS ACCESSIBLE IN GARAGE, EQUIPMENT TO BE ELEVATED A MINIMUM OF 18" FROM FLOOR
- FASTENING MUST MEET SECTION IRC 602.3
- PROVIDE LANDING AT EXTERIOR DOORS
- SAFETY GLAZING TO BE PROVIDED AS DICTATED IN IRC SECTION 308
- AT LEAST ONE EMERGENCY ESCAPE AND RESCUE OPENING IS REQUIRED IN EVERY SLEEPING ROOM, BASEMENT, AND HABITABLE ATTIC. NET OPENABLE AREA 5.7 SQ. FT. CLEAR OPENING, MIN. NET
  CLEAR OPENING WIDTH= 20 IN. MIN. NET CLEAR HEIGHT OPENING = 24 IN. MIN. BOTTOM OF CLEAR OPENING FROM FLOOR = 44 INCHES. EMERGENCY ESCAPE DOORS TO BE SIDE HINGED OR SLIDING.
  WINDOW WELLS REQUIRED WHEN GRADE SHALL BE PROVIDED WITH A WINDOW WELL PER IRC R310.4. EMERGENCY ESCAPE AND RESCUE OPENINGS UNDER DECKS, PORCHES AND CANTILEVERS TO MEET IRC R310.2.4
- IN DWELLING UNITS, WHERE THE BOTTOM OF THE CLEAR OPENING OF AN OPERABLE WINDOW OPENING IS LOCATED LESS THAN 24 INCHES (610 MM) ABOVE THE FINISHED FLOOR AND GREATER THAN 72 INCHES (1829 MM) ABOVE THE FINISHED GRADE OR OTHER SURFACE BELOW ON THE EXTERIOR OF THE BUILDING, THE OPERABLE WINDOW SHALL COMPLY WITH ONE OF THE FOLLOWING:
  1. OPERABLE WINDOW OPENINGS WILL NOT ALLOW A 4-INCH-DIAMETER (102 MM) SPHERE TO PASS THROUGH WHERE THE OPENINGS ARE IN THEIR LARGEST OPENED POSITION.
  2. OPERABLE WINDOWS ARE PROVIDED WITH WINDOW OPENING CONTROL DEVICES OR FALL PREVENTION DEVICES THAT COMPLY WITH ASTM F2090.
- WHERE AN OPERABLE WINDOW SERVES AS AN EMERGENCY ESCAPE AND RESCUE OPENING, A WINDOW OPENING CONTROL DEVICE OR FALL PREVENTION DEVICE, AFTER OPERATION TO RELEASE
  THE CONTROL DEVICE OR FALL PREVENTION DEVICE ALLOWING THE WINDOW TO FULLY OPEN, SHALL NOT REDUCE THE NET CLEAR OPENING AREA OF THE WINDOW UNIT TO LESS THAN THE AREA
  REQUIRED BY IRC SECTIONS R310.2.1 AND R310.2.2.
- MINIMUM 90% OF NEW LIGHT FIXTURES MUST HAVE HIGH EFFICIENCY BULBS.
- WINDOW AND DOORS MINIMUM U-FACTOR - U-0.30
- PROVIDE CLASS I VAPOR RETARDER @ EXPOSED GRADE @ CRAWL SPACES. JOINTS TO OVERLAP MIN. 6 INCHES, TAPED/ SEALED MIN. 6 INCHES ATTACHED AND SEALED TO STEM WALL.
- WHERE CRAWL SPACE WALL INSULATION IS INSTALLED, IT SHALL BE PERMANENTLY FASTENED TO THE WALL AND SHALL EXTEND DOWNWARD FROM THE FLOOR TO THE FINISHED GRADE ELEVATION
  AND THEN VERTICALLY OR HORIZONTALLY FOR NOT LESS THAN AN ADDITIONAL 24 INCHES (610 MM). EXPOSED EARTH IN UNVENTED CRAWL SPACE FOUNDATIONS SHALL BE COVERED WITH A CONTINUOUS CLASS I VAPOR RETARDER IN ACCORDANCE WITH THE INTERNATIONAL RESIDENTIAL CODE, AS APPLICABLE. JOINTS OF THE VAPOR RETARDER SHALL OVERLAP BY 6 INCHES (152 MM) AND BE SEALED OR TAPED. THE EDGES OF THE VAPOR RETARDER SHALL EXTEND NOT LESS THAN 6 INCHES (152 MM) UP STEM WALLS AND SHALL BE ATTACHED TO THE STEM WALLS.

SYMBOLS

- SHEAR WALL
- WINDOW
- DOOR
- FOOTING
- HOLD DOWN
- SECTION NUMBER / SHEET SHOWN — SECTION CUT

DRAWING INDEX

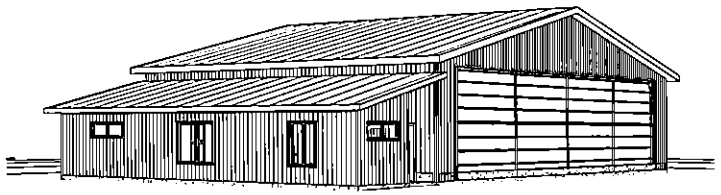
SHEET NUMBER	SHEET NAME
TS	TITLE SHEET
C1.0	SITE PLAN - OVERALL
S1.0	FOUNDATION PLAN
A1.0	FIRST FLOOR PLAN
A2.0	DOOR, WINDOW, & HEADER PLAN
A3.0	ELEVATIONS 1
A3.1	ELEVATIONS 2
C1.1	SITE PLAN - BUILDING & UTILITY LAYOUT
S2.0	ROOF FRAMING PLAN
S2.1	ROOF PLAN
S3.0	SECTIONS & DETAILS

REVISION SCHEDULE

DATE	INITIAL	DESCRIPTION	APPROVED

ABBREVIATIONS

@-	AT	EW-	EACH WAY	PL-	PLATE
&-	AND	FDN-	FOUNDATION	PREFAB-	PREFABRICATED
ABV-	ABOVE	FT-	FEET	PT-	PRESSURE TREATED
BD-	BOARD	FTG-	FOOTING	REINF-	REINFORCED OR REINFORCING
BLW-	BELOW	GC-	GENERAL CONTRACTOR	RM-	ROOM
BM-	BEAM	GLB-	GLULAM BEAM	SEC-	SECTION
BRG-	BEARING	HDR-	HEADER	SP-	STRUCTURAL INSULATED PANEL
C-	CENTERLINE	HORIZ-	HORIZONTAL	SPEC-	SPECIFICATIONS
CLG-	CEILING	ICF-	INSULATED CONCRETE FOUNDATION	STD-	STANDARD
CJ-	CONTROL JOINT	IN-	INCHES	STL-	STEEL
CONC-	CONCRETE	INSUL-	INSULATION	STRUC-	STRUCTURAL
CONST-	CONSTRUCTION	LAM-	LAMINATE OR LAMINATED	TBD-	TO BE DETERMINED
CONT-	CONTINUOUS	MAX-	MAXIMUM	T&G-	TOUNGUE AND GROOVE
DIA-	DIAMETER	MECH-	MECHANICAL	TOF-	TOP OF FOUNDATION
DTL-	DETAIL	MET-	METAL	TOS-	TOP OF SLAB
DWG-	DRAWING	MFR-	MANUFACTURER	TOFTG-	TOP OF FOOTING
DS-	DOWNSPOUT	MIN-	MINIMUM	TYP-	TYPICAL
EA-	EACH	MTL-	MATERIAL	BOFTG-	BOTTOM OF FOOTING
ELEV-	ELEVATION	NIC-	NOT IN CONTRACT	UNO-	UNLESS NOTED OTHERWISE
EMBED-	EMBEDMENT	O.C.-	ON CENTER	VERT-	VERTICAL
EQUIV-	EQUIVALENT	O.C.E.W.-	ON CENTER EACH WAY	VP-	VINYL PLASTER
		WWF-	WELDED WIRE FABRIC	W/-	WITH
				WD-	WOOD
				WDW-	WINDOW



1 HANGAR ADDITION

CONSTRUCTION SET

EDGE ELEVEN
ARCHITECTURE & DESIGN
[illegible]
406.830.3479
FAX 830.9446
[illegible]

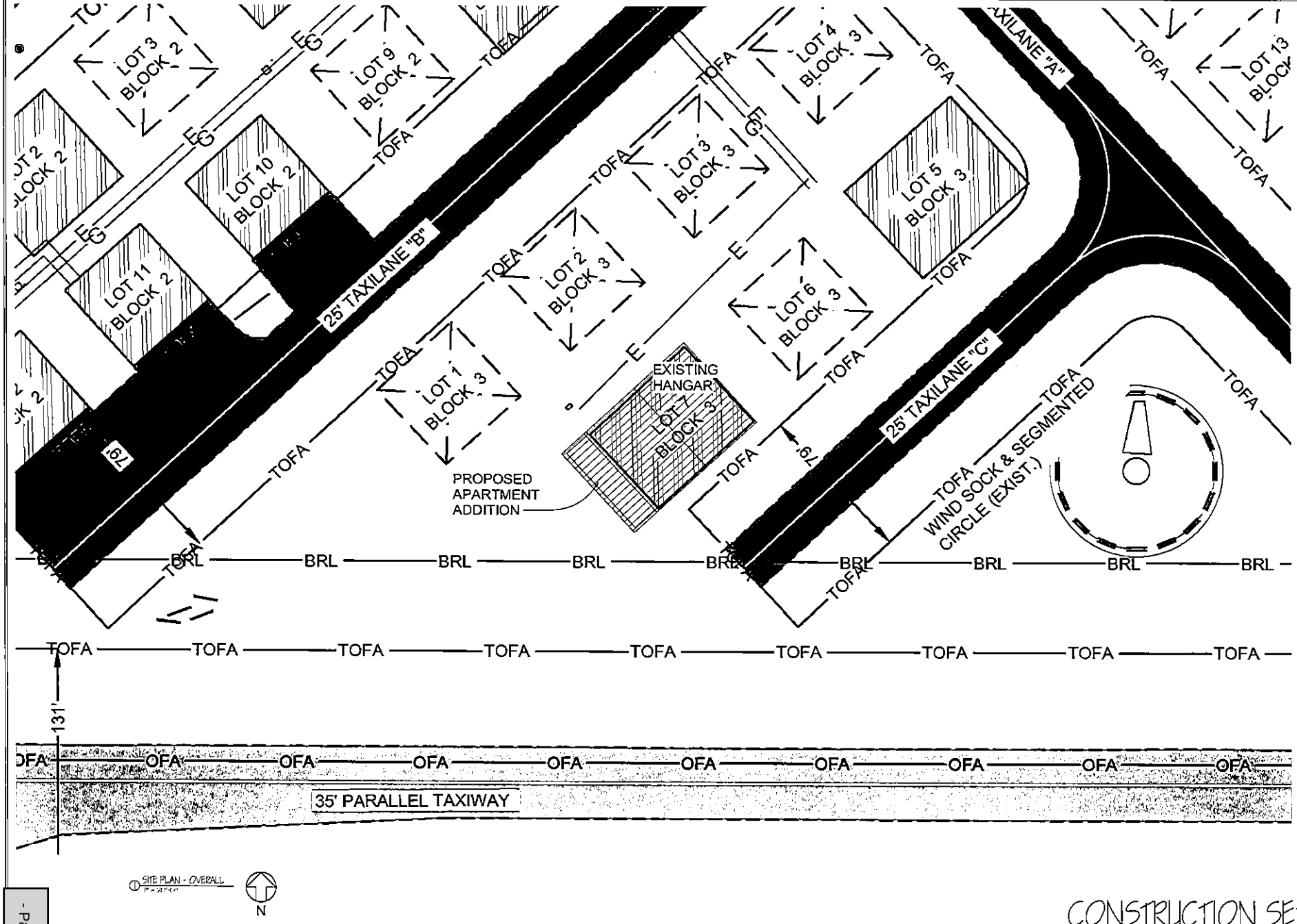
Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

TITLE SHEET

Drawn: [illegible]
Checked by:

DRAWN BY: JJ
PLAN DATE: 10.2025
PRINT CD DATE: 11.2025

SHEET NO:
TS

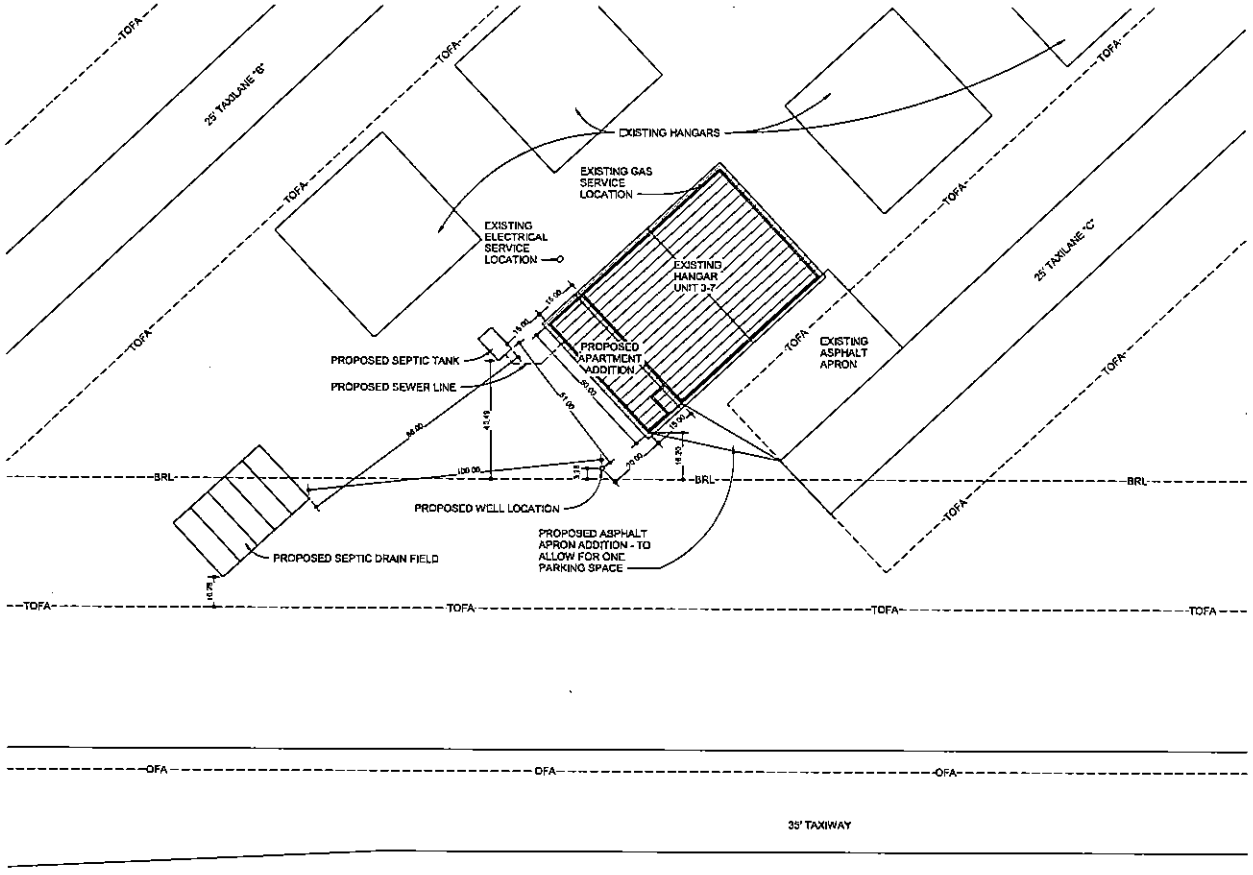


Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

SITE PLAN - OVERALL

CONSTRUCTION SET

C1.0



NOTES:

- ADDITION LOT COVERAGE %: N/A
- BUILDING HEIGHT:
  - EXISTING HANGAR: 23' - 3 3/4"
  - APARTMENT ADDITION: 12' - 11 1/2"

SITE PLAN - BUILDING & UTILITY LAYOUT

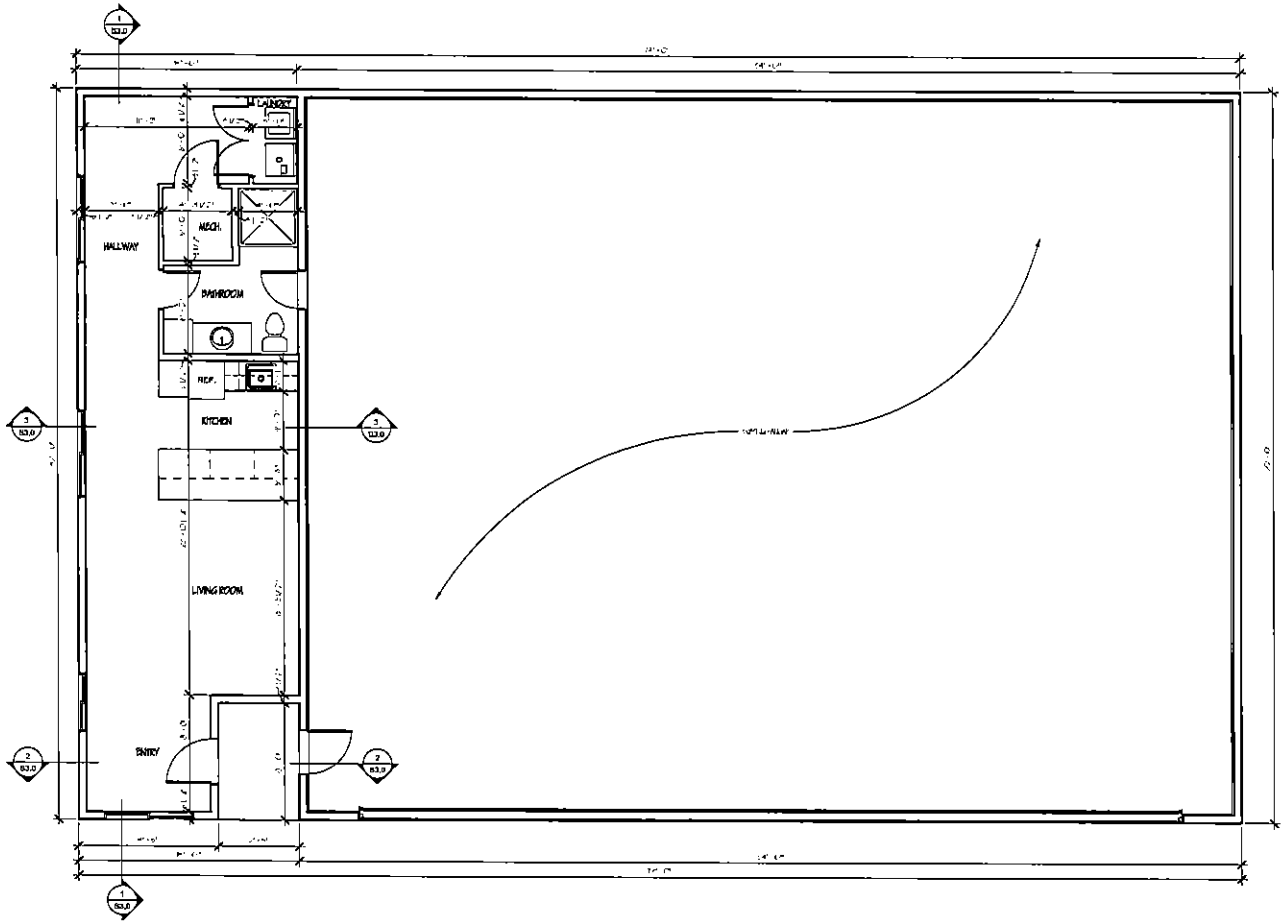
N

CONSTRUCTION SET

Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

SITE PLAN - BUILDING & UTILITY LAYOUT

C1.1



1 FIRST FLOOR PLAN

N

CONSTRUCTION SET

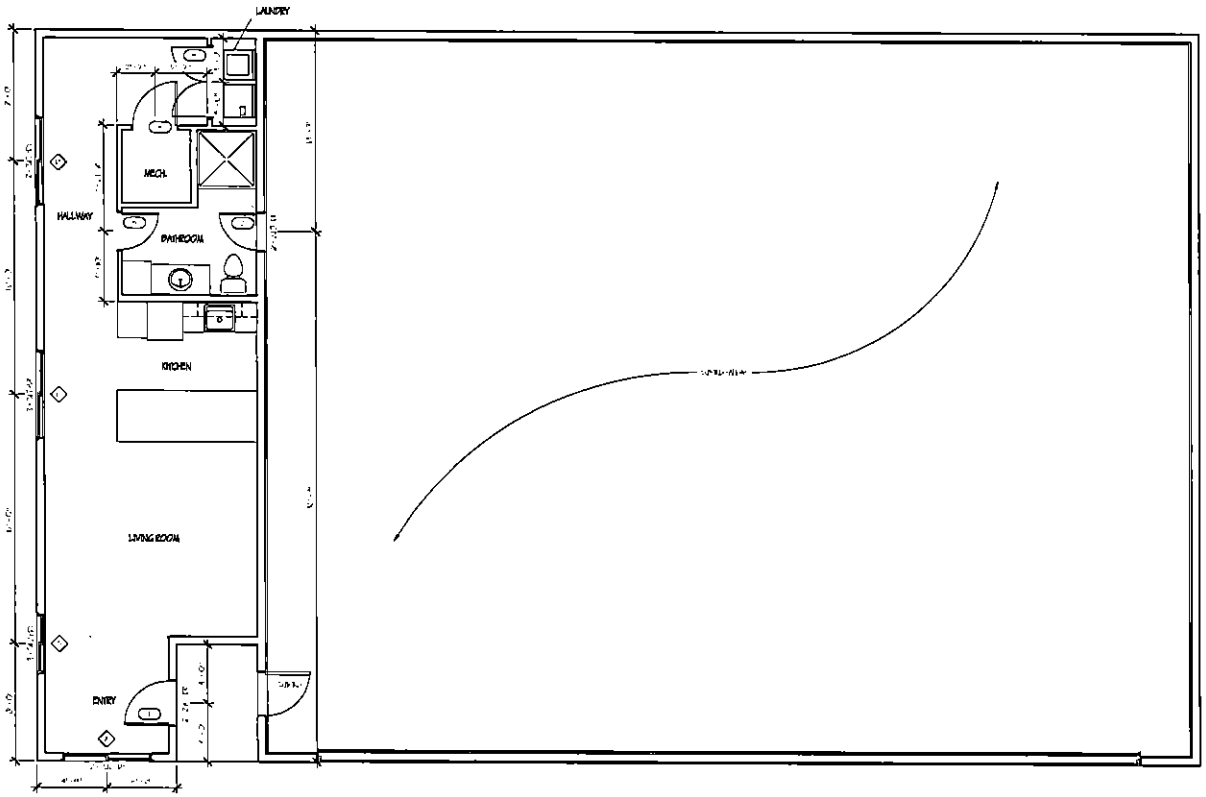
Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

FIRST FLOOR PLAN

SHEET NO.
A1.0

DOOR SCHEDULE									

WINDOW SCHEDULE				



1 DOOR & WINDOW PLAN

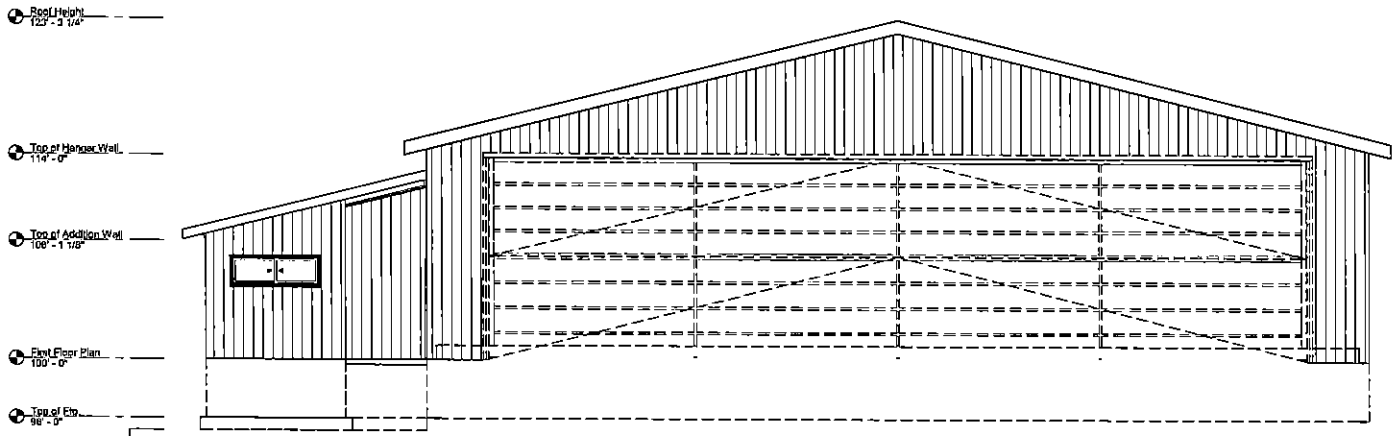
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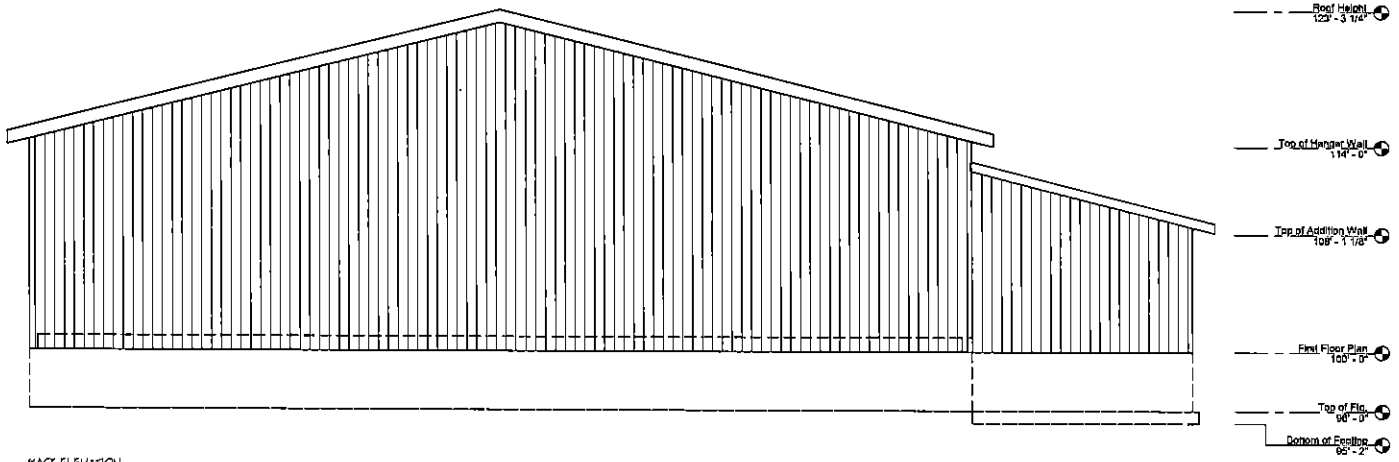
Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

DOOR, WINDOW, & HEADER PLAN

SHEET NO.
A2.0



1 FRONT ELEVATION
1/4" = 1'-0"



2 BACK ELEVATION
1/4" = 1'-0"

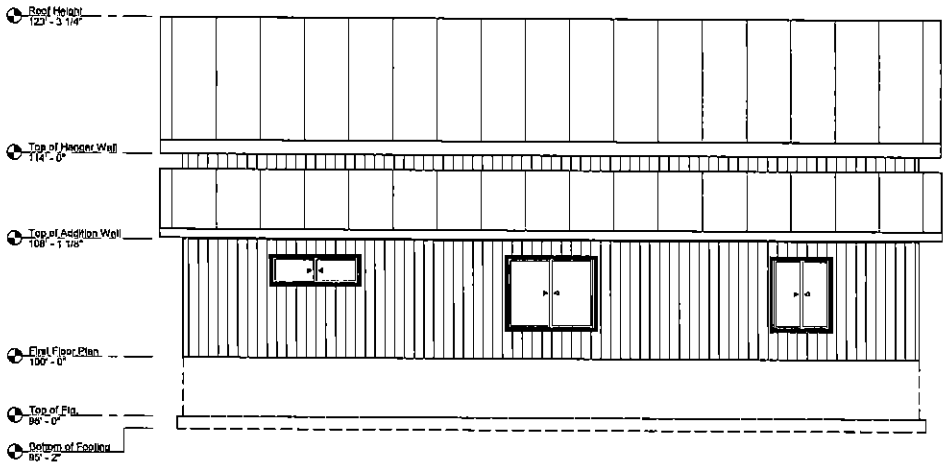
CONSTRUCTION SET

Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

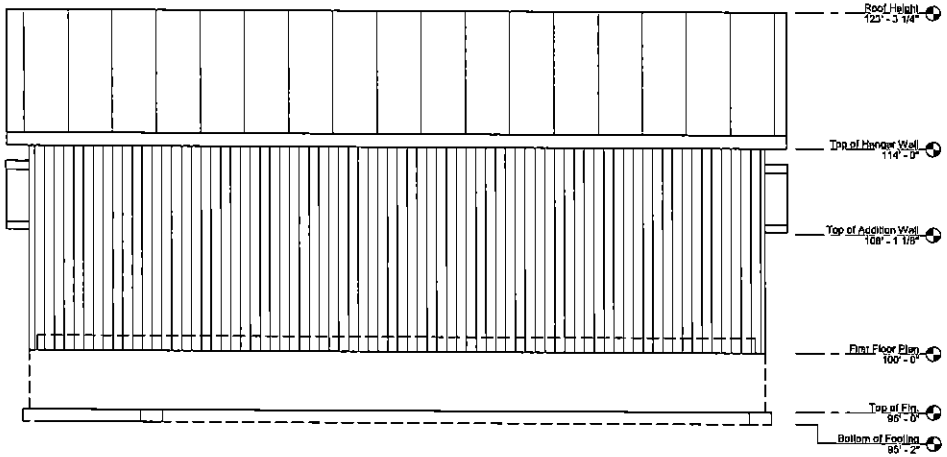
ELEVATIONS I

PLAN DATE:

SHEET NO.
A3.0



1 LEFT SIDE ELEVATION



2 RIGHT SIDE ELEVATION

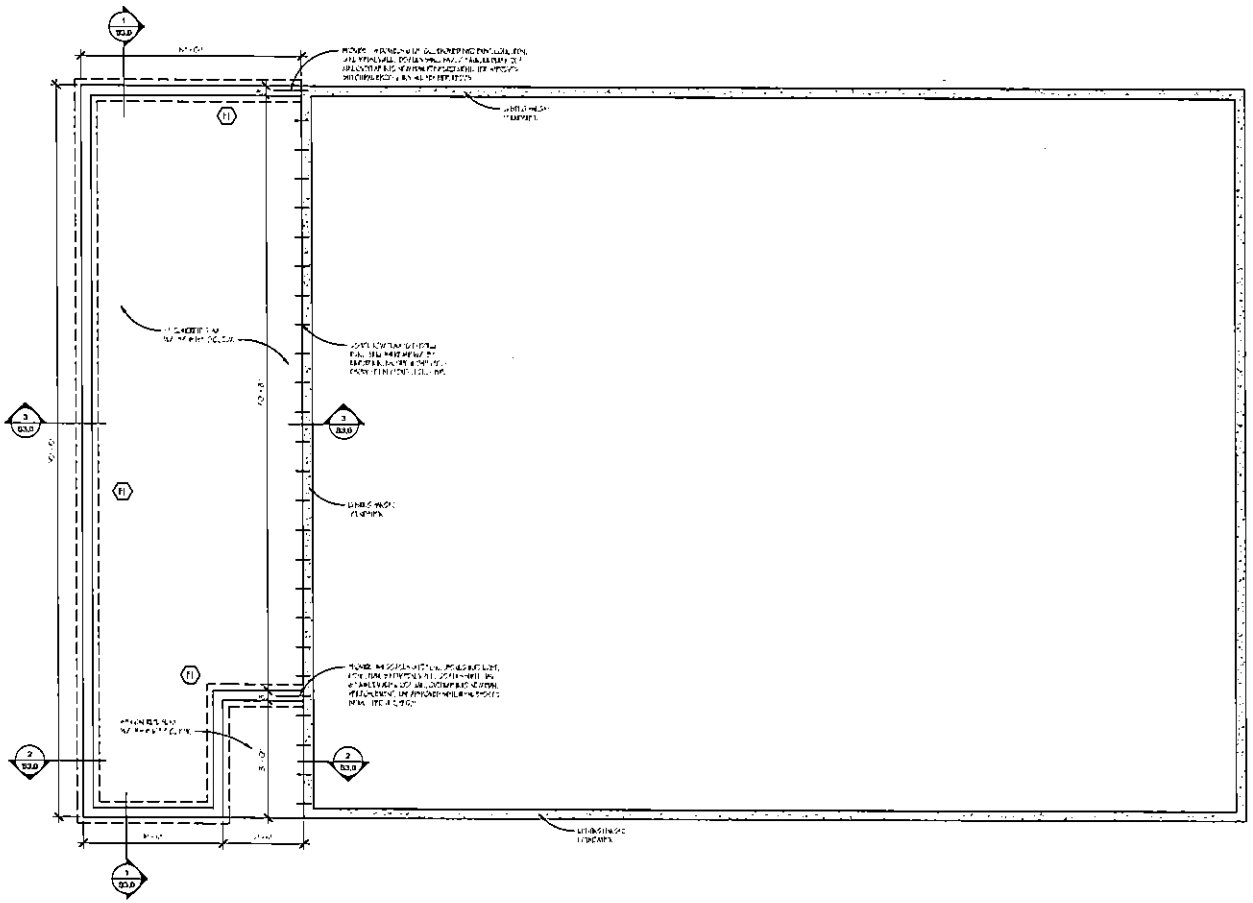
CONSTRUCTION SET

Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

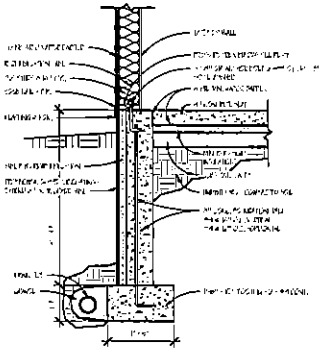
ELEVATIONS 2

SHEET NO.
A3.1

FOUNDATION SCHEDULE						
MARK	FOOTING SIZE	FOOTING	REINFORCING	FOUNDATION WALL	FOOTING	REINFORCING
F1	1'-0" x 1'-0" D*	24" CONT.	2 #4 CONT.	8" CONC. WALL W/ 1-#4 @ MID.	12" CONC.	#4 @ 12" O.C. HORIZONTAL, #4 @ 24" O.C. VERTICAL



1 FOUNDATION PLAN
1/4" = 1'-0"



2 FOUNDATION DETAIL - TYP.
1/4" = 1'-0"

EPIC FLIGHT
DESIGN & DRAWING
Arkansas, MO
479-409-4479
479-530-0440
chris@epicflight.com

Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

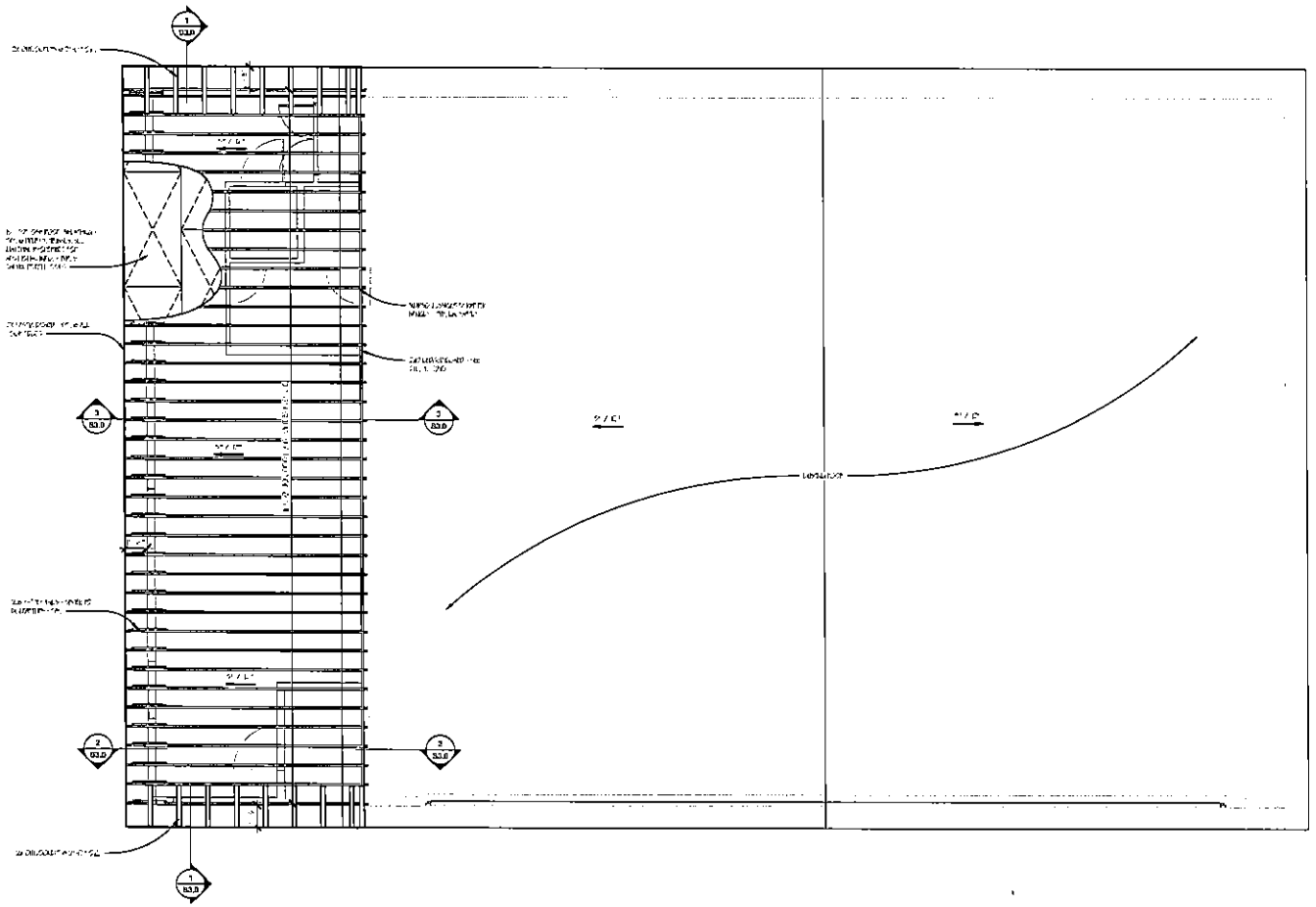
FOUNDATION PLAN

Revision Schedule	
Revision Date	Issued By

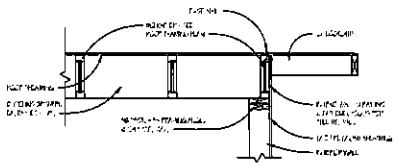
PLAN DATE: 10/2/25

CONSTRUCTION SET

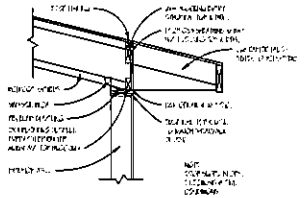
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S1.0



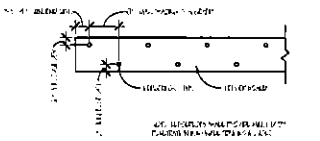
① ROOF FRAMING PLAN



② RAFTER ROOF CONNECTION - TYP.



③ EAVE RAFTER BLOCKING DETAIL - TYP.



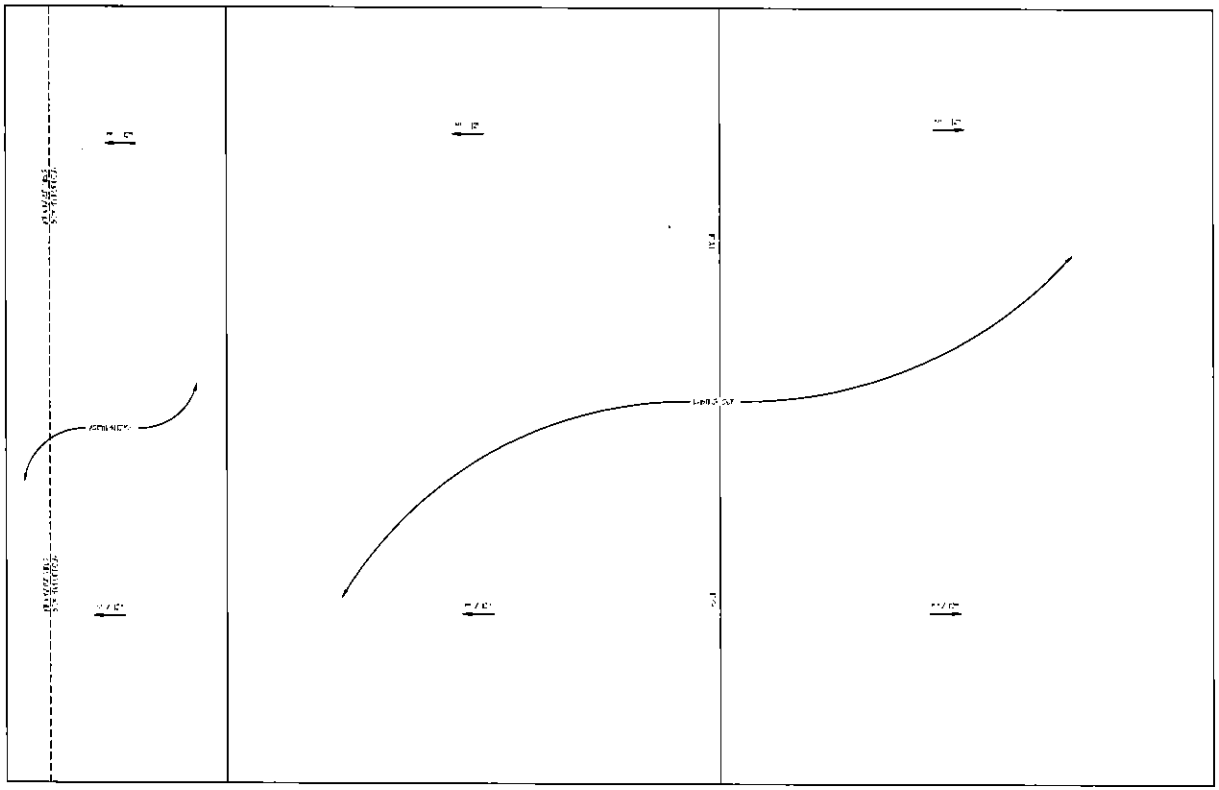
④ LEDGER CONNECTION

CONSTRUCTION SET

Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

ROOF FRAMING PLAN

S2.0



NOTE

RUN ICE & WATER SHIELD FROM ROOF EDGE TO MIN. 24"-0" IF FROM INTERIOR FACE OF WALL

1 ROOF PLAN
1/4" = 1'-0"

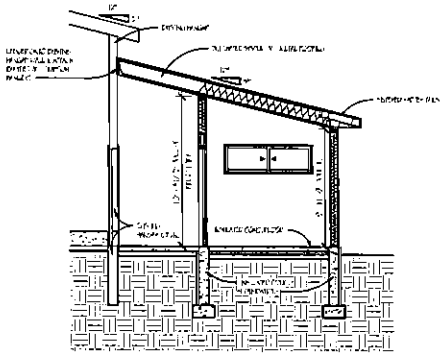
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CONSTRUCTION SET

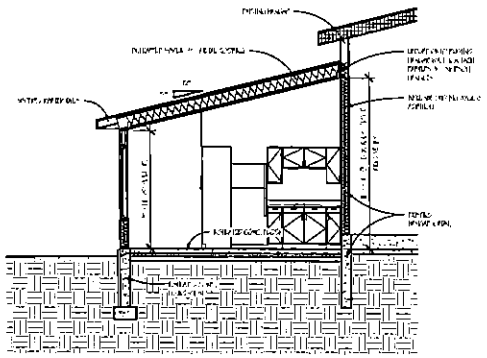
Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

ROOF PLAN

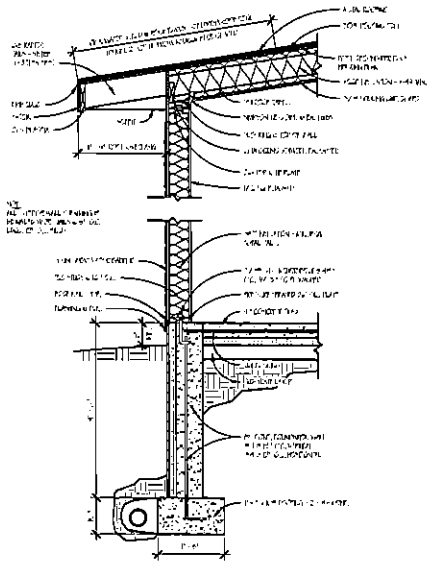
S2.1



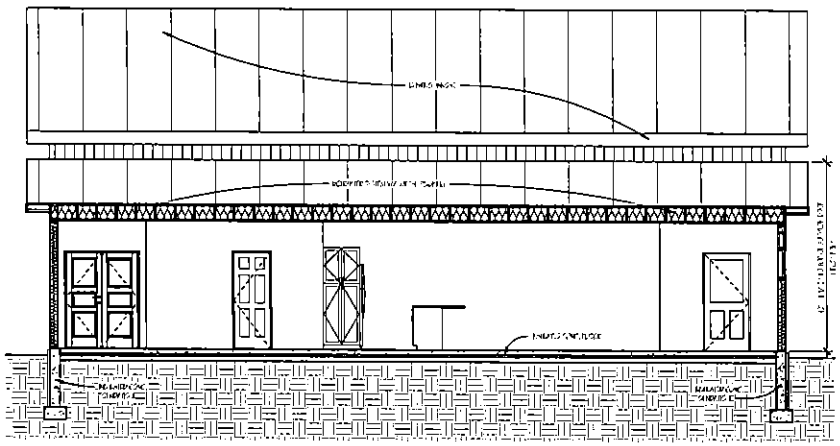
③ FRONT ENTRY SECTION



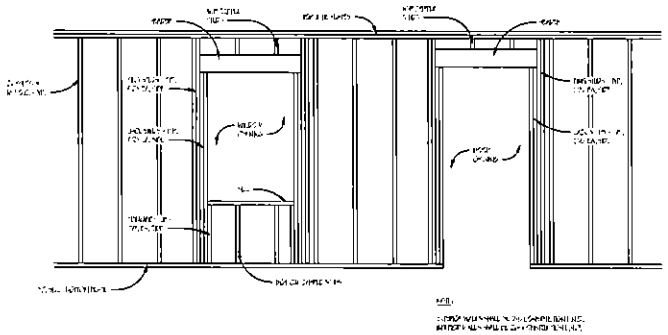
② KITCHEN SECTION



④ WALL SECTION - ADDITION - TYP.



① FULL ADDITION SECTION



⑤ TYPICAL WALL FRAMING

CONSTRUCTION SET

Airplane Hangar Addition
3945 Flying Lane, Unit 3-7
Stevensville, MT 59870

SECTIONS & DETAILS

Revisions/Issues

Comment Date	Issued by

SHEET NO.
S3.0

Airport Board Meeting Minutes for January 13, 2026 @ 6:00pm

Present

Alex

Jim J.

Wally

Rich

Brian

Mayor Crews

Tyler

Kevin

Mike

Jerry

Craig

Absent Brad

Motion to approve 21 Oct 25 minutes by Jim J. Seconded by Rich passed Wally abstaining

Late comer agreement by phone by Brad by phone needs to be completed by town attorney an example to be provided to the mayor.

Tabled until communication from the town attorney.

Hanger block3 Lot 7 addition as reviewed by engineers. Motion to approve seconded passed. Wally abstaining.

Block 3 Lot 7 Athens lease to drill a well and develop a Septic system. Motion to approve both by Jim J. Second by Rich. Passed. Wally abstaining.

Reduced fuel rate for Skydive Missoula much discussion Tabled.

Spector area for Skydive Missoula. Considerable discussion Tabled.

Thank you note signed by board SAF and engineers and chair Craig will get delivered to Bob.

Discussion of the direction of the airport. Bring all up to current situation. Great interaction.

Engineers report

Engineer's Report:

Montana Aeronautics Grant: The Airport submitted a grant application to Montana Aeronautics for a new mower in November. The Board Meeting is scheduled for January 28-29 in Helena at MDT Headquarters. Tyler will attend, and Brian and Craig plan to be there as well to all present to the Board.

File Attachments for Item:

c. Discussion/Decision: Council Approval of Alex Athens Hanger Addition per Recommendation of the Airport Board

Town of STEVENSVILLE 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:	Brian Germane
Second Person Submitting the Agenda Item:	
Submitter Title:	Department Head
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/22/2026
Agenda Topic:	Discussion/Decision: Airport Ground Lease Renewal for Michael Schwartz, Block 1, Lot 2
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	10/22/2026
Notes:	

Stevensville Airport Land Lease

This land lease is made and entered into this **Date TBD**, 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 **Michael Schwartz,** hereafter "Lessee".

I. Purpose

1. Lessor agrees to lease to the Lessee **2,500** square feet of land described as **Block 1, Lot 2** (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) year period, beginning upon execution of the agreement and ending on the **30th of June 2046** 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 **2,500** square feet in the amount of **$350.00** 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 **$0.00** per square foot of building size to be paid at the time of the execution of this lease for a total sum of **$0.00.**

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. **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.

19. **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

20. **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.

21. **Waiver.** No failure by Lessor to exercise any right contained in this agreement shall be construed as a waiver of any such right.

22. **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.

23. **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:
Town of Stevensville PO Box 30 206 Buck Street Stevensville, MT 59870	Michael Schwartz 6307 Hillview Way Missoula, MT 59803

V. Termination of Lease

24. **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.

24.1. **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.

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

24.3. **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

25. **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.

26. **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 Parol 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

By: _____
Mayor

Attest:

_____
Town Clerk

Lessee

Sign_____
Print_____

File Attachments for Item:

d. Discussion/Decision: Airport Ground Lease Renewal for Brierly Family Trust, Block 5, Lot 7

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:	Brian Germane
Second Person Submitting the Agenda Item:	
Submitter Title:	Department Head
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/22/2026
Agenda Topic:	Discussion/Decision: Airport Ground Lease Renewal for Brierly Family Trust, Block 5, Lot 7
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	10/22/2026
Notes:	

Stevensville Airport Land Lease

This land lease is made and entered into this **Date TBD**, 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 **Brierly Family Trust,** hereafter "Lessee".

I. Purpose

1. Lessor agrees to lease to the Lessee **4,960** square feet of land described as **Block 5, Lot 7** (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) year period, beginning upon execution of the agreement and ending on the **30th of June 2046** 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 **4,960** square feet in the amount of **$694.40** 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 **$0.00** per square foot of building size to be paid at the time of the execution of this lease for a total sum of **$0.00.**

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. **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.

19. **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

20. **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.

21. **Waiver.** No failure by Lessor to exercise any right contained in this agreement shall be construed as a waiver of any such right.

22. **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.

23. **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:
Town of Stevensville PO Box 30 206 Buck Street Stevensville, MT 59870	Brierly Family Trust PO Box 1570 Sparks, NV, 89432

V. Termination of Lease

24. **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.

24.1. **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.

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

24.3. **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

25. **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.

26. **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 Parol 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

By: _____
Mayor

Attest:

_____
Town Clerk

Lessee

Sign_____
Print_____

File Attachments for Item:

e. Discussion/Decision: Approval of Town Council Application for Appointment to Office per Town Council Rules

Town of STEVENSVILLE 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:	Jim Crews
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/22/2026
Agenda Topic:	Discussion/Decision: Approval of Town Council Application for Appointment to Office per Town Council Rules
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	10/22/2026
Notes:	

Received by _____Date ___-___-___ Time _____

Town of Stevensville Application for Appointment to Office

Seeking an appointment as Town Council for Ward 1 ____ Ward 2 ____

Full Name _____

Address _____**Stevensville, Montana 59870**

§ 7-4-4401 MCA. Qualifications for city council member. A person is not eligible for the office of city council member unless the person is a resident for at least 60 days preceding the election to office of the ward electing the person or of an area that has been annexed by the city or town and placed in the ward.

Have you been a resident for at least 60 days of the Town of Stevensville, residing in the Ward where the Council Seat Vacancy exists? § 7-4-4401 MCA Yes ___ No ___

Are you a citizen of the United States? § 7-4-4104 MCA Yes ___ No ___

Are you at least 18 years of age? § 2-16-102(2) MCA Yes ___ No ___

In order to hold public office, an applicant must be able to meet the requirement of The Constitution of the State of Montana, Article IV Section 4. Do you meet that requirement? Yes ___ No ___

I certify that my answers are true and complete to the best of my knowledge. Pursuant to § 1-6-105, Montana Code Annotated, I declare under penalty of perjury that the foregoing is true and correct.

Applicant Name (Print) _____ **Date** ___-___-___

Applicant Signature _____ **Date** ___-___-___

Town Clerk's Certification: To the best of my knowledge, based upon the information provided by the applicant, I have confirmed that the applicant named above meets the minimum requirements and is qualified to hold the office of Town Council Member for the Town of Stevensville, Montana.

Town Clerk's Signature _____**Date** ___-___-___

Why do you want to serve as a member of the Town Council?

What qualifications do you have that make you the best candidate to serve as council member for the Town of Stevensville?

Please Refer to Chapter 2, Article 3 of the Stevensville municipal code for the duties and responsibilities of a Town Council Member. Council Member's duties include attending Regular and Special Council Meetings, Public Hearings, sitting on boards, assisting in the development of the Town Budget, implementing the Budget, adopting resolutions, ordinances, addressing policies for the Town and assisting in resolving issues relevant to the town. Do you have the time to dedicated to these duties as required? Yes ___ No ___

Please ensure the Town Clerk has your telephone number and email address so that the Town may contact you regarding your application and interview for appointment. The Town will not publish your phone number or email address without your permission. Acknowledgment _____Initials Date ___-___-___

File Attachments for Item:

f. Discussion/Decision: Apprentice Program for Wastewater Operator

Town of STEVENSVILLE 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:	Eddy Oliver
Second Person Submitting the Agenda Item:	Gina Crowe
Submitter Title:	Department Head
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	10/22/2026
Agenda Topic:	Apprentice Program for Wastewater Operator
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	10/22/2026
Notes:	We would like to put this on the agenda for discussion decision to begin the process of starting the Montana Rural Water Apprentice Program, we will begin with the Wastewater. I am submitting this for Eddy as he is at the conference this week and due to the size of the material he wanted to give the council and citizens a chance to look over.

Apprenticeship Program

BUILDING SKILLED WORKERS | STRENGTHENING RURAL COMMUNITIES

Invest in Your Future. Build the Future of Rural Montana.

The Montana Rural Water Apprenticeship Program gives you the hands-on training and real-world experience you need for a rewarding career in the water and wastewater industry.

PROGRAM DETAILS

2 Year Program
Gain the skills and experience to build a long-term career.

4,000 Hours of OJT
On-the-job training at your worksite (with your mentor).

288 Hours of RTI
Related Technical Instruction (classroom training).

QUALIFICATIONS

- 18 years or older
- Valid driver's license
- Pass drug/background check

APPRENTICESHIP STIPEND PROGRAM (UNTIL AUGUST 2027)

After 1,000 Hours of OJT and 70 Hours of RTI
The apprentice receives a **$5,000** stipend check.

The apprentice's mentor receives a **$2,500** stipend check.

NEW EMPLOYER INCENTIVE PROGRAM

Any new employer that signs up and has one active apprentice qualifies for a **$10,000** stipend check.

After the apprentice gets **2,000 hours** of OJT and **144 hours** of RTI, the system qualifies for an **additional $5,000** per apprentice (up to $10,000 total).

Support Today. Stronger Communities Tomorrow.

NATIONAL RURAL WATER ASSOCIATION
NRWA *America's Largest Utility Membership*

STANDARDS OF APPRENTICESHIP

DEVELOPED FOR

MONTANA RURAL WATER SYSTEMS ASSOCIATION, INC.
ASSOCIATION, INC.

FOR THE OCCUPATIONS OF

OCCUPATIONS	O*NET-SOC CODE	RAPIDS CODE
Water Systems Operation Specialist (Wastewater Treatment - Plant Operator; Alternate Title: Water Treatment Specialist)	**51-8031.00**	**0507**
Wastewater Systems Operation Specialist (Wastewater Systems Operator)	**51-8031.00**	**0507R**

APPROVED BY

U.S. DEPARTMENT OF LABOR

OFFICE OF APPRENTICESHIP

Jay Reardon, State Director

Montana Registered Apprenticeship Workforce Services Division

MONTANA REGISTERED APPRENTICESHIP
EARN. LEARN. SUCCEED.

Montana Department of LABOR & INDUSTRY

REGISTRATION DATE: 1-24-22

RAPIDS REGISTRATION NUMBER: MT-2022-111230

REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP SYSTEM IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP ESTABLISHED BY THE SECRETARY OF LABOR

The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and 29 CFR §§ 29 and 30. Every effort has been made to ensure that the information in the model apprenticeship standards is accurate and up-to-date.

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Appendix A-1 - Water System Work Process Schedule and Related Instruction Outline
Appendix A-2 - Wastewater System Work Process Schedule and Related Instruction Outline
Appendix B - Apprenticeship Agreement
Appendix C - Affirmative Action Plan
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FOREWORD

These Water/Wastewater Systems Operation Specialist apprenticeship standards have as their objective the training of utility workers skilled in all phases of the industry. The sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

The recognition has resulted in the development of these standards of apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

The water industry is unique in that it involves the daily responsibilities of public health protection, technical operations, and maintenance of critical but unseen infrastructure. To meet industry demands in an ever-evolving technological environment, the water industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities necessary to proficiently perform the individual job tasks associated with the work processes of the occupations. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The water industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on-the-job, these workers are constantly called upon to make decisions concerning health and safety requirements and operational demands to keep vital resources flowing.

To meet increased demand on our nation's water resources infrastructure, personnel and equipment have been operating at or beyond capacity to provide safe drinking water and environmentally responsible wastewater treatment for our growing population. Continuous operations and maintenance of existing facilities often prove to be extremely expensive and hazardous. The public must be assured of safety and uninterrupted service. This requires adequate skill and knowledge on the part of each person performing the work. The well-trained Systems Operation Specialist takes pride in the appearance of his or her work, its technical correctness, and its structural soundness.

The National Rural Water Association (NRWA) has dedicated time and resources to develop an efficient training program so apprentices can, through a systematic program of related instruction and on-the-job learning, become a well-qualified Systems Operation Specialist. The degree of success NRWA will have with this apprenticeship program will depend entirely upon the willingness of State Rural Water Associations (SRWAs) and local water/wastewater utilities to cooperate in achieving this common goal. Quality training has always been a top priority for NRWA.

SECTION I – PROGRAM ADMINISTRATION

Program Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program. Sponsor means any State Rural Water Association (SRWA) or water/wastewater system (system) operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Program sponsors, at their discretion, may establish an Apprenticeship Training Committee (ATC) to carry out the responsibilities and duties required of a program sponsor as described in these standards of apprenticeship. Montana Rural Water Systems Association, Inc. (MRWS)elects to administer the program without the services of an ATC and assumes full responsibility for the administration of the program.

Responsibilities of the Sponsor

A. Cooperate in the selection of apprentices as outlined in this program.

B. Ensure that all apprentices are under written apprenticeship agreements.

C. Review and recommend apprenticeship activities in accordance with this program.

D. Establish the minimum standards of education and experience required of apprentices.

E. Register the local apprenticeship standards with the Registration Agency.

F. Hear and resolve all complaints of violations of apprenticeship agreements.

G. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.

H. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.

I. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.

J. Notify, within 45 days, the Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes.

K. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and Systems Operation Specialists.

L. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.

M. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the course

of this determination that the apprentice does not have the ability or desire to continue the training to become a Systems Operation Specialist, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in 29 CFR § 29.7(h)(1)(2)(i) and (ii).

N. The sponsor will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, per Section XXIII of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered sponsor for completion of the apprenticeship.

O. If conditions of business make it necessary to temporarily suspend the period of apprenticeship, apprentices suspended for this reason will be given the opportunity to resume their active apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

NRWA Program Management: NRWA will oversee quality and consistency via a designated Apprenticeship Program Manager. NRWA may provide technical assistance to local program sponsors as needed, including but not limited to the following:

A. Be the point of contact for ensuring training courses and materials utilized in local programs meet acceptable criteria outlined in the Certified NRWA Apprenticeship Program and/or for acquiring NRWA standardized training materials.

B. Provide specialized training, workshops, exams, certificates, and certifications as needed through Water University.

C. Provide standardized recordkeeping templates or database platforms necessary for local sponsors to uniformly administer local programs in accordance with NRWA criteria and provide, upon request, standardized NRWA apprenticeship application forms to the local sponsors.

D. In coordination with local sponsors, provide technical assistance on program administration and operations. This may include working with the local sponsors to establish protocols for taking applications to the program, determining acceptable selection procedures that are in accordance with Equal Employment Opportunity hiring practices, or establishing a recordkeeping system capable of validating the quality and effectiveness of the training program.

E. Accept and respond to inquiries from prospective apprenticeship applicants and affiliate members concerning registration processes.

F. Assist and advise local sponsors on maintaining "good faith efforts" as outlined in the Affirmative Action Plan, as applicable, and ensure all participation is documented.

G. Disseminate apprenticeship opening announcements throughout the year using NRWA communication platforms including the WaterPro Community and Career Center.

H. Maintain a composite record of all registered apprentices in NRWA programs to include completion and cancellation rates, diversity utilization in the programs, and statistical norms for wages and benefits nationwide.

I. Ensure related instruction and on-the-job learning requirements stay up to date with technology and industry practices.

SECTION II - EQUAL OPPORTUNITY PLEDGE – 29 CFR §§ 29.5(b)(21) and 30.3(c)

Montana Rural Water Systems Association, Inc. will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. Montana Rural Water Systems Association, Inc. will take affirmative action to provide equal opportunity in the apprenticeship program and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES – 29 CFR §§ 29.5(b)(21), 30.4, and 30.10

Sponsors with 5 or more registered apprentices are required to adopt an affirmative action plan (Appendix C) and selection procedures (Appendix D), which will become part of these standards of apprenticeship. However, the Office of Apprenticeship encourages the development of these two plans for all programs regardless of apprentice numbers. For programs with fewer than 5 apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP – 29 CFR § 29.5(b)(10)

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Apprentices must not be less than 18 year of age. Proof of age is required.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.

Applicants must submit a Discharge Documents form (DD-214) to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

D. Drug screening

Apprentices may be required to take and pass a drug screening on acceptance into the program and prior to employment if required and administered by the participating employer.

E. Background Check

Pursuant to federal guidance all employees of public water/wastewater utilities must pass a background check. Applicants may be required to pass a qualifying background investigation upon selection into the apprenticeship program and prior to employment if required and administered by the participating employer.

F. Driver's License

Apprentices must possess a valid state issued vehicle operator license and be insurable at normal commercial rates on acceptance into the program and prior to employment.

SECTION V - APPRENTICESHIP AGREEMENT – 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement (Appendix B) which can be submitted electronically through the Registered Apprenticeship Partners Information Data System (RAPIDS), using the Apprentice Electronic Registration process by the sponsor and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. The sponsor shall provide a copy of the apprenticeship agreement to the apprentice, the Registration Agency, and the employer. An additional copy will be provided to the veteran's state approving agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the sponsor's written rules and policies, and the apprenticeship agreement.

The Registration Agency will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION VI – SUPERVISION OF APPRENTICES AND RATIOS – 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)

No apprentice shall work without proper or adequate supervision of the Systems Operation Specialist (mentor).

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified Systems Operation Specialist or supervisor at all times, who is responsible for making work assignments, providing on-the-job learning (OJL), and ensuring safety at the worksite.

To adequately or properly supervise an apprentice at all times does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient Systems Operation Specialist consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship. The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or treatment plant. The ratio of apprentices to fully proficient Systems Operation Specialist will be as noted in Appendix A.

SECTION VII - TERM OF APPRENTICESHIP – 29 CFR § 29.5(b)(2)

The term of the occupation and on-the-job learning (OJL) attainment supplemented by the required hours of related instruction will be as stated on the Work Process Schedule and Related Instruction Outline (Appendix A) for each occupation.

SECTION VIII - PROBATIONARY PERIOD – 29 CFR §§ 29.5(b)(8) and 29.5(b)(20)

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter. The probationary period for this program shall be the first 1000 hours of on-the-job learning (OJL).

During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period, the apprenticeship agreement may be canceled at the written request of the apprentice or may be suspended or canceled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION IX - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient Systems Operation Specialist, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

SECTION X - APPRENTICE WAGE PROGRESSION – 29 CFR § 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to fully proficient (Systems Operation Specialist) status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage or schedule of wages of a fully proficient worker wage rate. The percentages or schedule of wages that will be applied to the applicable fully proficient worker rate are shown on the attached Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – 29 CFR §§ 29.5(b)(12) and 30.4

The sponsor may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application and furnish such records, affidavits, and other documentation to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a Discharge Documents form (DD-214). The request for credit will be evaluated and a determination made by the sponsor prior to completion of the probationary period. The amount of credit to be awarded will be determined upon review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

SECTION XII - WORK EXPERIENCE – 29 CFR § 29.5(b)(3)

During the apprenticeship, the apprentice will receive on-the-job learning (OJL) and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled Systems Operation Specialist. The OJL will be under the direction and guidance of the apprentice's supervisor.

SECTION XIII - RELATED INSTRUCTION – 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. The sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Registration Agency.

Apprentices will not be paid for hours spent attending related instruction classes.

The sponsor will inform each apprentice of the availability of college credit, if available.

In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on-the-job. The sponsor will monitor and document the apprentice's progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The sponsor may require the instructors to attend instructor training to meet the requirements of 29 CFR § 29.5(b)(4)(i)(ii) or state regulations.

SECTION XIV - SAFETY AND HEALTH TRAINING – 29 CFR § 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

SECTION XV - MAINTENANCE OF RECORDS – 29 CFR §§ 29.5(b)(6), 29.5(b)(23), and 30.12

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;

- records pertaining to interview;
- the original application;
- records of each apprentice's on-the-job learning (OJL);
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions,

  layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship.

Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.12.

All such records are the property of the sponsor and will be maintained for a period of 5 years from the date of last action. They will be made available to the Registration Agency upon request.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – 29 CFR § 29.5(b)(15), and Circular 2015-02

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Application for Certification of Completion of Apprenticeship Form in (Appendix B), accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Registration Agency.

SECTION XVII - NOTICE TO REGISTRATION AGENCY – 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)

The Registration Agency must be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefor.

SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION – 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

These standards will, upon adoption by the sponsor, be submitted to NRWA and then to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify NRWA and the Registration Agency within 45 days in writing of any decision to cancel the program.

The Registration Agency may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is canceled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's request. If the Registration Agency orders deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.

SECTION XIX - AMENDMENTS AND MODIFICATIONS – 29 CFR § 29.5(b)(18)

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to NRWA and the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE – 29 CFR §§ 29.5(b)(22), 29.7(k), and 30.14

The sponsor will have full authority to enforce these standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

29 CFR § 29.7(k)

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 15 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the

apprenticeship agreement may consult with NRWA and/or the Registration Agency for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints is:

John Camden
Montana Rural Water Systems Association, Inc.
525 Central Avenue, M6
Great Falls, MT 59401
jcanden@mrws.org

29 CFR § 30.14

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal employment opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal employment opportunity standards provided in 29 CFR § 30.

The complaint must be filed not later than 300 days from the date of the alleged discrimination or specified failure to follow the equal employment opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination and failure to follow equal employment opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures set forth above.

The sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXI - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – 29 CFR § 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning (OJL) by the committee or program sponsor;

ii. Transfer must be to the same occupation; and

iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

SECTION XXII - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the sponsor, agree to all the terms and conditions contained herein and agree to abide by the sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled Systems Operation Specialist.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

A. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the sponsor.

B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.

C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another employer or the apprenticeship agreement is terminated by the sponsor.

SECTION XXIII - TECHNICAL ASSISTANCE

Technical assistance, such as that from NRWA, the U.S. Department of Labor's Office of Apprenticeship, recognized state apprenticeship agencies, and vocational schools, may be requested to advise the sponsor.

The sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION XXIV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.

SECTION XXV – DEFINITIONS

29 CFR §§ 29 and 30: Title 29: Labor. Code of Federal Regulations. Part 29 - Labor Standards for the Registration of Apprenticeship programs and Part 30 – Equal Employment Opportunity in Apprenticeship.

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship, who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards, and who registers with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content. Includes, but is not limited to, electronic storage media, transmission media, the Internet, extranets, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

MENTOR: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a journeyworker, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training. See **Systems Operation Specialist.**

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROVISIONAL REGISTRATION: The 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in 29 CFR §§ 29.3(g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY and FIELD REPRESENTATIVE: The U.S. Department of Labor's Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments. The field representative shall mean the person designated by Registration Agency to service this program.

The Registration Agency is: Montana Registered Apprenticeship Workforce Services Division

The field representative identified is: Mark Lillrose

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. The Sponsor assumes the full responsibility for administration and operation of the apprenticeship program. Eligible Sponsors of this program are State Rural Water Associations who are members in good standing of the National Rural Water Association, and local water/wastewater systems who are members in good standing of their State Rural Water Association.

STANDARDS OF APPRENTICESHIP: This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

SYSTEMS OPERATION SPECIALIST: A professional water and/or wastewater utility system worker who has attained a level of skills, abilities, certifications, and competencies recognized within the industry as mastery of the skills and competencies required for the occupation.

TIME-BASED OCCUPATION: An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER: A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

Montana Rural Water Systems Association, Inc. Association, Inc. hereby adopts these standards of apprenticeship on this _____ day of _____, 2022.

John W. Camden
John W. Camden (Jan 24, 2022 13:21 MST)

Signature of Sponsor

Executive Director

Title

Matthew Holmes

Signature of NRWA CEO, Matthew Holmes

Jan 25, 2022

Date

32. OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The Sponsor hereby adopts these standards of apprenticeship. Sponsor(s) may designate another appropriate person(s) to sign the standards on their behalf.

SPONSOR (PRINTED NAME): Montana Rural Water Systems Association

Signature of Sponsor (or designee): John Camden

TITLE: Executive Director DATE: 1-24-2022

Surveyor for the Montana Registered Apprenticeship Program:

By: Mark Fitch 1-24-22
PROGRAM SPECIALIST

I hereby attest that the standards as submitted have been found to be in conformance with the requirements set forth in Title 29 CFR 29 and 30, MCA 39-6 and ARM 24.21, have been reviewed for accuracy, and are recommended for registration.

Approved for the Montana Registered Apprenticeship Program:

By:
STATE DIRECTOR or PROGRAM SUPERVISOR

Appendix A-1

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A-1

WORK PROCESS SCHEDULE
OCCUPATION TITLE: Water Systems Operation Specialist
(Wastewater Treatment - Plant Operator; Alternate Title: Water Treatment Specialist)
O*NET-SOC CODE: 51-8031.00 RAPIDS CODE: 0507

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

☒ Time-based ☐ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is approximately two (2) years with an OJL attainment of 4,000 hours, supplemented by a recommended 288 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to mentor ratio is: one (1) Apprentice to one (1) Mentor on the jobsite.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages as outlined by each participating employer separately in Appendix E.

Period of Apprenticeship	Advancement Requirements
Period 1	2,000 hours of on-the-job training + completion of the identified curriculum with a passing grade of 70% or better + obtain the Montana DEQ Small Water System Class 4AB exam + satisfactory evaluation
Period 2	2,000 hours of on-the-job training + completion of the identified curriculum with a passing grade of 70% or better + obtain the Montana DEQ Water Treatment System Operator and Water Distribution System Operator exam appropriate for the system currently being operated + satisfactory evaluation
Completion	Completion of all the above identified requirements.

Note: The Participating Employer may require as employment practice the attainment of Licensing/Certification, but this is considered employment training and is outside the scope of the requirements needed to complete the apprenticeship program.

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

Related Technical Instruction
OCCUPATION TITLE: Water Systems Operation Specialist
(Wastewater Treatment - Plant Operator; Alternate Title: Water Treatment Specialist)
O*NET-SOC CODE: 51-8031.00 **RAPIDS CODE: 0507**

Drinking Water Year 1 Curriculum- 144 Hours		
Course	**Hours**	**Course Provider**
REQUIRED COURSE WORK		
1 Introduction to Water	30	MRWS
2 Water Systems Operation Specialist Health & Safety	18	MRWS
3 Groundwater Basics	24	MRWS
4 Surface Water Basics	18	MRWS
5 Distribution Systems	24	MRWS
6 Operator Math & Water Hydraulics	30	MRWS
Total Related Technical Instruction Hours	**144**	

Drinking Water Year 2 Curriculum- 150 Hours		
Course	**Hours**	**Course Provider**
REQUIRED COURSE WORK		
7 Water Treatment: Lecture	45	MRWS
8 Water Treatment: Lab	30	MRWS
9 Valves & Hydrants	15	MRWS
10 Backflow Prevention Assembly Testers Course	45	MRWS
11 Pumps & Motors	15	MRWS
Total Related Technical Instruction Hours	**150**	

WORK PROCESS SCHEDULE

OCCUPATION TITLE: Water Systems Operation Specialist

(Wastewater Treatment - Plant Operator; Alternate Title: Water Treatment Specialist)

O*NET-SOC CODE: 51-8031.00 **RAPIDS CODE: 0507**

Apprentices shall receive on-the-job instruction and experience as is necessary to become a qualified Water Systems Operation Specialist versed in the theory and practice of the occupation. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

WORK PROCESSES	Approximate Hours
A. Tools, Equipment and Workplace Safety 1. Become familiar with tools, pipe and other materials used on-the-job 2. Understand and use personal protective equipment and safety procedures 3. Demonstrate general plant safety and security operations 4. Plan and set up work areas for safety of crew and public 5. Confined space and traffic control zone safety 6. Perform all work in conformance with OSHA regulations 7. Learn emergency response procedures	**440**
B. Vehicles and Specialized Equipment 1. Ensure that vehicles and equipment are adequately stocked and serviced 2. Become familiar working with excavation and other heavy equipment	**200**
C. System Operation and Maintenance 1. Develop a working knowledge of the operation, methods and procedures of the water treatment and distribution system 2. Perform installation and inspection of new water lines and services 3. Understand and implement customer metering and billing procedures 4. Perform leak detection, understand water loss control, and water audits 5. Read water meters, perform testing, and proper sizing 6. Demonstrate ability to read and interpret maps and drawings of the water system, to locate valves and water mains 7. Assist with the installation, maintenance and repair of the treatment plant, storage tanks, and the distribution system 8. Develop a working knowledge of preventive maintenance, troubleshooting, and repair of mechanical equipment 9. Visit other facilities to learn about new technology	**1920**
D. Quality Control 1. Learn to perform all aspects of sampling, monitoring, testing, and reporting required to maintain compliance with Federal, State, and Local regulations 2. Identify normal/out-of-range values 3. Maintain open communication & report results to supervisors	**960**
E. Logistics, Reports and Supervision 1. Complete work order forms & document routine maintenance 2. Order equipment and supplies as needed	**480**
TOTAL HOURS	**4000**

Appendix A-2

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A-2

WORK PROCESS SCHEDULE
OCCUPATION TITLE: Wastewater Systems Operation Specialist
(Wastewater Systems Operator)
O*NET-SOC CODE: 51-8031.00 RAPIDS CODE: 0507R

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

☒ Time-based ☐ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is approximately two (2) years with an OJL attainment of 4,000 hours, supplemented by a recommended 288 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to mentor ratio is: one (1) Apprentice to one (1) Mentor on the jobsite.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages as outlined by each participating employer separately in Appendix E.

Period of Apprenticeship	Advancement Requirements
Period 1	2,000 hours of on-the-job training + completion of the identified curriculum with a passing grade of 70% or better + obtain the Montana DEQ Wastewater Lagoon System exam + satisfactory evaluation
Period 2	2,000 hours of on-the-job training + completion of the identified curriculum with a passing grade of 70% or better + obtain the Montana DEQ Wastewater Treatment System exam appropriate for the system currently being operated + satisfactory evaluation
Completion	Completion of all the above identified requirements.

Note: The Participating Employer may require as employment practice the attainment of Licensing/Certification, but this is considered employment training and is outside the scope of the requirements needed to complete the apprenticeship program.

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

WORK PROCESS SCHEDULE
OCCUPATION TITLE: Wastewater Systems Operation Specialist
(Wastewater Systems Operator)
O*NET-SOC CODE: 51-8031.00 RAPIDS CODE: 0507R

Apprentices shall receive on-the-job instruction and experience as is necessary to become a qualified Water Systems Operations Specialist versed in the theory and practice of the occupation. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

WORK PROCESSES	Approximate Hours
A. Tools, Equipment and Workplace Safety 1. Become familiar with tools, pipe and other materials used on-the-job 2. Understand and use personal protective equipment and safety procedures 3. Demonstrate general plant safety and security operations 4. Plan and set up work areas for safety of crew and public 5. Confined space and traffic control zone safety 6. Perform all work in conformance with OSHA regulations 7. Learn emergency response procedures	**440**
B. Vehicles and Heavy Equipment 1. Ensure vehicles and equipment are adequately stocked & serviced 2. Become familiar working with excavation and other heavy equipment	**200**
C. System Operation & Maintenance 1. Develop a working knowledge of the operation, methods and procedures of the wastewater treatment & collection systems 2. Perform installation and inspection of new sewer lines and services 3. Demonstrate ability to read and interpret maps and drawings of the wastewater system 4. Assist with the installation, maintenance and repair of the wastewater treatment plant, collection system, pump stations and lift stations 5. Develop a working knowledge of preventive maintenance, troubleshooting & repair of mechanical equipment 6. Visit other facilities to learn about new technology	**1920**
D. Quality Control 1. Learn to perform all aspects of sampling, monitoring, testing, and reporting required to maintain compliance with Federal State and Local regulations 2. Identify normal/out-of-range values 3. Maintain open communication & report results to supervisors	**960**
E. Logistics, Reports and Supervision 1. Complete work order forms 2. Order equipment and supplies as needed 3. Document routine maintenance 4.	**480**
TOTAL HOURS	**4000**

OCCUPATION TITLE: Wastewater Systems Operation Specialist
(Wastewater Systems Operator)
O*NET-SOC CODE: 51-8031.00 RAPIDS CODE: 0507R

Wastewater Year 1 Curriculum- 144 Hours		
Course	**Hours**	**Course Provider**
REQUIRED COURSE WORK		
1 Introduction to Wastewater	30	MRWS
2 Wastewater Operations Specialist Health & Safety	15	MRWS
3 Wastewater Lagoons	15	MRWS
4 On-site Wastewater Systems	15	MRWS
5 Industrial Wastewater Systems	15	MRWS
6 Collection Systems	24	MRWS
7 Operator Math & Water Hydraulics	30	MRWS
Total Related Technical Instruction Hours	**144**	

Wastewater Year 2 Curriculum- 155 Hours		
Course	**Hours**	**Course Provider**
REQUIRED COURSE WORK		
8 Wastewater Treatment: Lecture	45	MRWS
9 Wastewater Treatment: Lab	30	MRWS
10 Adv. Wastewater Treatment/Improving Biological Performance	20	MRWS
11 Backflow Prevention Assembly Testers Course	45	MRWS
12 Pumps & Motors	15	MRWS
Total Related Technical Instruction Hours	**155**	

NATIONAL
RURAL WATER
ASSOCIATION
NRWA *America's Largest Utility Membership*

Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

MONTANA RURAL WATER SYSTEMS ASSOCIATION, Inc.

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30

DEVELOPED IN COOPERATION WITH THE
MONTANA DEPARTMENT OF LABOR AND INDUSTRY
AND THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

APPROVED BY THE MONTANA DEPARTMENT OF LABOR AND INDUSTRY

SIGNED: Jay Bullock

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SECTION I - INTRODUCTION

The Montana Rural Water Systems, Incorporated (MRWS), enters this affirmative action plan (AAP) in good faith to promote equality of opportunity in its registered apprenticeship program. If women and/or minorities are underutilized in the apprenticeship program, the sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program. The sponsor hereby adopts the equal opportunity pledge located in Section II and the AAP.

This AAP is a supplement to the apprenticeship standards. Any changes made by the sponsor to the AAP will become part of this written AAP, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE - 29 CFR §§ 29.5(b)(21) and 30.3(c)

Montana Rural Water Systems, Inc. commits to the following equal opportunity pledge:

Montana Rural Water Systems, Inc. will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. MRWS will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

SECTION III - ANALYSES AND GOALS

To ensure full utilization of minorities and women in the apprenticeship program, the sponsor will conduct analyses to determine whether minorities and/or women are being underutilized and, if they are, will establish appropriate goals for the full utilization of minorities and/or women in apprenticeship. To determine whether underutilization exists, the sponsor will analyze at least the following five factors:

(1) The size of the working age minority and women (minority and nonminority) population in the program sponsor's labor market area;

(2) The size of the minority and women (minority and nonminority) labor force in the program sponsor's labor market area;

(3) The percentage of minority and women (minority and nonminority) participation as apprentices in the particular occupation as compared with the percentage of minorities and women (minority and nonminority) in the labor force in the program sponsor's labor market area;

(4) The percentage of minority and women (minority and nonminority) participation as journey workers employed by the employer or employers participating in the program as compared with the percentage of minorities and female (minority and nonminority) in the sponsor's labor market area and the extent to which the sponsor should be expected to correct any deficiencies through the achievement of goals for the selection of apprentices; and

(5) The general availability of minorities and women (minority and nonminority) with present or potential capacity for apprenticeship in the program sponsor's labor market area.

Underutilization exists if there are fewer minorities and/or women in the registered occupation(s) in the sponsor's apprenticeship program than would reasonably be expected in view of all relevant factors. If the sponsor detects underutilization of minorities and/or women in its apprenticeship program in the registered occupation(s), it will establish goals for the selection of minority and/or women applicants. (For further instructions, see the attached affirmative action plan workforce analysis worksheet.) The sponsor will make good-faith efforts to meet its goals.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT- 29 CFR § 30.4

The sponsor will undertake appropriate outreach and positive recruitment efforts that would reasonably be expected to increase minorities' and women's participation in apprenticeship by expanding the opportunities of minorities and women to become eligible for apprenticeship selection. The sponsor will set forth the specific steps it intends to take under each selected effort below. The sponsor will undertake a significant number of activities to enable it to meet its obligations under 29 CFR § 30.4.

A. ☒ The sponsor will disseminate information concerning the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and its equal opportunity policy to the following:

- Registration Agency
- Women's centers
- Local schools
- Employment service offices
- Other outreach programs and community organizations, including those that can effectively reach minorities and women
- Newspapers (if funding allows), including those that are circulated in minority communities and among women
- Social media outlets (Facebook, Twitter, Instagram, LinkedIn, etc.)

B. ☒ The sponsor will participate in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service, and other appropriate personnel with the apprenticeship program and current opportunities.

C. ☒ The sponsor will cooperate with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.

D. ☒ The sponsor will communicate its equal opportunity policy internally in such a manner as to foster understanding, acceptance, and support of the policy among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid in meeting its obligation under 29 CFR § 30.

E. ☒ The sponsor will grant advance standing or credit based on previously acquired experience, training, skills, or aptitude for all applicants equally.

For each item checked in Section IV, describe in detail each specific step that the sponsor will undertake to fulfill that outreach and recruitment step:

A. MRWS will identify a dissemination list to include the Registration Agency, women's centers, local schools, employment service offices, and other community organizations, including those that serve minorities and women. As funding permits, we will identify and advertise in at least one newspaper, at least once, every two years, and we will post the opportunities with our apprenticeship program on social media.

B. MRWS will actively seek to participate in workshops and career fairs, and build relationships with employment service agencies, and Workforce Development Boards to educate all of the opportunities available in our program.

C. We will work to develop relationships with the education system around the state in hopes of leading to pre-apprenticeship programs which would help prepare the next generation to meet the criteria required to qualify for our programs.

D. MRWS will ensure that our apprenticeship equal opportunity policy is understood internally by including this in our Apprentice Orientation as well as the MRWS Apprenticeship Program employment manual which will be shared with instructors, apprenticeship coordinators, and all related staff.

E. The provisions provided in the Standards of Apprenticeship will be followed to grant credit for previous experience and policy shall be written outlining the process in which all advanced standing will be delivered in a fair and equitable manner.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The sponsor will make an annual review of its current AAP and its overall effectiveness and will institute any revisions or modifications warranted. The review will analyze the affirmative action steps (independently and collectively) taken by the sponsor to evaluate their effectiveness in ensuring equal opportunity in all aspects of apprenticeship, including recruitment, selection, employment, and training. The sponsor will continually monitor these processes in order to identify and address any barriers to equal opportunity. This may require that the sponsor identify the need for new affirmative action efforts and/or deletion of ineffective existing activities. All changes to the AAP must be submitted to the Registration Agency for approval.

SECTION VI - OFFICIAL ADOPTION OF AFFIRMATIVE ACTION PLAN

Montana Rural Water Systems Association, Inc. hereby officially adopts this Affirmative Action Plan on this 24TH day of January ,2022.

John W. Camden
John W. Camden (Jan 24, 2022 13:21 MST)

MRWSA, Executive Director, John Camden

Jan 25, 2022

Signature of NRWA CEO, Matthew Holmes **Date**

AFFIRMATIVE ACTION PLAN

WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:		
Name of Sponsor:	Montana Rural Water Systems, Incorporated	
Address:	525 Central Avenue, M6	
City/State/Zip Code:	Great Falls, MT 59401	
Contact Person:	John Camden	
Phone Number: (406) 454 – 1151		Fax Number: (406) 454 - 3116
E-Mail Address:	MTRuralWater@mrws.org	

B. OCCUPATIONAL INFORMATION

Occupation Title:	Water Systems Operation Specialist
RAPIDS Code: 0507	O*NET-SOC Code: 51-8031.00
Type of Selection Method Used: ☐ Selection on basis of rank from pool of eligible applicants ☐ Random selection from pool of eligible applicants ☐ Selection from pool of current employees ☐ Alternative selection	
Labor Market Area Description: ☒ State ☐ SMA ☐ County	

C. LABOR MARKET AREA AND OCCUPATIONAL PARTICIPATION DATA

C.1. Total Labor Force in Labor Market Area*		
Number of women:		% of labor force
Number of minorities:		% of labor force
C.2. Working Age Population in Labor Market Area*		
Number of women:		% of labor force
Number of minorities:		% of labor force
C.3. Apprentice Participation in Occupation in National Apprenticeship System*		
Number of women:		% of apprentices
Number of minorities:		% of apprentices

C.4. General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in relevant Labor Market Area**	
Number of women:	
Number of minorities:	

D. SPONSOR'S WORKFORCE DATA

D.1. Total Number of Journeyworkers Employed		
Number of women:		% of work force
Number of minorities:		% of work force
D.2. Total Percentage of Apprentices or of Applicant Pool (Depending on Selection Method Used)		
Percentage of women apprentices or women in applicant pool:		%
Percentage of minority apprentices or minorities in applicant pool:		%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Industry Source Data	Minority rate of participation	Female rate of participation
E.1. Registered Apprenticeship Partners Information Data System (RAPIDS)***		
E.2. EEOC Occupational Employment Data****		

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority underutilization:		
Female underutilization:		

G. SPONSOR'S GOALS

The program sponsor proposes and agrees to make a good-faith effort to attain the goal of selecting _____ % minorities and/or _____ % women during the next EEO review cycle. These goals will not be used to discriminate against any qualified applicant based on race, color, religion, national origin, or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be _____.

H. REGISTRATION AGENCY APPROVAL

Sponsor	Registration Agency
_____	_____
Sponsor's Signature	Registration Agency Signature
_____	_____
Typed Name	Typed Name
_____	_____
Title	Title
_____	_____
Date Signed	Date Signed

Resources for obtaining labor market information:

* http://bls.gov/

** Program sponsors may use any reasonable method to propose the entries for "The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship," including relying on the data recorded in Section C.1 for "Total Labor Force," C.2 for "Working Age Population," and C.3 for "Apprentice Participation in Occupation."

*** RAPIDS data available from Registration Agency.

**** http://www.census.gov/eeo2000/index.html

Instructions for Completing This Worksheet

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR § 30.4 in order to determine whether barriers to equal employment opportunity may exist within a particular occupational title.

Part A — The sponsor information section may be prepared by the sponsor representative or servicing Registration Agency representative.

Part B — Occupational information must be taken from the registered program standards and may be prepared by the sponsor representative or servicing Registration Agency representative. A workforce analysis worksheet must be completed for each occupational title identified.

Part C — The sponsor must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges and other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For the purpose of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 16 years and over whether or not they are currently in the labor force or looking for employment.

Part D — The program sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(1) or (2), the data in D.2 must reflect the pool of eligible applicants from which selections are made. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(3) or (4), the data in D.2 must reflect the apprentices currently registered in the program.

Part E — Additional resource data for consideration in establishing reasonable goals will be provided by the Registration Agency. These data will provide a snapshot of the national labor force for the given occupation title.

Part F — Utilizing the data found in Parts C, D, and E, the sponsor will determine and record whether minorities and/or women are underutilized.

Part G — If the sponsor's analyses determine that minorities and/or women are underutilized, the sponsor, utilizing the resource data found in Parts C, D, and E, will establish goals that are reasonable in consideration of the results that could be expected from its good-faith efforts to make its overall affirmative action program successful. The Registration Agency will assess the proposed goals for minorities and/or women and, if they are found to be reasonable and attainable, will approve the sponsor's goals. The Registration Agency will not approve proposed goals for minorities and/or women that are lower than the current participation rates in the program.

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Appendix D

QUALIFICATIONS AND SELECTION PROCEDURES ADOPTED BY

Montana Rural Water Systems Association, Inc.

DEVELOPED IN COOPERATION WITH THE
MONTANA DEPARTMENT OF LABOR AND INDUSTRY
AND THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

APPROVED BY THE MONTANA DEPARTMENT

OF LABOR AND INDUSTRY

SIGNED BY: _____

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR § 60-3) or 29 CFR § 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

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SECTION I - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Apprentices must not be less than 18 year of age. Proof of age is required.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

D. Drug screening

Apprentices may be required to take and pass a drug screening on acceptance into the program and prior to employment if required and administered by the participating employer.

E. Background Check

Pursuant to federal guidance all employees of public water/wastewater utilities must pass a background check. Applicants may be required to pass a qualifying background investigation upon selection into the apprenticeship program and prior to employment if required and administered by the participating employer.

F. Driver's License

Apprentices must possess a valid state issued vehicle operator license and be insurable at normal commercial rates on acceptance into the program and prior to employment.

SECTION II - APPLICATION PROCEDURES

A. Applications will be accepted throughout the year by accessing the website: https://apprenticeship.nrwa.org . All persons requesting an application will have one made available after completing the online voluntary EEO Information Form. Arrangements can be made through Montana Rural Water Systems Association, Inc. (MRWSA) office for those unable to utilize the online application process.

- All applications will be identical in form and requirements. All apprenticeship application electronic forms will be dated and numbered to ensure adequate records can be maintained in accordance with 29 CFR 30.
- Before completing the application, each applicant will be given an opportunity to review the Program Sponsors Standards of Apprenticeship and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Program Sponsor.
- Receipt of the properly completed application form, along with required supporting documents (proof of age or driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED equivalency or other high school equivalency credential or other acceptable documentation) will constitute the completed application.
- Applicants deficient in one or more qualifications or requirements or making false statements of their application will be notified in writing of their disqualification. No other processing of the application will be taken.

SECTION III - SELECTION PROCEDURES

Apprentice candidates will be selected based on a first come, first served basis as described below:

All applicants who have met the minimum qualifications and have submitted a completed application will be placed on the Eligible Applicant List in order of the date that the application was completed (provided all required documents proving eligibility).

Each Eligible Applicant will receive notification of their standing. It is the responsibility of the applicant to keep their contact information, including but not limited to mailing address and phone number, current and on file.

As necessity permits, selected applicants must respond to the notice of selection within (1) one week of receipt. If no response, the Program Sponsor will move to the next applicant(s) on the list until the offer of apprenticeship is accepted.

The order of applicants on the Eligible Applicant List can be circumvented for job placement if the top applicant refuses an offered position of apprenticeship for geographical reasons.

Complete records shall be maintained in accordance with Title 29. Parts CFR 29.5(b)(22) and 30.12.

SECTION IV - DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. MRWSA will award credit for previous experience in accordance with Section XII of these standards and will ensure the participating employer will pay each apprentice at the wage rate commensurate with his or her skill attainment. Direct entry shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

A. ☒ **Incumbent Employees**:

Member employers who have incumbent employees who do not qualify as a journeyworker (*under these standards*) will be evaluated by the employer and the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training. Entry into the program by this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

B. ☒ A **military veteran** who has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

C. ☒ A **youth** who has completed a **YouthBuild** training program in any occupation covered in these Standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the YouthBuild training received to grant appropriate credit on the term of apprenticeship. Entry of YouthBuild graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

D. ☒ An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12,

Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The sponsor will evaluate the training received to grant appropriate credit on the term of apprenticeship. Entry of pre-apprenticeship candidates shall be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program.)**

SECTION V - MAINTENANCE OF RECORDS

Montana Rural Water Systems will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination; rates of pay or other forms of compensation or conditions of work; hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with 29 CFR § 30, as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants, selected, or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analyses made pursuant to the requirements of 29 CFR § 30. Each sponsor must also maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR § 30.

If applicants are interviewed during the selection process, adequate records include a brief summary of each interview and the conclusions on each of the specific factors - e.g., motivation, ambition, and willingness to accept direction - that are part of the total judgment.

Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or another authorized representative.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The Montana Rural Water Systems Association, Incorporated hereby officially adopt these selection procedures on this 24th day of January, 2022.

John W. Camden
John W. Camden (Jan 24, 2022 13:21 MST)

Jan 24, 2022

MRWSA Executive Director, John Camden **Date**

Jan 25, 2022

Signature of NRWA, CEO, Matthew Holmes **Date**

NATIONAL RURAL WATER ASSOCIATION
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Appendix E

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

MONTANA RURAL WATER SYSTEMS ASSOCIATION, INCORPORATED

DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP
AND THE MONTANA DEPARTMENT OF LABOR AND INDUSTRY

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PARTICIPATING EMPLOYER ACCEPTANCE AGREEMENT

SPONSORING EMPLOYER								
1. Employer Name								
2. Street Address								
3. City			4. State	5. Zip Code				
6. Name of CEO/Pres./Owner	7. Title							
8. Apprenticeship Contact Name	9. Title		10. Phone #			11. Email		
12. Employer ID# (EIN)	13. Total # Employees		# of Skilled Operators: # of Female Operators: # of Minority Operators:					
APPRENTICE WAGE SCHEDULE								
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Term Hours	2000	2000	NA	NA	NA	NA	NA	NA
Dollar Amount	$	$	NA	NA	NA	NA	NA	NA
Completion Hourly Wage Rate Apprentice Wage will be based on: $ _____ per hour								

I have been furnished a copy of the Montana Rural Water Systems Association, Inc. (MRWS) U.S. Department of Labor approved Registered Apprenticeship Standards and have read and understand them.

The first year of program registration shall be on a provisional basis after which program approval may be made permanent, continued as provisional, or rescinded following a program performance review by the Registration Agency.

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years of age or older. The MRWS and Sponsoring Employers will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30.

I hereby agree to carry out the intent and purpose of the MRWS Registered Apprenticeship Standards and to abide by the rules and decisions of the Apprenticeship under the Standards, and verify that I am an authorized signatory.

_____ _____

Signature Title

_____ _____ Printed Name

Date

Approved by the Montana Rural Water Systems Association, Inc.:

_____ _____ Signature

Title

_____ _____ Printed Name

Date

From: Gina Crowe <finance@townofstevensville.gov>
Sent: Monday, October 19, 2026 2:54 PM
To: Eddy Oliver <Publicworks@townofstevensville.gov>; Jim Crews <mayor@townofstevensville.gov>
Subject: Apprentice Program

Hi Eddy and Jim,

I sent the following questions to Cody at MRWS, his answers are in red. Question 7 alone is winning the Lottery from the Towns perspective. Hopefully this will help you Jim when citizens ask you questions.

1. Is there a cost to the town? (the flyer says no but they are asking) There is no cost to the town to participate.

2. We have a contracted Water/Wastewater Certified operator. He is contracted by the town and is currently training our staff on the wastewater side of things. He is not an employee; he spends between 10-20 hours a week here. Can he be a mentor? Yes he can be the mentor no problem

3. Do you have to be a certified Water/Wastewater Operator to be a mentor? (I believe you said no). If not, then why? As it is right now no the mentor doesn't have to be certified. We are in the process of changing our standards to make it that they do have to be certified but when the standards were wrote in 2019 it wasn't mandatory. That was before my time here so I am unsure as to why they did it that way. But we are working with DEQ as well as DOL to get some changes in the Standards.

4. What if a mentor leaves before the apprentice is finished? Can a mentor be reassigned? If a mentor leaves yes another mentor can be assigned no problem there.

5. What happens if the apprentice leaves employment, fails to complete the program, or does not pass the required exams. If the employee leaves the system I would simply end their program. As far as if they fail to complete the program there is not much I can do on my end. I monitor all of my apprentices regularly and do check ins in person every quarter as well as do monthly reminders for Class work and logging their hours to ensure they are making progress in the program. If they fail their exams, I am here to help them as much as possible pass those. We have multiple people on staff that travel and do one on one training for certification review that I would reach out to and have them go there for that on a monthly or bi monthly bases to get the apprentice every opportunity to pass.

6. If for some reason during the program and apprentice fails a drug/alcohol test are they automatically disqualified? For the drug/alcohol tests that is up to the employer. We do not administer those on our end. Some employers do some do

not. So if that is part of your guys hiring process then we would go off of what your policies are on that side.

7. What materials does MRW provide to the Apprentice if any. We provide water or wastewater books to study for tests, All of the online courses are paid for by us, if the apprentice would like to attend our conference, we cover their first year for their registration, as well as hotel during conference. As well as if they wish to attend our Yellowbay class or Backflow class we cover registration as well as lodging for both of those.

8. Are there weekly/monthly/quarterly reporting requirements? I ask my apprentices to log their hours weekly, but some prefer to do monthly, I monitor all of their OJT logs weekly and send reminders for that at the beginning of each month. Then the Mentor would just have to go in and verify the OJT hours monthly to verify those are correct.

Warm Regards,

Gina Crowe
Director of Finance & HR
Town of Stevensville
206 Buck St
Stevensville, MT 59870
406-777-5271 Ext 103
finance@townofstevensville.gov