Stevensville Town Council Meeting
Agenda for
THURSDAY, NOVEMBER 12, 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. Special Town Council Meeting Minutes 09/16/2026 (CLOSED SESSION)
   b. Special Town Council Meeting Minutes 09/29/2026
5. Approval of Bi-Weekly Claims
   a. Claims #20699-20753
6. Administrative Reports
   a. Airport
   b. Building Department
   c. Finance
   d. Fire Department
   e. Police Department
   f. Public Works
7. Public Hearings
   a. 2nd 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. Unfinished Business
   a. Discussion/Decision: 2nd 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
9. New Business
   a. Discussion/Decision: Resolution No. 387g, a Resolution Amending Town Council Rules for the Town of Stevensville
   b. Discussion/Decision: Special Event Permit for Country Christmas
   c. Discussion/Decision: Task Order 01, Amendment 02 Between HDR Engineering and the Town of Stevensville
   d. Discussion/Decision: Approval of Updated Airport Layout Plan (ALP)
   e. Discussion/Decision: Resolution NO. 603 a Resolution Declaring 5th Friday Training Day Town Hall Closures for Staff and Council Training
   f. Discussion/Decision: Approval of Website Provider for the Town of Stevensville
   g. Informational: Paying Your Water and Sewer Bill through the Town of Stevensville Website
10. Board Reports
11. Town Council Comments
12. Executive Report
13. 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:

b. Special Town Council Meeting Minutes 09/29/2026

Stevensville Special Town Council Meeting Minutes

for TUESDAY, SEPTEMBER 29, 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, Wandler and Smith were all present. (Councilmember Ross has resigned, effective 09/28/2026

2. Pledge of Allegiance

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

   NONE

4. New Business

   a. Discussion/Decision: Council Consent for the Appointment of Eddy Oliver as the Department Head for Public Works

   Mayor Crews: introduced new business item a, Council Consent for the Appointment of Eddy Oliver as the Department Head for Public Works. You all know that Eddy joined us a few weeks ago, we are very impressed with his work. Not only from individual staff members making comments but also the public. I think that he is the right man for the job.

   Councilmember Smith: I move to accept Eddy Oliver as our head public works guy.

   Councilmember Wandler: 2nd.

   Mayor Crews: motion and a 2nd. Council comments, you have permission to address Mr. Oliver.

   Councilmember Smith: for the public record, can you give us a little bit of your background, we have gone through this once before.

   Eddy Oliver: I worked nine years at Lake Eden water and sewer district in western Washington the last three and a half years I was a construction inspector I have for my certifications I have Class A CDL, double and triples tankers endorsement, my water distribution is five years, you have to work within in order to do the state testing so that was water distribution out of western Washington. I am able to get reciprocity for Montana, so I actually do have a Montana distribution license. And then I have cross connection specialist, which is out of Washington and then OSHA certified, traffic control, flagger certified, I have over ten years of experience in water and wastewater.

Mayor Crews: and CDL certified. We had a problem yesterday that if Mr. Oliver had not been on the ball and worked diligently to coordinate activities the town would have lost water, all of our pumps were down. He worked with HDR to get everything working we lost no water. Great job, thank you for that.

Eddy Oliver: that took four hours running the pumps by hand to keep the reservoir levels up.

Mayor Crews: while we were doing this we also had our reservoir inspection in progress, so we had divers in the reservoir, so it was a complicated project.

Councilmember Smith: did that have anything to do with this?

Eddy Oliver: no, this was a communication issue between our well house and our tank site, even though there was a dive crew there it was just a fluke.

Mayor Crews: Eddy has learned the system quickly to the point that some of our employees don't know how to run the system as well as Eddy. Is there any public comment.

PUBLIC COMMENT

Autumn: Do you have certifications.

Mayor Crews: you need to direct your comments to the chair; this is not question and answer it is comment only.

Autumn: my comment is I was just wondering if this person has the wastewater or drinking water certifications that we need for the town.

Mayor Crews: thank you for your comment. Any other public comment?

Councilmember Bailey: it is for Gina and Robert, what was the posting process for this position and have we completed that, I just want to double-check.

Gina Crowe: we started it in house first to give everyone an oppurtinuty to apply for it in house. At the point that no one is qualified then we will open it up to the public.

Mayor Crews: Jenelle, please call for the vote.

Councilmember Bailey: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: motion carries 3-0

b. Discussion/Decision: Adjustment of Public Works Wages

Mayor Crews: introduced new business item b, adjustment of public works wages. I am going to turn the floor to Robert.

Robert Underwood: we had a couple of candidates come in that were overly qualified for what we were paying so we came back and started adjusting the wages to see what it would take to get to hire someone for the town other than just you know coming off the street that does not know anything about water and sewer. Streets of anything, I looked at where we were at and since we lost the supervisor position I kind of knew that if we kept it where we were at we could raise certain people up to $24.00 an hour. What that does is in this process of doing that we have a negative net loss of having to pay $7.31 an hour. Basically, you have Stephens old wage at $31.68, and we already had Eddy in the budget at $32.00 basically that is a $7.68 difference there and loose the seasonal we can actually hire someone with a little bit more background a little more background working. We are not competing with Super One people anymore. $24.00 is not a living wage but it is a step up from what we were hiring for. It doesn't change the budget, we have a negative amount, so the budget does not have to change. (referred to the wage chart included in the packet of this agenda)

Councilmember Smith: so, we are saving money, sometimes when you throw out a negative.

Robert Underwood: these wages, we are two and a half months into the year, if they weren't here we would save $4,000.00. we had some vacancy savings. Hire two people at $24.00 versus $22.00.

Gina Crowe: one of the things that we had talked about was hiring, putting an add out to hire another water/wastewater operator. Based on the applicants that we got for the Public Works position there were a couple people that were really wanting to be certified, the goal for the town when we talk about it is to let those people that work here work on their certification to help bring them up to where they are right now and to get them certified, the problem is you can go and take the test for water and wastewater certified, but that does not mean that you are certified you have to have two and a half years of experience. We are looking at time out. The thing with Eddy is when he gets certified wastewater he will be certified because he already has his experience, so that is not the issue. When we looked at people that we interviewed and we really liked them and we thought they would be a great addition to the team here and we thought that it would be better to bring them up and let them work on being certified and getting them certified because we would like to have more than just one water and wastewater

operator, if we could have two or three at the town of Stevensville is a huge plus. It just takes time to do that, this is why we decided to go this route because we like the applicants that we have.

Councilmember Bailey: we are kind of restructuring a little bit, correct me if I am wrong. We will have our public works supervisor, and we will have three public works assistants and all three of those assistants and the supervisor have the opportunity to be water or wastewater certified and get that additional increase that is outlined.

Gina Crowe: they have the step ups.

Councilmember Bailey: the pay range for the supervisor is going to be $31.86-$34.00 and each one of our assistants would be $21.00-$26.00

Robert Underwood: that should be $24.00-$26.00. The budget is all maxed out at that pay range.

Councilmember Bailey: as far as pay range goes and looking at applicants and where would we fall. Proposal is $24.00-$26.00. And if we are removing the wastewater certs then it would be just three public works assistants. We are also removing the seasonal employee.

Robert Underwood: for this year, correct. One we did not hire him, and two the season is over. They would get $18.00 per hour but they were only here quarter of the time.

Councilmember Bailey: parks manager is $22.00-$26.00, is that correct. The new hourly is $24.00.

Robert Underwood: we raised that $2.00 earlier this year.

Councilmember Bailey: and he has the $2.00 step up as well. Just want to clarify that really we should be titling our public works as three assistants and a supervisor and a parks manager. And to clarify one more time, supervisor is $31.86-$34.00 and pay range for the assistants is $24.00-$26.00. Parks manager is $24.00-$26.00.

Robert Underwood: what they will be getting paid is $32.00 for the supervisor and $24.00 across the board for everyone else and they all have an opportunity for the step-ups, which is what we have budget for.

Councilmember Bailey: and it will save us money?

Robert Underwood: yep. $4,000.00

Mayor Crews: any other council questions and comments? Public comment?

PUBLIC COMMENT

Autumn: the towns personnel policy states that rates of pay are set by the rate classification, does the town have a current rate classification plan for the pay raise for the public works positions to match the new ones proposed

Mayor Crews: I am sorry I cannot hear what you are saying, you are speaking down to your phone.

Autumn: let me get closer, the towns personnel policy states the rates of compensation are established by the towns classification and compensation plan adopted annually, does the town currently have a written classification and compensation plan with the pay ranges and the steps, the matrix for public works positions and is that plan being followed or amended tonight with the new wage adjustments that are being proposed.

Mayor Crews: is this a question or a comment?

Autumn: question.

Mayor Crews: this is not question or answer.

Autumn: then it is a comment. Food for thought, is that being adjusted for tonight. Another comment is I wonder who recommends the rate changes and who sets the criteria that is being set tonight are there specific factors or data that shows what the town uses to set public works pay, have recent wage surveys for comparisons for the wastewater and the public works supervisor been conducted. Another general comment is if the equitable pay for all is being addressed it should not just be for one branch it should be for all town employees, so the police, administration and public works it should be for all to see what we can do to bring up pay for all and equitable areas of the town.

Councilmember Wandler: I move to approve the adjustment of public works wages.

Councilmember Smith: 2nd.

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

Councilmember Bailey: do we need a second motion to remove our public works wastewater position to assistant. Do we need to create our seasonal employee. I feel like we are talking about the rates of pay but we are also kind of doing a bit of renaming of sorts.

Mayor Crews: I don't think that we are.

Jenelle Berthoud: job descriptions are set by resolution, and they are set by public works 1, 2, 3. So yes that is a good question.

Councilmember Bailey: yes, right now, and maybe this is not exactly our job title are that are written in this document. That might be why I am getting hung up on it and I don't need to be, they all have the same tittle besides the supervisor is that correct.

Jenelle Berthoud: yes, but the job descriptions are all different.

Mayor Crews: suggestion?

Gina Crowe: they all have the same job title, but they have different levels, like public works 3, you do have two years to get your water certification, all of the jobs state that you have to work in all three departments so is that what you are asking is to remove the wastewater operator position on that .

Councilmember Bailey: I am looking at the wage scale, and we have our public works supervisor and two assistants, and we have a public works water waste certification position but really our positions are public works supervisor and public works assistant 1, 2 3. And according to this 1,2, and 3 get the same pay range, correct.

Gina Crowe: yeah, it is a starting on that.

Councilmember Bailey: the range for that position would be the same and it would be public works assistant 1, 2, 3.

Mayor Crews: did that resolve the question. Jenelle would you please call for the vote.

Councilmember Bailey: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: carries 3-0

5. Adjournment

Councilmember Smith: move to adjourn.

Councilmember Wandler: 2nd.

APPROVE: **ATTEST:**

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

File Attachments for Item:

a. Claims #20699-20753

* ... 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) ****									
20699	E	85 CENTURYLINK	64.24								
5489 -Phone/Internet Well House Oct 22 - Nov 21 2026											
		5489-1026 10/31/26 Phone/Internet Well House	64.24			5210		430510	345		101000
		*** Claim from another period (10/26) ****									
20700	E	85 CENTURYLINK	77.59								
9846 - Phone/Internet for WWTP for Oct 22 to Nov 21 2026											
		9846-1026 10/30/26 Phone/Internet MBF	77.59			5210		430510	345		101000
540 Middle Burnt Fork Rd											
		*** Claim from another period (8/26) ****									
20701		2168 LITHIA FORD OF MISSOULA #267	1,026.54								
Repairs for all wheel driver sensor on Police Vehicle the OB2 port broke and was replaced.											
		499945 08/24/26 Repairs	1,026.54			1000		420100	360		101000
		*** Claim from another period (10/26) ****									
20702		1745 Best Fire Equipment & Supply	356.00								
Annual service of Fire extinguishers for Fire Department and Town Hall											
		19878 10/12/26 Maintenance of Fire Ext-TH	21.00			1000		411201	360		101000
		19878 10/12/26 Maintenance of Fire Est - FD	335.00			1000		420460	360		101000
		*** Claim from another period (10/26) ****									
20703		1061 WESTERN BUILDING CENTER	48.16								
Paint & brushes to paint the towns Fire Hydrants.											
		15I2170583 10/16/26 Repairs & Maintenance	48.16			1000		420421	230		101000
		*** Claim from another period (10/26) ****									
20704		2155 Bitterroot Lock & Key	620.00								
Update the locks for town hall doors and keys for staff											
		4377 10/21/26 Repairs & Maintenance	620.00			1000		411201	360		101000
		*** Claim from another period (10/26) ****									
20705	C	228 Norco, Inc.	199.90								
EMS - Medical Oxygen, M6 Medical Oxygen, S-Oxygen Medical USP											
		48284473 10/26/26 Operating Supplies	87.72			1000		420730	220		101000
		48301708 10/26/26 Refund for duplicate	-46.43			1000		420730	220		101000
		48258944 10/22/26 Oprating Supplies	158.61			1000		420730	220		101000
		*** Claim from another period (10/26) ****									
20706	[redacted]		12.11								
Jury Duty for trial on 10/16/2026											
		JD 10/16/26 Jury Duty	12.11			1000		410360	394		101000
		*** Claim from another period (10/26) ****									
20707	[redacted]		13.22								
Jury Duty for trial on 10/16/2026											
		JD 10/16/26 Jury Duty	13.22			1000		410360	394		101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
20708		[redacted]	*** Claim from another period (10/26) ****								
		Jury Duty for trial on 10/16/2026	25.76								
		JD 10/16/26 Jury Duty	25.76			1000	410360		394		101000
20709		[redacted]	*** Claim from another period (10/26) ****								
		Jury Duty for trial on 10/16/2026	12.91								
		JD 10/16/26 Jury Duty	12.91			1000	410360		394		101000
20710		[redacted]	*** Claim from another period (10/26) ****								
		Jury Duty for trial on 10/16/2026	25.91								
		JD 10/16/26 Jury Duty	25.91			1000	410360		394		101000
20711		[redacted]	*** Claim from another period (10/26) ****								
		Jury Duty for trial on 10/16/2026	12.76								
		JD 10/16/26 Jury Duty	12.76			1000	410360		394		101000
20712		[redacted]	*** Claim from another period (10/26) ****								
		Jury Duty for trial on 10/16/2026	26.22								
		JD 10/16/26 Jury Duty	26.22			1000	410360		394		101000
20713		[redacted]	*** Claim from another period (10/26) ****								
		Jury Duty for trial on 10/16/2026	12.76								
		JD 10/16/26 Jury Duty	12.76			1000	410360		394		101000
20714		[redacted]	*** Claim from another period (10/26) ****								
		Jury Duty for trial on 10/16/2026	13.22								
		JD 10/16/26 Jury Duty	13.22			1000	410360		394		101000
20715		[redacted]	*** Claim from another period (10/26) ****								
		Jury Duty for trial on 10/16/2026	12.76								
		JD 10/16/26 Jury Duty	12.76			1000	410360		394		101000
20716		[redacted]	*** Claim from another period (10/26) ****								
		Jury Duty for trial on 10/16/2026	26.22								
		JD 10/16/26 Jury Duty	26.22			1000	410360		394		101000
20717		[redacted]	*** Claim from another period (10/26) ****								
		Jury Duty for trial on 10/16/2026	26.22								
		JD 10/16/26 Jury Duty	26.22			1000	410360		394		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) ****								
20718		[redacted]	13.10								
Jury Duty for trial on 10/16/2026											
		JD 10/16/26 Jury Duty	13.10			1000		410360	394		101000
			*** Claim from another period (10/26) ****								
20719		[redacted]	12.91								
Jury Duty for trial on 10/16/2026											
		JD 10/16/26 Jury Duty	12.91			1000		410360	394		101000
			*** Claim from another period (10/26) ****								
20720		[redacted]	26.10								
Jury Duty for trial on 10/16/2026											
		JD 10/16/26 Jury Duty	26.10			1000		410360	394		101000
20721	C	1696 First Call Computer Solutions,	2,458.00								
IT services for the Town for the month of November 2026											
		115635 11/01/26 IT Services - Council	196.64			1000		410100	356		101000
		115635 11/01/26 IT Services - Mayor	49.16			1000		410200	356		101000
		115635 11/01/26 IT Services - Court	49.16			1000		410360	356		101000
		115635 11/01/26 IT Services - Admin	196.64			1000		410550	356		101000
		115635 11/01/26 IT Services - PD	196.64			1000		420100	356		101000
		115635 11/01/26 IT Services - FD	98.32			1000		420410	356		101000
		115635 11/01/26 IT Services - Water	811.14			5210		430510	356		101000
		115635 11/01/26 IT Services - Sewer	811.14			5310		430610	356		101000
		115635 11/01/26 IT Services - Airport	49.16			5610		430300	356		101000
			*** Claim from another period (10/26) ****								
20722	C	2079 Coleman Oil Company DBA	31,171.66								
Aviation fuel for resale											
		522588 10/20/26 Fuel purchase	31,171.66			5610		430300	253		101000
			*** Claim from another period (10/26) ****								
20723		1282 Valley Irrigation	179.08								
Parts for WWTP											
		132237 10/19/26 Repairs & Maintenance	179.08			5310		430630	230		101000
			*** Claim from another period (10/26) ****								
20724	E	289 MONTANA DEQ	70.00								
Water exam registration for Eddy Oliver in Kalispell on 11/18											
		WW027114 10/21/26 Water Exam Fee	70.00			5210		430510	380		101000
20725		1436 Maureen M. O'Connor	3,000.00								
City Judge services for November 2026											
		1126 11/01/26 City Judge Services	3,000.00			1000		410360	350		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) ****						
20726		34 STEVENSVILLE HARDWARE AND	240.18					
Supplies for the Town								
	CC-831	10/01/26 Stevi Hardware - 16333568	19.34			1000 202200		101000
C Battery for AED				CC Accounting: 1000-		-420730-220		
STEVENSVILLE HARDWARE AND RENTAL INC								
	CC-831	10/20/26 Stevi Hardware - 16338249	4.13			1000 202200		101000
PO 0019952				CC Accounting: 1000-		-460430-230		
STEVENSVILLE HARDWARE AND RENTAL INC								
	CC-831	10/21/26 Stevi Hardware - 16338340	61.11			5310 202200		101000
PO 0019903				CC Accounting: 5310-		-430640-230		
STEVENSVILLE HARDWARE AND RENTAL INC								
	CC-831	10/23/26 Stevi Hardware - 16338718	42.72			1000 202200		101000
PO 0008701				CC Accounting: 1000-		-460430-230		
STEVENSVILLE HARDWARE AND RENTAL INC								
	CC-831	10/28/26 Stevi Hardware - 16340523	27.88			5210 202200		101000
PO 0019905				CC Accounting: 5210-		-430550-230		
STEVENSVILLE HARDWARE AND RENTAL INC								
	CC-831	10/29/26 Stevi Hardware - 16341700	31.49			5310 202200		101000
PO 0019906				CC Accounting: 5310-		-430630-230		
STEVENSVILLE HARDWARE AND RENTAL INC								
	CC-831	10/29/26 Stevi Hardware - 16341730	15.74			5210 202200		101000
PO 0019907				CC Accounting: 5210-		-430550-230		
STEVENSVILLE HARDWARE AND RENTAL INC								
	CC-831	10/07/26 Stevi Hardware - 16334806	16.19			5210 202200		101000
Gate Valve				CC Accounting: 5210-		-430550-230		
STEVENSVILLE HARDWARE AND RENTAL INC								
	CC-831	10/13/26 Stevi Hardware - 16336779	3.59			5210 202200		101000
Alkaln Battery				CC Accounting: 5210-		-430510-210		
STEVENSVILLE HARDWARE AND RENTAL INC								
	CC-831	10/20/26 Stevi Hardware - 16338169	3.60			1000 202200		101000
PO 0019901				CC Accounting: 1000-		-430100-220		
STEVENSVILLE HARDWARE AND RENTAL INC								
	CC-831	10/20/26 Stevi Hardware - 16338169	7.20			5210 202200		101000
PO 0019901				CC Accounting: 5210-		-430510-220		
STEVENSVILLE HARDWARE AND RENTAL INC								
	CC-831	10/20/26 Stevi Hardware - 16338169	7.19			5310 202200		101000
PO 0019901				CC Accounting: 5310-		-430610-220		
STEVENSVILLE HARDWARE AND RENTAL INC								

* ... 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) ****									
20727	C	2078 Glenn Bies	3,232.00								
Water & Wastewater testing and training for October 2026											
		103026 10/31/26 Wastewater Testing 50.50	1,616.00			5310	430610		350		101000
		103026 10/31/26 Water Training/Testing	1,616.00			5210	430510		350		101000
		*** Claim from another period (10/26) ****									
20728		2141 Bitterroot Heavy Duty Mobile	3,407.26								
Parts and Service on #2510 Water leak is at the check valve was repaired. Rear discharge valves leak and needed to be rebuilt.											
		040 10/29/26 Repairs on #2510	3,407.26			1000	420460		360		101000
		*** Claim from another period (10/26) ****									
20729	C	1754 Construct Montana, LLC	6,534.80								
Bulilding Fees for the month of October 2026											
		1216 10/31/26 Bldg fee	5,300.20			2394	420531		350		101000
		1216 10/31/26 Plan Review	1,234.60			2394	420531		350		101000
20730		386 Montana Rail Link INC.	66.00								
Water/Sewer Pipeline Crossing under RR Tracks for FY 12/1/2026 - 11/30/2027 Agreement # for Water 601165											
Agreement # for Sewer 601165											
		210733 11/01/26 Water Crossing	33.00			5210	430550		530		101000
		210734 11/01/26 Sewer Crossing	33.00			5310	430630		530		101000
20731	C	1696 First Call Computer Solutions,	991.37								
Final payment to 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											
		115893 11/03/26 Swtich Replacement	330.45			1000	410550		212		101000
		115893 11/03/26 Swtich Replacement	330.46			5210	430510		212		101000
		115893 11/03/26 Swtich Replacement	330.46			5310	430610		212		101000
		*** Claim from another period (10/26) ****									
20732	C	1696 First Call Computer Solutions,	75.00								
Reset Mayors Allworx phone pin											
		115812 10/31/26 Rest allworx phone pin	75.00			1000	410200		356		101000
		*** Claim from another period (10/26) ****									
20733	C	1787 Valli Information Systems,	480.53								
UB Billing Statement Services for Water & Sewer for the month of October 2026											
		108345 10/31/26 UB Stmt Services - Water	240.26			5210	430510		320		101000
		108345 10/31/26 UB Stmt Services -Sewer	240.27			5310	430610		320		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) ****									
20734		16 Montana Environmental Lab LLC	1,945.30								
Lab testing for Water and Wastewater											
	2610339 09/30/26 Lab testing - WW		267.10			5310	430640		355		101000
	2610565 10/05/26 Lab testing - WW		267.10			5310	430640		355		101000
	2610879 10/14/26 Lab testing - WW		443.90			5310	430640		355		101000
	2611165 10/20/26 Lab testing - WW		267.10			5310	430640		355		101000
	2611502 10/27/26 Lab testing - WW		267.10			5310	430640		355		101000
	2611667 11/04/26 Lab testing - WW		301.00			5310	430640		355		101000
	2610880 10/07/26 Lab testing-Water		66.00			5210	430540		355		101000
	2611910 11/04/26 Lab testing - Water		66.00			5210	430540		355		101000
		*** Claim from another period (10/26) ****									
20735	C	1696 First Call Computer Solutions,	720.59								
.GOV monthly charges for month of October 2026											
	116041 10/31/26 .GOV - ADMIN		125.30			1000	410550		331		101000
	116041 10/31/26 .GOV - PD		125.32			1000	420100		331		101000
	116041 10/31/26 .GOV - COURT		47.00			1000	410360		331		101000
	116041 10/31/26 .GOV - FD		78.33			1000	420410		331		101000
	116041 10/31/26 .GOV - WATER		78.33			5210	430510		331		101000
	116041 10/31/26 .GOV - SEWER		78.33			5310	430610		331		101000
	116041 10/31/26 .GOV - COUNCIL		125.32			1000	410100		331		101000
	110641 10/31/26 .GOV - MAYOR		31.33*			1000	410200		331		101000
	110641 10/31/26 .GOV - AIRPORT		31.33			5610	430300		331		101000
20736	C	1634 AXON ENTERPRISES, INC.	844.36								
Partial payment for the Tasers. PD											
	INUS449548 11/01/26 Taser Training		729.38			2810	420100		380		101000
	INUS449548 11/01/26 Taser Holders		114.98			1000	420100		220		101000
		*** Claim from another period (10/26) ****									
20737	C	2108 EnergiSystems, LLC	47,481.92								
AIP 3-30-0044-022-2025 - Self Serve Fuel Station RFR #8 Pay Application. This project is 100% paid for by the FAA and MT Aeronautics.											
	102226 10/22/26 Airport Fuel Station - FAA		47,481.92			5620	430300		950	6	101000
		*** Claim from another period (10/26) ****									
20738	E	206 MONTANA DEPARTMENT OF REVENUE	479.62								
1% Gross Receipts Tax for EnergiSystem for the Self Serve Fuel Station -AIP 3-30-044-022-2025											
	103126 10/31/26 1% Gross Receipts Tax		479.62			5620	430300		950	6	101000
20739		190 JEFF MOTLEY	64.73								
Reimburse for purchase of 2 soft face dead blow hammers for # 2510 and # 2010. Purchased on personal credit card.											
	94584478 11/01/26 Reimbursement		64.73			1000	420460		220		101000

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		*** Claim from another period (10/26) ****									
20740	C	228 Norco, Inc.	55.47								
Cylinder Rental and O2 for the PW for October 2026											
		48351831 10/31/26 Cylinder Rental	11.09			1000		430200	220		101000
		4851831 10/31/26 Cylinder Rental	22.19			5210		430510	220		101000
		4851831 10/31/26 Cylinder Rental	22.19			5310		430610	220		101000
20741		293 Mountain Air Insurance	999.00								
Renewal auto insurance for airport car 11/27/26 to 11/27/2027											
		15591 11/01/26 Renewal Policy	999.00			5610		430300	510		101000
		*** Claim from another period (10/26) ****									
20742	E	2169 Mountain Edge Materials Inc	406.80								
Cold patch asphalt 2.265 Tons											
		1265 10/28/26 Asphalt	406.80			1000		430200	220		101000
		*** Claim from another period (10/26) ****									
20743	E	2006 RICOH	17.19								
Printing charges for the month of October 2026											
		5074084849 10/31/26 Printing - Admin	2.57			1000		410550	320		101000
		5074084849 10/31/26 Printing - BLDG Dept	0.86			2394		420531	320		101000
		5074084849 10/31/26 Printing - Water	6.02			5210		430510	320		101000
		5074084849 10/31/26 Printing - Sewer	6.02			5310		430610	320		101000
		5074084849 10/31/26 Printing - PW Admin	1.72			1000		430100	320		101000
		*** Claim from another period (10/26) ****									
20744	C	2098 Kierra Smethers	5,655.00								
Prosecution work for the Town for the month of October 2026											
		26-10 10/31/26 Prosecution Services 35.9 hrs	5,385.00			1000		410364	352		101000
		26-10 10/31/26 Prosecution Paralegal .9 hrs	45.00			1000		410364	352		101000
		26-10 10/31/29 Travel	225.00*			1000		410364	370		101000
		*** Claim from another period (10/26) ****									
20745		108 BITTERROOT STAR	30.20								
Publication for Ordinance 174											
		46795 10/14/26 Ordinance 174	30.20			1000		410550	330		101000
		*** Claim from another period (10/26) ****									
20746	C	690 Core & Main LP	28,283.40								
Water meter for FSB ordered and returned due to worng size. Replace the gasket on the Fire Hydrant. Order for 60 water meters											
		Z707468 09/17/26 Water Meter FSB	2,098.07*			5210		430550	238		101000
		Z978778 10/23/26 Return FSB Meter wrong size	-2,098.07*			5210		430550	238		101000
		Z868950 10/06/26 Gasket for Fire Hydrant	36.80			5210		430550	220		101000
		Z953315 10/30/26 60 Water Meters	28,246.60*			5210		430550	238		101000

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		*** Claim from another period (10/26) ****									
20747		1929 MISSOULA MOTOR PARTS CO.	246.95								
Supplies for the town and Fire Department											
	972959	10/02/26 Battery for #2002	139.23			1000	420460		232		101000
	973783	10/06/26 Gro Switch for WWTP	5.84			5310	430630		220		101000
	973864	10/06/26 Antifreeze Jet Truck	10.07			5310	430610		230		101000
	976372	10/19/26 Marine Antifreeze Splashpad	17.24			1000	460446		220		101000
	974230	10/08/26 Delo Grease	9.35			1000	430100		230		101000
	974230	10/08/26 Delo Grease	18.70*			5210	430510		230		101000
	974230	10/08/26 Delo Grease	18.70			5310	430610		230		101000
	977829	10/27/26 Hitch adapter	5.56*			1000	430100		220		101000
	977829	10/27/26 Hitch adapter	11.13			5210	430510		220		101000
	977829	10/27/26 Hitch adapter	11.13			5310	430610		220		101000
		*** Claim from another period (10/26) ****									
20748	E	2044 First Security Bank VISA	4,066.32								
	CC-800	10/31/20 Grizzly Broadband - Airport	116.99			5610	202200				101000
Internet				CC Accounting: 5610-		-430300-345					
Grizzly Broadband											
	CC-809	09/30/26 T-Mobile - PD	206.79			1000	202200				101000
PD				CC Accounting: 1000-		-420100-345					
T-Mobile											
	CC-809	09/30/26 T-Mobile -Water	34.91			5210	202200				101000
Water				CC Accounting: 5210-		-430510-345					
T-Mobile											
	CC-809	09/30/26 T-Mobile - Sewer	34.91			5310	202200				101000
Sewer				CC Accounting: 5310-		-430610-345					
T-Mobile											
	CC-809	09/30/26 T-Mobile - Mayor	35.77			1000	202200				101000
Mayor				CC Accounting: 1000-		-410200-345					
T-Mobile											
	CC-809	09/30/26 T-Mobile - Airport	35.77			5610	202200				101000
Airport				CC Accounting: 5610-		-430300-345					
T-Mobile											
	CC-809	09/30/26 T-Mobile - Parks Mgr	30.63			1000	202200				101000
Parks Manager				CC Accounting: 1000-		-460430-345					
T-Mobile											
	CC-809	09/30/26 T-Mobile - Pool	30.63			1000	202200				101000
Pool				CC Accounting: 1000-		-460445-345					
T-Mobile											
	CC-812	10/01/26 Grainger - FD	189.31			1000	202200				101000
Grainger				CC Accounting: 1000-		-420460-220					
	CC-813	10/31/26 Bitter Root Disposal - Roads	142.53			1000	202200				101000
BITTERROOT DISPOSAL 5411-88770				CC Accounting: 1000-		-430200-340					
	CC-813	10/31/26 Bitter Root Disposal - Sewer	146.85			5310	202200				101000
BITTERROOT DISPOSAL 5411-88770				CC Accounting: 5310-		-430610-340					

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-813 10/31/26	Bitter Root Disposal - Water BITTERROOT DISPOSAL 5411-88770	142.53	CC Accounting: 5210-		5210 202200 -430510-340		101000
	CC-814 10/31/26	Bitter Root Disposal - Court Bitterroot Disposal - 5411-88931	2.59	CC Accounting: 1000-		1000 202200 -410360-340		101000
	CC-814 10/31/26	Bitter Root Disposal - Admin Bitterroot Disposal - 5411-88931	10.35	CC Accounting: 1000-		1000 202200 -410550-340		101000
	CC-814 10/31/26	Bitter Root Disposal - PD Bitterroot Disposal - 5411-88931	2.59	CC Accounting: 1000-		1000 202200 -420100-340		101000
	CC-814 10/31/26	Bitter Root Disposal - FD Bitterroot Disposal - 5411-88931	2.59	CC Accounting: 1000-		1000 202200 -420410-340		101000
	CC-814 10/31/26	Bitter Root Disposal - Bldg Bitterroot Disposal - 5411-88931	2.59	CC Accounting: 2394-		2394 202200 -420531-340		101000
	CC-814 10/31/26	Bitter Root Disposal - Water Bitterroot Disposal - 5411-88931	15.53	CC Accounting: 5210-		5210 202200 -430510-340		101000
	CC-814 10/31/26	Bitter Root Disposal - Sewer Bitterroot Disposal - 5411-88931	15.53	CC Accounting: 5310-		5310 202200 -430610-340		101000
	CC-815 10/08/26	Blinds.Com - Fire Dept Blinds.Com	135.79	CC Accounting: 1000-		1000 202200 -420421-230		101000
	CC-816 10/31/26	ADOBE - Admin ADOBE ADOBE	23.99	CC Accounting: 1000-		1000 202200 -410550-331		101000
	CC-816 10/31/26	ADOBE - Water ADOBE ADOBE	11.99	CC Accounting: 5210-		5210 202200 -430510-331		101000
	CC-816 10/31/26	ADOBE - Sewer ADOBE ADOBE	12.00	CC Accounting: 5310-		5310 202200 -430610-331		101000
	CC-817 10/09/26	Amazon - Water AMAZON	38.04	CC Accounting: 5210-		5210 202200 -430510-210		101000
	CC-817 10/09/26	Amazon - Sewer AMAZON	38.03	CC Accounting: 5310-		5310 202200 -430610-210		101000
	CC-818 10/13/26	Ravalli County - PD Ravalli County Treasurer	26.72	CC Accounting: 1000-		1000 202200 -420100-232		101000
	CC-818 10/13/26	Ravalli County - PW Ravalli County Treasurer	26.72	CC Accounting: 5210-		5210 202200 -430510-232		101000
	CC-818 10/13/26	Ravalli County - PW Ravalli County Treasurer	26.72	CC Accounting: 5310-		5310 202200 -430610-232		101000
	CC-819 10/13/26	Ravalli County - PW Ravalli County Treasurer	26.93	CC Accounting: 5210-		5210 202200 -430510-232		101000
	CC-819 10/13/26	Ravalli County - PW Ravalli County Treasurer	26.93	CC Accounting: 5310-		5310 202200 -430610-232		101000
	CC-820 09/30/26	Ravalli Electric-Fuel Tank RAVALLI ELECTRIC CO-OP	49.04	CC Accounting: 5610-		5610 202200 -430300-340		101000
	CC-820 09/30/26	Ravalli Electric - Airport RAVALLI ELECTRIC CO-OP	67.70	CC Accounting: 5610-		5610 202200 -430300-340		101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-820 09/30/26	Ravalli Electric - Well	52.27			5610 202200		101000
RAVALLI ELECTRIC CO-OP				CC Accounting: 5610-		-430300-340		
	CC-820 09/30/26	Ravalli Electric - Airport	47.00			5610 202200		101000
RAVALLI ELECTRIC CO-OP				CC Accounting: 5610-		-430300-340		
	CC-820 09/30/26	Credit Autopay-Paperless	-1.00			5610 202200		101000
RAVALLI ELECTRIC CO-OP				CC Accounting: 5610-		-430300-340		
	CC-820 09/30/26	Power of Change	0.99			5610 202200		101000
RAVALLI ELECTRIC CO-OP				CC Accounting: 5610-		-430300-340		
	CC-821 10/16/26	Super 1 Foods	38.59			1000 202200		101000
SUPER 1 FOODS				CC Accounting: 1000-		-410360-394		
	CC-822 10/12/26	TownePlace Suites - WW	719.68			5310 202200		101000
Towne Place Suites by Marriott				CC Accounting: 5310-		-430610-376		
	CC-823 10/27/26	Stoddard Silencers-WWTP	194.13			5310 202200		101000
Stoddard Silencers				CC Accounting: 5310-		-430630-230		
	CC-824 10/20/26	Pierce Lock & Safe -Water	38.62			5210 202200		101000
Pierce Lock & Safe				CC Accounting: 5210-		-430530-220		
	CC-825 10/31/26	Spectrum -Admin-3901	59.54			1000 202200		101000
Spectrum - 3901				CC Accounting: 1000-		-410550-345		
Spectrum								
	CC-825 10/31/26	Specturm-FD - 3901	59.56			1000 202200		101000
Spectrum - 3901				CC Accounting: 1000-		-420410-345		
Spectrum								
	CC-825 10/31/26	Specturm-Court - 3901	59.56			1000 202200		101000
Spectrum - 3901				CC Accounting: 1000-		-410360-345		
Spectrum								
	CC-825 10/31/26	Specturm-Water -3901	59.56			5210 202200		101000
Spectrum - 3901				CC Accounting: 5210-		-430510-345		
Spectrum								
	CC-825 10/31/26	Specturm -Sewer-3901	59.56			5310 202200		101000
Spectrum - 3901				CC Accounting: 5310-		-430610-345		
Spectrum								
	CC-825 10/31/26	Specturm-PD -7701	156.93			1000 202200		101000
Spectrum - 7701				CC Accounting: 1000-		-420100-345		
Spectrum								
	CC-825 10/31/26	Spectrum-Water -3801	46.95			5210 202200		101000
Spectrum - 3801				CC Accounting: 5210-		-430510-345		
Spectrum								
	CC-825 10/31/26	Spectrum-Sewer -3801	46.95			5310 202200		101000
Spectrum - 3801				CC Accounting: 5310-		-430610-345		
Spectrum								
	CC-825 10/31/26	Spectrum -Equipment	90.00			1000 202200		101000
Spectrum - Equipment				CC Accounting: 1000-		-410550-345		
Spectrum								
	CC-826 10/05/26	Amazon - Court	102.10			1000 202200		101000
AMAZON				CC Accounting: 1000-		-410360-210		

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	CC-826	10/05/26 Amazon - Admin	14.09			1000	202200				101000
AMAZON				CC Accounting: 1000-		-410550-210					
	CC-828	10/30/26 HP Ink- FD	8.50			1000	202200				101000
HP				CC Accounting: 1000-		-420410-320					
	CC-828	10/30/26 HP Ink - Court	8.49			1000	202200				101000
HP				CC Accounting: 1000-		-410360-320					
	CC-830	10/06/26 Amazon - Admin	50.01			1000	202200				101000
AMAZON				CC Accounting: 1000-		-410550-210					
	CC-830	10/06/26 Amazon - PD	16.67			1000	202200				101000
AMAZON				CC Accounting: 1000-		-420100-210					
	CC-830	10/06/26 Amazon - FD	16.67			1000	202200				101000
AMAZON				CC Accounting: 1000-		-420410-210					
	CC-830	10/06/26 Amazon - Court	8.33			1000	202200				101000
AMAZON				CC Accounting: 1000-		-410360-210					
	CC-830	10/06/26 Amazon - PW Admin	33.34			1000	202200				101000
AMAZON				CC Accounting: 1000-		-430100-210					
	CC-830	10/06/26 Amazon - Water	100.02			5210	202200				101000
AMAZON				CC Accounting: 5210-		-430510-210					
	CC-830	10/06/26 Amazon - Sewer	100.02			5310	202200				101000
AMAZON				CC Accounting: 5310-		-430610-210					
	CC-830	10/06/26 Amazon - Airport	8.34			5610	202200				101000
AMAZON				CC Accounting: 5610-		-430300-210					
	CC-833	10/06/26 MLCT Conference	151.20			1000	202200				101000
Delta Hotels				CC Accounting: 1000-		-410100-380					
	CC-829	10/26/26 Ravalli County Clerk &	9.66			5610	202200				101000
Ravalli County Clerk and Recorder				CC Accounting: 5610-		-430300-320					
20749	E	852 CENEX FLEETCARD	2,419.69								
Fuel for the Town											
	347814CL	10/31/26 Fuel Fire Department	463.48			1000	420460		231		101000
	347814CL	10/31/26 Fuel Police Department	803.26			1000	420100		231		101000
	347814CL	10/31/26 Fuel Public Works	384.28			1000	430100		231		101000
	347814CL	10/31/26 Fuel Public Works	384.33			5210	430510		231		101000
	347814CL	10/31/26 Fuel Public Works	384.34			5310	430610		231		101000
		*** Claim from another period (10/26) ****									
20750	C	2114 Lindley Law, LLC	7,492.82								
Legal Services for the Town Sept & Oct 2026											
	136	09/30/26 General Town Matters 10 hrs	1,441.65			1000	411100		352		101000
	139	09/30/26 2 Ravens LLC 1.2 hrs	180.00			5610	430300		352		101000
	137	09/30/26 Business Licenses 2.3 hrs	225.00			1000	411100		352		101000
	138	09/30/26 Berta Farms 8.5 hrs	1,131.17			1000	411100		352		101000
	140	09/30/26 Burnt Fork Estates .1 hr	15.00			1000	411100		352		101000
	145	10/31/26 Business Licenses 3.9 hrs	585.00			1000	411100		352		101000
	143	10/31/26 Berta Farms 6.6 hrs	990.00			1000	411100		352		101000
	142	10/31/26 Burnt Fork Estates .1 hr	15.00			1000	411100		352		101000

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		141 10/31/26 General Town Matters 5.5 hrs	825.00			1000		411100	352		101000
		144 10/31/26 2 Ravens LLC 13.9 hrs	2,085.00			5610		430300	352		101000
		*** Claim from another period (10/26) ****									
20751		33 NORTHWESTERN ENERGY	14,781.93								
Northwestern Energy for the town for the month of October 2026											
		10/31/26 721275-6 Geo Smith Lt Dist 3	277.93			2430		430263	340		101000
GEO Smith Lighting District 3,Turner, Heritage & Valley View -16 lights											
		10/31/26 722451-2 206 Buck Adm 5%	18.51			1000		410550	340		101000
Admin 5%											
		10/31/26 722451-2 - PD 15%	55.52			1000		420100	340		101000
Police Dept 15%											
		10/31/26 7224512 - Court 2.5%	9.25			1000		410360	340		101000
Court 2.5%											
		10/31/26 722451 - - Bldg - 5%	18.51			2394		420531	340		101000
Bldg Dept 5%											
		10/31/26 722451-2 - Fire Dept 50%	185.08			1000		420421	340		101000
Fire Dept 5%											
		10/31/26 722451-2 - Sewer 10%	37.02			5310		430610	340		101000
Sewer 10%											
		10/31/26 722451-2 - Water 10%	37.02*			5210		430510	340		101000
Water 10%											
		10/31/26 722451-2 - Airport 2.5%	9.25			5610		430300	340		101000
Airport 2.5%											
		10/31/26 723606-0 Peterson Lt Dist 2	218.49			2420		430263	340		101000
Peterson Lighting District 2, Peterson and Spring -8 lights											
		10/31/26 723607-8 Dayton Lt Dist 1	300.45			2410		430263	340		101000
Dayton Lighint District 1, 7th, 8th & St Mary's Dr -11 lights											
		10/31/26 724186-2 Maplewood Cemetery	12.78			1000		430900	340		101000
1 Yard Light											
		10/31/26 724187-0 Main St seasonal Lig	22.18			1000		430263	340		101000
Plug on 3rd st, Xmas Lights & Farmers Market											
		10/31/26 724206-8 Orig Town Street Ligh	303.80			1000		430263	340		101000
37 Street Lights											
		10/31/26 724207-6 ESH - 5th St. Lights	583.03			1000		430263	340		101000
19 Lights on Main, Eastside Hwy to 5th St											
		10/31/26 724208-4 5th to Valley Vw Lt	55.58			1000		430263	340		101000
5 Lights on Main St, 6th to Valley View											
		10/31/26 724209-2 Add'l Town lighting	228.55			1000		430263	340		101000
26 Street Lights											
		10/31/26 724515-2 MBF H20 plant	95.37			5210		430520	340		101000
1 yard light, Well House											
		10/31/26 724518-6 102 Main St pump #1	324.07			5210		430520	340		101000
Pump House											
		10/31/26 724755-4 Riverside Cemetery IR	0.00			1000		430900	340		101000
Riverside Cemetery Irrigation											

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	10/31/26	724756-2 Maplewood Cemetery Mapelwood Cemetery Irrigation	0.00			1000	430900		340		101000
	10/31/26	724942-8 Sewer lift station W. Sewer Lift Station W Central	26.48			5310	430620		340		101000
	10/31/26	724944-4 WWTP WWTP	3,549.45			5310	430620		340		101000
	10/31/26	724971-7 Truck garage Truck Shop	84.00			5210	430520		340		101000
	10/31/26	725036-8 L&C Yard Light L&C Park Entrance Light	12.78			1000	460430		340		101000
	10/31/26	725041-8 L&C Park 5hp IRR L&C Irrigation	0.24			1000	460430		340		101000
	10/31/26	725042-6 L&C Park Event Special Events plugs peremeter of field, S & W Fence	22.05			1000	460430		340		101000
	10/31/26	725084-8 L&C Park Rest/Field 3 Yard Lights along Rd to Plant -N.W.E does not maintain	85.23			1000	460430		340		101000
	10/31/26	782189-5 214 Buck Water 10% Annex - Water	5.47			5210	430520		340		101000
	10/31/26	782189-5 Sewer 10% Annex - Sewer	5.47			5310	430620		340		101000
	10/31/26	782189-5 Town Hall 40% Annex - TH	21.87			1000	411201		340		101000
	10/31/26	782189-5 - PD 40% Annex - PD	21.86			1000	420100		340		101000
	10/31/26	1447753-3 3rd & Park Lt 1 Light on Corner of 3rd & Park	15.95			1000	430263		340		101000
	10/31/26	1538216-1-Airport-SRE 50% 421 Airport Rd SRE Bldg	36.02			5610	430300		340		101000
	10/31/26	1538216-1-Airport-SRE 50% FD 421 Airport Rd SRE Bldg	36.02			1000	420422		340		101000
	10/31/26	1685436-6 Crksde Mdws P1 LD4 Creekside Phase1 Lighting District 4, Birch Lane & Wilow Way 7 Lights	297.97			2440	430263		340		101000
	10/31/26	1685994-4 Crksde Mdws p2 LD4 Creekside Phase 2 Lighting District 4, Creekside Dr, Aspen Trail & Syrings St, 7 Lights	162.69			2440	430263		340		101000
	10/31/26	2057364-8 Pool Pool	73.88			1000	460445		340		101000
	10/31/26	2079637-1 305 MBF Well Field Silver Stone lane	6,578.10			5210	430520		340		101000
	10/31/26	2079645-4 346 MBF booster Pump Station	111.67			5210	430520		340		101000
	10/31/26	3148944-6 Twin Creeks LD5 Twin Creek Phase 1 Lighting District 5, 9 Lights	509.74			2450	430263		340		101000
	10/31/26	3218493-9 223 Main Creamery Creamery Park, 3 Lights	71.41			1000	460430		340		101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		10/31/26 3672984-6 300 Main Outlet Plug in behind Exit Realty	30.75			1000		460430	340		101000
		10/31/26 3672985-3 Stevensville Cutoff Plug in for Cutoff road- not used	22.05			1000		430263	340		101000
		10/31/26 3691677-3 157 Sewer Rd - Water Sewer Work Rd Old Depo / 3	34.65			5210		430520	340		101000
		10/31/26 3691677-3 Sewer 157 Sewer Work Sewer Work Rd Old Depo / 3	34.65			5310		430620	340		101000
		10/31/26 3691677-3 Streets 157 Sewer Wo Sewer Work Rd Old Depo / 3	34.66			1000		430200	340		101000
		10/31/26 3763580-2 Dickerson Park 1 light at 6th Street Park	8.32			1000		460430	340		101000
		10/31/26 3795194-4 208 Buck Fire Dept Fire Department Addition	96.11			1000		420421	340		101000
20752	E	1659 CHS Mountain West CO-OP Ice to ship samples and Fuel	126.45								
		184440 10/21/26 Ice to ship samples	4.58			5210		430540	222		101000
		184544 10/26/26 Ice to ship samples	4.58			5210		430540	222		101000
		UV4VS7909 10/16/26 Fuel for Lawn Mower	26.04			1000		460430	231		101000
		UV4VT1416 10/27/29 Fuel Public Works	30.41			1000		430100	231		101000
		UV4VT1416 10/27/29 Fuel Public Works	30.42			5210		430510	231		101000
		UV4VT1416 10/27/29 Fuel Public Works	30.42			5310		430610	231		101000
		*** Claim from another period (9/26) ****									
20753	C	728 HDR ENGINEERING,INC. Engineering services for MBF Estates Phase 2. This is reimbursed by JMH Cionstruction - ck 10349 $3,719	3,719.50								
		1200832853 09/09/26 MBF Estates Services	3,719.50*			2250		411010	350		101000

# of Claims 55 Total: 174,407.73

Total Electronic Claims 147,124.22 **Total Non-Electronic Claims 27,283.51**

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	27,859.52
2250 PLANNING	
101000 Cash - Operating	3,719.50
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	6,556.76
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	300.45
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	218.49
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	277.93
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	460.66
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	509.74
2810 POLICE TRAINING & PENSION	
101000 Cash - Operating	729.38
5210 WATER	
101000 Cash - Operating	40,101.12
5310 SEWER	
101000 Cash - Operating	10,764.46
5610 AIRPORT	
101000 Cash - Operating	34,948.18
5620 AIRPORT PROJECT	
101000 Cash - Operating	47,961.54
Total:	**174,407.73**

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 11 / 26

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

Melissa Bailey, Councilmember

Amy Henry, Councilmember

Karen Wandler, Councilmember

Wallace Smith, Councilmember

Jim Crews, Mayor

Date Approved 11-12-26

File Attachments for Item:

a. Airport

Stevensville Airport Manager's Report

November 2026

1. **Maintenance**
   - **a)** The mid-field windsock was replaced on 10/31/2026
   - **b)** The circuit board to south PAPI is failing. That is the cause of the lamps that aren't illuminating. A new circuit board is available, but we are not ordering it at this time due to budget issues. The outage has been NOTAM'd.
   - **c)** The warm weather has allowed the grass to continue to grow, resulting in the need for one more clean-up mowing.
2. **CIP Projects**
   - **a)** The nozzle on our new fuel farm has been struggling with a sticky trigger. Occasionally, the trigger will not release when fully depressed. The contractor has made an adjustment to it that has resolved the issue so far.
   - **b)** Morrison Maierle is working on preliminary design and grant paperwork for a new Town-owned T-Hangar project. These hangars will go a long ways in our effort to increase Airport revenue.
3. **Fuel Sales**
   a) October fuel sales decreased significantly. The month saw the sale of 1,315.48 gallons for a total of $8,540.21.
4. **October 4, 2026 Incident**
   a) The fence repair was completed on October 12th. No additional work was required.

File Attachments for Item:

b. Building Department

MONTHLY REPORT

Building Department

October 2026

Permits Issued

Building (3 permits)

1. NSFR ……
2. New/Remodel Commercial Building ……1
3. Renovation/Remodel ……
4. Demo re-roof, commercial/residential…… 2

Electrical (0 permits)

1. NSFR ……
2. New/Remodel Commercial Building ……
3. Renovation/Remodel ……
4. Demo ……

Mechanical (1 permits)

1. NSFR ……
2. New/Remodel Commercial Building ……
3. Renovation/Remodel …… 1
4. Demo ……

Plumbing (3 permit)

1. NSFR ……
2. New/Remodel Commercial Building …… 1
3. Renovation/Remodel …… 2
4. Demo ……

Total permits issued: 7 **Total fees collected:** **$8,168.50**

Activities

1. Inspections and consultations.
2. Active clearing or archiving old and expired permits, depending on age of activity.
3. Implement uniform strategies to increase records retention and accessibility thereof.

Items of Interest

1. Continued exploration of best ways to universally digitize records and day-to-day functions to be accessible across pertinent staff for greater efficiency.

Prepared by Jenelle Berthoud, Town Clerk

File Attachments for Item:

c. Finance

TOWN OF STEVENSVILLE
Cash Report
For the Accounting Period: 10/26

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 Cash - Operating	182,779.19	25,762.91	62.24	36,572.37	30,663.09	141,368.88
2250 PLANNING						
101000 Cash - Operating	9,532.39	1,543.25	0.00	0.00	0.00	11,075.64
2310 TAX INCREMENT FINANCE DISTRICT						
101000 Cash - Operating	382,915.65	0.00	0.00	0.00	0.00	382,915.65
2311 TARGETED ECONOMIC DEVELOPMENT DISTRICT						
101000 Cash - Operating	26,179.13	0.00	0.00	0.00	0.00	26,179.13
2394 BUILDING CODE ENFORCEMENT						
101000 Cash - Operating	13,669.13	6,581.25	0.00	284.44	1,252.84	18,713.10
2410 DAYTON LIGHTING #1 DISTRICT 55						
101000 Cash - Operating	465.65	0.00	0.00	0.00	300.37	165.28
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80						
101000 Cash - Operating	328.23	0.00	0.00	0.00	218.44	109.79
2430 GEO SMITH LIGHTING #3 DISTRICT 76						
101000 Cash - Operating	744.28	0.00	0.00	0.00	279.27	465.01
2440 CREEKSIDE LIGHTING #4 DISTRICT 77						
101000 Cash - Operating	1,360.64	0.00	0.00	0.00	461.00	899.64
2450 TWIN CREEKS LIGHTING #5 DISTRICT						
101000 Cash - Operating	944.91	0.00	0.00	0.00	508.81	436.10
2810 POLICE TRAINING & PENSION						
101000 Cash - Operating	30,476.33	0.00	0.00	0.00	0.00	30,476.33
2820 GAS APPORTIONMENT TAX / BaRSAA						
101000 Cash - Operating	159,165.54	10,450.66	0.00	0.00	0.00	169,616.20
4000 CAPITAL IMPROVEMENTS						
101000 Cash - Operating	40,000.00	0.00	0.00	0.00	0.00	40,000.00
4001 SIDEWALK IMPROVEMENT						
101000 Cash - Operating	14,148.40	0.00	0.00	0.00	0.00	14,148.40
4002 FIRE ENGINE CAPITAL IMPROVEMENT						
101000 Cash - Operating	5,000.00	0.00	0.00	0.00	0.00	5,000.00
4006 Street Equipment Capital Asset						
101000 Cash - Operating	22,114.84	0.00	0.00	0.00	0.00	22,114.84
5210 WATER						
101000 Cash - Operating	681,147.85	80,872.00	3.10	18,898.57	41,875.13	701,249.25
102000 Cash - Restricted	7,584.00	0.00	0.00	0.00	0.00	7,584.00
102210 Bond & Interest	68,533.69	7,727.47	92.47	21.90	0.00	76,331.73
102220 Cash - Rest. Future Payment	91,008.00	0.00	0.00	0.00	0.00	91,008.00
102240 Cash - Rest. Replacement	169,000.00	0.00	0.00	0.00	0.00	169,000.00
Total Fund	**1,017,273.54**	**88,599.47**	**95.57**	**18,920.47**	**41,875.13**	**1,045,172.98**
5211 WATER CAPTIAL ASSET						
101000 Cash - Operating	1,026,598.09	19,083.11	207.86	45.00	0.00	1,045,844.06
5230 ARPA WATER LEAK REPAIR						
101000 Cash - Operating	6,353.25	0.00	0.00	0.00	995.15	5,358.10
5310 SEWER						
101000 Cash - Operating	76,638.43	40,426.09	482.60	18,422.56	35,005.05	64,119.51
102000 Cash - Restricted	316,062.00	0.00	0.00	0.00	0.00	316,062.00

TOWN OF STEVENSVILLE
Cash Report
For the Accounting Period: 10/26

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
102210 Bond & Interest	132,994.87	16,155.47	199.50	47.25	0.00	149,302.59
Total Fund	**525,695.30**	**56,581.56**	**682.10**	**18,469.81**	**35,005.05**	**529,484.10**
5311 SEWER CAPITAL ASSET						
101000 Cash - Operating	774,821.20	11,985.63	123.78	28.20	0.00	786,902.41
5610 AIRPORT						
101000 Cash - Operating	17,330.65	11,025.73	1.00	1,539.85	6,067.70	20,749.83
5620 AIRPORT PROJECT						
101000 Cash - Operating	47,508.17	0.00	0.00	0.00	6,500.00	41,008.17
7120 FIREMEN'S DISABILITY						
101000 Cash - Operating	3.15	0.00	0.00	0.00	0.00	3.15
7910 PAYROLL FUND						
101000 Cash - Operating	24,111.29	75,012.94	0.00	73,271.54	0.00	25,852.69
7930 CLAIMS FUND						
101000 Cash - Operating	22,693.18	0.00	122,954.30	86,146.32	0.00	59,501.16
Totals	**4,352,212.13**	**306,626.51**	**124,126.85**	**235,278.00**	**124,126.85**	**4,423,560.64**

*** Transfers In and Transfers Out columns should match, with the following exceptions:
1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

TOWN OF STEVENSVILLE
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 26

1000 GENERAL

Account	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
410000 General Government						
410100 Legislative Services	869.05	4,962.64	14,686.00	14,686.00	9,723.36	34%
410200 Executive Services	526.82	2,536.06	7,553.00	7,553.00	5,016.94	34%
410360 City Court	6,053.69	26,216.37	79,545.00	79,545.00	53,328.63	33%
410364 Prosecution Services	5,655.00	13,954.00	33,220.00	33,220.00	19,266.00	42%
410530 Audit Services	3,420.00	3,488.00	18,000.00	18,000.00	14,512.00	19%
410550 Adminstration	8,432.93	43,440.97	119,840.00	119,840.00	76,399.03	36%
410600 Elections	0.00	0.00	1,800.00	1,800.00	1,800.00	0%
411100 Legal Services	5,227.82	11,565.40	25,220.00	25,220.00	13,654.60	46%
411201 Town Hall/Annex Building	662.87	1,752.49	8,551.00	8,551.00	6,798.51	20%
Account Group Total:	**30,848.18**	**107,915.93**	**308,415.00**	**308,415.00**	**200,499.07**	**35%**
420000 Public Safety Pension Expense						
420100 Law Enforcement Services	24,485.78	165,367.10	425,584.00	425,584.00	260,216.90	39%
420410 Fire Department - Administration	2,651.50	16,016.99	73,689.00	73,689.00	57,672.01	22%
420421 Fire Department - Facilities Station	465.14	3,665.40	7,200.00	7,200.00	3,534.60	51%
420422 Fire Department - Facilities Station	36.02	178.28	1,200.00	1,200.00	1,021.72	15%
420460 Fire Department - Suppression	4,070.80	12,552.96	28,100.00	28,100.00	15,547.04	45%
420730 Emergency Medical Services	219.24	726.48	6,000.00	6,000.00	5,273.52	12%
Account Group Total:	**31,928.48**	**198,507.21**	**541,773.00**	**541,773.00**	**343,265.79**	**37%**
430000 Public Works/Airport Admin						
430100 Public Works Administration	3,842.09	15,756.49	85,363.00	85,363.00	69,606.51	18%
430200 Road & Street Services	607.08	1,846.61	9,600.00	9,600.00	7,753.39	19%
430263 Street Lighting	1,231.14	5,011.82	14,000.00	14,000.00	8,988.18	36%
430900 Cemetery Services	337.78	1,512.38	6,420.00	6,420.00	4,907.62	24%
Account Group Total:	**6,018.09**	**24,127.30**	**115,383.00**	**115,383.00**	**91,255.70**	**21%**
460000 Culture and Recreation						
460430 Parks	308.26	15,509.80	21,944.00	21,944.00	6,434.20	71%
460437 Forestry and Nursery	0.00	1,243.29	17,650.00	17,650.00	16,406.71	7%
460445 Swimming Pool / Aquatics	194.11	34,255.57	70,115.00	70,115.00	35,859.43	49%
460446 Splash Pad	17.24	142.18	3,800.00	3,800.00	3,657.82	4%
Account Group Total:	**519.61**	**51,150.84**	**113,509.00**	**113,509.00**	**62,358.16**	**45%**
520000 Other Financing Uses						
521000 Interfund Operating Transfers Out	0.00	42,411.15	42,411.00	42,411.00	-0.15	100%
Account Group Total:	**0.00**	**42,411.15**	**42,411.00**	**42,411.00**	**-0.15**	**100%**
Fund Total:	**69,314.36**	**424,112.43**	**1,121,491.00**	**1,121,491.00**	**697,378.57**	**38%**
Grand Total:	**69,314.36**	**424,112.43**	**1,121,491.00**	**1,121,491.00**	**697,378.57**	**38%**

TOWN OF STEVENSVILLE
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 26

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
2250 PLANNING	0.00	3,719.50	0.00	0.00	-3,719.50	0%
2310 TAX INCREMENT FINANCE DISTRICT	0.00	0.00	363,948.00	363,948.00	363,948.00	0%
2311 TARGETED ECONOMIC DEVELOPMENT	0.00	7,165.00	40,374.00	40,374.00	33,209.00	18%
2394 BUILDING CODE ENFORCEMENT	7,140.47	21,423.30	48,784.00	48,784.00	27,360.70	44%
2410 DAYTON LIGHTING #1 DISTRICT 55	300.45	1,202.24	3,775.00	3,775.00	2,572.76	32%
2420 PETERSON ADDN LIGHTING #2 DISTRICT	218.49	874.29	2,746.00	2,746.00	1,871.71	32%
2430 GEO SMITH LIGHTING #3 DISTRICT 76	277.93	1,116.12	3,496.00	3,496.00	2,379.88	32%
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	460.66	1,843.78	5,625.00	5,625.00	3,781.22	33%
2450 TWIN CREEKS LIGHTING #5 DISTRICT	509.74	2,036.35	6,440.00	6,440.00	4,403.65	32%
2810 POLICE TRAINING & PENSION	0.00	0.00	7,950.00	7,950.00	7,950.00	0%
2820 GAS APPORTIONMENT TAX / BaRSAA	0.00	25,635.00	55,635.00	55,635.00	30,000.00	46%
4006 Street Equipment Capital Asset	0.00	35,480.84	40,000.00	40,000.00	4,519.16	89%
5210 WATER	79,954.63	336,337.57	732,156.00	732,156.00	395,818.43	46%
5211 WATER CAPTIAL ASSET	0.00	0.00	200,000.00	200,000.00	200,000.00	0%
5230 ARPA WATER LEAK REPAIR	995.15	168,695.72	161,189.00	161,189.00	-7,506.72	105%
5310 SEWER	49,909.58	311,966.43	768,266.00	768,266.00	456,299.57	41%
5311 SEWER CAPITAL ASSET	0.00	9,611.39	280,000.00	280,000.00	270,388.61	3%
5610 AIRPORT	35,653.44	88,573.55	141,149.00	141,149.00	52,575.45	63%
5620 AIRPORT PROJECT	47,961.54	112,061.54	432,787.00	432,787.00	320,725.46	26%
7120 FIREMEN'S DISABILITY	0.00	0.00	7,078.00	7,078.00	7,078.00	0%
Grand Total:	**223,382.08**	**1,127,742.62**	**3,301,398.00**	**3,301,398.00**	**2,173,655.38**	**34%**

File Attachments for Item:

d. Fire Department

STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – October 2026

Calls for the Month of October: 72

Calls for Stevensville Town: 33
Calls for Stevensville Rural: 38
Mutual Aid: 1

Medical Response: 60
Fire Calls: 9
Motor Vehicle Crash: 3

Total Calls: 72

Missed calls: 15 (Town: 4, Rural: 11)

Calls for the Year to Date: 648

Calls for Stevensville Town: 283
Calls for Stevensville Rural: 349
Mutual Aid: 16

Medical Response: 509
Fire Calls: 95
Motor Vehicle Crash: 44

Total Calls: 648

Missed calls: 76

File Attachments for Item:

e. Police Department

Stevensville Police Department Monthly Activity Report
2026

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
CALLS FOR SERVICE	77	49	77	76	109	97	105	92	91	66		
ARRESTS ADULT/JUV	0	4	3	1	2	2	1	3	2	1		
TRAFFIC CITATIONS	14	7	7	2	10	12	8	10	3	4		
TRAFFIC STOPS	18	9	5	7	20	25	28	30	20	9		
TRAFFIC ACCIDENTS	5	4	3	2	4	5	3	3	2	2		
VEH TOWS	1	1	0	1	1	0	0	1	0	2		
HOMICIDES	0	0	0	0	0	0	0	0	0	0		
ROBBERIES	0	0	0	0	0	0	0	0	0	0		
BURGLARIES	0	0	0	0	0	0	0	0	0	0		
THEFTS	2	1	5	8	0	0	0	3	1	3		
ASSAULTS OR PFMA	0	1	2	0	1	0	0	0	1	0		
SEX CRIMES	0	0	1	3	2	0	0	0	1	2		
FRAUD CRIMES	1	0	1	2	0	2	1	2	1	1		
CRIMINAL MISCHIEF	1	0	0	1	0	0	0	1	1	1		
PRIVACY COMMUNICAT	1	0	0	1	0	0	0	0	0	0		
THREATS OR INTIMIDATION	1	2	9	1	1	3	0	2	2	2		
SUSPICIOUS ACTIVITY	3	1	1	6	3	5	7	2	2	5		
DISTURBANCE	1	0	3	1	1	0	2	1	1	0		
UNATTENDED DEATHS	0	0	0	2	0	0	1	1	0	0		
WELFARE CHECKS	3	4	2	3	2	7	0	5	0	6		
LOST/FOUND PROPERTY	0	1	1	0	3	1	5	8	1	2		
BURG ALARMS 911 HANGUPS	0	1	2	2	4	5	3	5	7	4		
VICTIM NOTIFICATION	0	0	1	0	0	0	0	1	0	0		
Public Assist	0	8	3	10	8	15	10	7	11	6		

File Attachments for Item:

f. Public Works

TOWN OF STEVENSVILLE
PUBLIC WORKS ACTIVITY REPORT
October 2026

Utilities Report

- Domestic Water Treatment
    - Gallons produced this month 19,684,712

Repairs & Maintenance

- Replaced mechanical seal on sewer pump at pump station
- Repaired Headworks influent pump
- Replaced fire hydrant at Charlo & Ravali

Core Operations

- Full burial service
- Cleaned 2nd Street easement
- Installed four cellular meters
- Submitted monthly DMR report
- Preventative line cleaning on high-priority sewer lines

After-hours On-Call Responses

- No after-hours emergency calls

File Attachments for Item:

a. 2nd 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:	11/12/2026
Agenda Topic:	2nd 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:	11/12/2026
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 22nd day of October, 2026.

APPROVED:

James Crews, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

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

APPROVED:

James Crews, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Discussion/Decision: 2nd 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:	Unfinished 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:	11/12/2026
Agenda Topic:	Discussion/Decision: 2nd 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:	11/12/2026
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."

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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."

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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 22nd day of October, 2026.

APPROVED:

James Crews, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

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

APPROVED:

James Crews, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Discussion/Decision: Resolution No. 387g, a Resolution Amending Town Council Rules for the Town of Stevensville

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:	11/12/2026
Agenda Topic:	Discussion/Decision: Resolution No. 387g, a Resolution Amending Town Council Rules for the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/12/2026
Notes:	

RESOLUTION NO. 387g

A RESOLUTION AMENDING TOWN COUNCIL RULES

FOR THE TOWN OF STEVENSVILLE

WHEREAS, on March 24, 2016, the Town Council revised and adopted the Town Council Rules by Resolution No. 387;

WHEREAS, on March 23, 2017, the Town Council revised and adopted the Town Council Rules by Resolution No. 387a;

WHEREAS, on September 24, 2018, the Town Council revised and adopted the Town Council Rules by Resolution No. 387b;

WHEREAS, on November 8, 2018, the Town Council revised and adopted the Town Council Rules by Resolution No. 387c;

WHEREAS, on February 13, 2020, the Town Council revised and adopted the Town Council Rules by Resolution No. 387d;

WHEREAS, on March 23, 2023, the Town Council revised and adopted the Town Council Rules by Resolution No. 387e;

WHEREAS, on February 13, 2025, the Town Council revised and adopted the Town Council Rules by Resolution No. 387f;

WHEREAS, Part I, General Provisions, Addition to Section 2 "*Newly Revised"*

WHEREAS, Part I, General Provisions, Section 4, Removal of *"an affirmative vote of three fourths of Town Council members."* Addition of "*a minimum of 3 Aye or Yea votes to effect a change to Council Rules."*

WHEREAS, Part I, General Provisions, Section 5, Addition of "in compliance with Title 2, Chapters 3 and 6, Montana Code Annotated and as otherwise in compliance with Montana open meetings and public participation law."

WHEREAS, Part IV, Agenda, Section 1, paragraph 1, Addition of second bullet point "*All late submissions authorized by the Mayor shall be added no later than 5 PM the Tuesday prior to the Council meeting."*

WHEREAS, Part IV, Agenda, Section 1, paragraph 1, bullet point 3, Removal of *"submissions and list".* Change to read*, "Agenda"*

WHEREAS, Part IV, Agenda, Section 1, paragraph 2, bullet point 3, Removal of *"The Mayor must approve all agenda items before they are added to the agenda."*

WHEREAS, Part IV, Agenda, Section 1, paragraph 2. Addition of fourth bullet point *'' All agenda items to be added to the agenda are to be reviewed by the mayor. All approved items shall be indicated on the agenda item request by the Mayor's signature or initials in the approval box."*

WHEREAS, Part IV, Agenda, Section 1, paragraph 2, fifth bullet. Removal of "*and or councilmember."*

WHEREAS, Part IV, Agenda, Section 1, paragraph 2. Addition of seventh bullet point. "*The Mayor may remove an agenda item any time before the revised agenda is posted and distributed, providing it is done so at least 48 hours before the meeting."*

WHEREAS, Part IV, Agenda, Section 1, paragraph 2. Addition of eighth bullet point. "*Any two Council members may override the Mayor's objection to adding of any agenda item by jointly requesting that the item be placed on the agenda."*

WHEREAS, Part IV, Agenda, Section 1, paragraph 2. Addition of ninth bullet point. "*When the Mayor has been overridden by two council members to place an item on the agenda, the Mayor shall report to the council the he objected to the addition of the agenda item."*

WHEREAS, Part V, Order of Business, Section 1. Removal of *"Council members may, by voting to "Suspend the Council Rules," consider and act upon routine and/or administrative items not on the agenda. Unscheduled Matters: An item that is not listed on the agenda for the current meeting may be addressed during the Council comments section of the agenda. As a general rule, no matter of significant interest to the public shall be decided by the Council without prior notice to the public as a scheduled Council agenda item."*

WHEREAS, Part X, Addressing the Council, Section 1. Addition of note. "*Note-Refer to Exhibit B for Guidelines for Public Comment."*

WHEREAS, Part VI, Rules of Council Debate. Addition of bullet points 1-6.
"General Rules of Agenda Item Presentation and Consideration
Item is presented to Council by the Agenda Item Originator.
When the initial presentation is completed, Council may ask questions or engage in discussion with the Agenda Item Originator.
When council has gathered sufficient data, the Presiding Officer should call for Public Comment on the matter.
Once Public Comment has been gathered, the Presiding Officer should entertain a motion.
Once a Motion has been made and seconded, Council may resume recognized debate.
When Council has completed its debate, the Question may be called."

WHEREAS, Part XIV, Town Council Procedures for filling a Vacancy in an Elected Town Office, Section 3. Removal of Section 3 from Town Council Rules as set by Resolution No. 387f. Replaced with a revised Section 3 as follows: Paragraphs 1-10

" *The Town Council President with support from the Town Clerk shall prepare an application form for use by applicants interested in being selected to fill the vacant position.*
The application form shall request information as to the full name and address of the applicant, as well as all information necessary to determine if the applicant meets the statutorily established qualifications to fill the office.
The application shall be reviewed for adequacy by the Town's City Attorney. Once Approved by the Town's City Attorney the application shall be submitted to the Town Council for adoption for future use, if a preapproved application is not available.
The application, once approved by the Town Council, shall be maintained for future use and reviewed for accuracy before being used to fill a vacancy.
As soon as the Mayor or Town Council President becomes aware of a vacancy in an elected Town Office, or as soon as the Mayor or Town Council President receives official notice that an elected Town Office will become vacant at a specified date in the future, the Mayor or Town Council President shall make arrangements with the Town Clerk to publicly announce the vacancy using the same manner of advertising as when publicizing a public meeting, and the Town of Stevensville website.
The public announcement issued by the Town Clerk's office shall identify all the statutory established qualifications for an individual to be eligible to hold the vacant office.
The Town Clerk will receive written applications from citizens interested in applying to fill the vacancy in the elected office for ten calendar days from the date of the first public announcement by the Town Clerk's office.
The Town Clerk will review the written application it to determine if an applicant meets the minimum qualification to fill the office as specified by State Law.
A list of all qualified applicants will be submitted by the Town Clerk to Town Council at its next regularly scheduled or special meeting after the application deadline. Each Town Council Member is entitled to select for interview or nomination a final slate of candidates.
No personal data regarding an applicant's phone number, or other personal information shall be advertised or listed on the agenda without express written consent of the applicant. Only the minimum information needed to establish qualifications for the office shall be published."

WHEREAS, Part XIV, Town Council Procedures for filling a Vacancy in an Elected Town Office, Addition of Section 4. *"All members of the Town Council who choose to apply for the Office of Mayor via the application process shall recuse themselves from the interview and selection process. The remaining members of the Town Council will complete the interview and selection process.*
All applicants shall be interviewed using the same interview questions, without the presence of another applicant. No applicant shall be afforded an advance copy of the interview questions.
Upon completion of the interview process, each member of the Town Council will evaluate each applicant and then nominate an applicant for final selection via a majority vote of Town Council, in accordance with §7-4-4112, MCA Filling of Vacancies and§ 2-118, SMC. The successful

applicant shall be sworn in at the earliest convenient time and date to assure continuity in Town government."

WHEREAS, Part XIV, Town Council Procedures for filling a Vacancy in an Elected Town Office, Addition of Section 5. *"Before an appointee of an elected municipal office may fulfill any official duty the appointee's Oath of Office must be transmitted to the County Election administrator's office. Once filed either physically or electronically, the appointee may assume duties of the office per § 7-1-4137(2)."*

WHEREAS, Part XV, Conduct of Council Members, Section 1, removal of paragraph 2 and replace with *"In the event a conduct violation is alleged by one Town Council Member against another or against the Mayor, a confidential written complaint shall be reported to and investigated by the Town Council President who may request the assistance of the Town Attorney for review and investigation of the complaint. This process shall not be construed to give any party other than Town Council Members the ability to initiate a Town Council Rule conduct violation. The Town shall conduct a confidential investigation of the complaint in a manner that provides due process to both the alleged aggrieved Member and alleged violator. In cases where a complaint is found to have merit, the Town Council shall determine and carry out the proper action/sanction up to and including any remedies permitted under applicable law."*

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of Stevensville, hereby amends the Town Council Rules as revised, and as attached to this resolution.

PASSED AND ADOPTED by the Town Council and Mayor of the Town of Stevensville the 12th day of November 2026.

APPROVE: **ATTEST:**

_____ _____

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

PART I. General Provisions

Section 1.

These rules are supplementary to the provisions of Title 7, Chapter 1, Part 41, Montana Code Annotated (hereinafter MCA), Title 7, Chapter 5, Parts 41 and 42, MCA and Title 2, Chapters 2 and 3, MCA and Chapter 2 of the Stevensville Municipal Code (hereinafter SMC), as they relate to procedures for conducting meetings and public hearings before the Town Council of the Town of Stevensville.

Section 2.

To assure effective participation by all members of the Council and to protect the right of participation by all individuals appearing before the Council, all Council meetings and hearings shall be conducted in general conformance with "Robert's Rules of Order Newly Revised", except as otherwise provided by law.

Section 3.

A majority of those present and voting may suspend any of these rules or Robert's Rules.

Section 4.

Amendments to the Stevensville Town Council Rules for the Conduct of Council Meetings and Business shall require a minimum of 3 Aye or Yea votes to effect a change to Council Rules.

Section 5.

When a Council Meeting is in session, all communication concerning public matters between council, staff, and the public shall be openly performed and subject to public inspection and record keeping in compliance with Title 2, Chapters 3 and 6, Montana Code Annotated and as otherwise in compliance with Montana open meetings and public participation law.

Section 6.

Mayor and or Council President has the authority to contact the town attorney regarding town matters. Councilmembers must have prior authorization from Mayor or presiding Council President to discuss town matters with the town attorney.

PART II. Duties of the Presiding Officer

Section 1.

The presiding officer of the Council shall be the Mayor who shall arrange the meeting agenda in accordance with Part IV, coordinate the affairs of the Council, and preside at all meetings of the Council.

Section 2.

In the absence or disability of the Mayor, the President of the Council shall serve as its presiding officer and may vote as other members of the council. In the absence of the Mayor and of the President of the Council, the Council shall select one of its members to serve as its temporary presiding officer.

Section 3.

The Town Clerk shall record and maintain the minutes of the Council's proceedings, showing the vote of each member upon every question, or if failing to vote, indicating that fact; shall keep records of its examinations and other official actions; shall summarize briefly and accurately the substance of all matters proposed, discussed or decided; shall record the names and addresses of all persons appearing before the Council; shall, subject to the direction of the Council and presiding officer, conduct the correspondence of the Council; shall file said minutes and records in the office of the Council, which minutes and records shall be a public record; and shall be the custodian of the files and records of the Council.

Section 4.

The Presiding Officer shall interpret and apply the rules. If the Presiding Officer's ruling is challenged by a majority of those Council members present and voting, the current meeting shall recess, and the Council shall take up the question and issue a parliamentary ruling.

PART III. Meetings

Section 1.

Regular meetings of the Council shall be held on the second and fourth Thursday of each month at 6:30 PM in the Council Chambers of Town Hall 206 Buck Street, Stevensville, Montana, or at such other time and place as designated by the Council.

If the regular meeting day is on a recognized holiday the Council shall, with proper notice, set an alternate day for the meeting or suspend Council Rules in order to cancel the meeting.

In January of each year, the Council shall, after having established a schedule of the time, date and place of regular meetings for the year, cause a notice of the same to be published in the local newspaper; *Bitterroot Star*.

The notice and agenda of all regular meetings of the council shall be posted by the Town Clerk on the Town Hall bulletin board located at 206 Buck Street, Stevensville, Montana, no later than 5:00 p.m. on the Thursday prior to the regularly scheduled Council meeting. Minutes and Bi-weekly Claims can be added to the agenda packet by 5:00 pm on the Tuesday prior to the scheduled Town Council Meeting. Additionally, the Clerk shall provide copies of the notice, agenda, and supporting documents to each of the Councilmembers via email and posted on the Town Hall "notice board" and on the Town of Stevensville website.

Section 2.

Special meetings of the Council may be called in accordance with Sections 7-5-4102(1) (c) and 7-5- 4122, MCA.

Section 3.

To ensure public participation all meetings of the Council shall be open to the public except as provided in Section 2-3-203, MCA.

Section 4.

A majority of the members of the council constitute a quorum for the transaction of business, but a less number may meet and adjourn to any time stated and may compel the attendance of absent members, under such rules and penalties as the council may prescribe MCA §7-5-4121. The affirmative vote of a majority of the members physically present at a lawful meeting of the Council shall be necessary to adopt or reject any motion, resolution, or ordinance or pass any measure unless a greater number is required by law.

PART IV. Agenda

Section 1.

All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Council, shall be submitted by 12 o'clock noon on Wednesday immediately preceding the Thursday agenda publishing deadline to the Town Clerk. If the agenda item is associated with a public

notice, three weeks prior to the proposed meeting time is needed for sufficient publication times in the local newspaper, *Bitterroot Star*.

- A late submission deemed necessary by the Mayor shall be delivered to the Town Clerk with a list of matters according to the order of business.
- All late submissions authorized by the Mayor shall be added no later than 5 PM the Tuesday prior to the Council meeting.
- Copies of the Agenda shall be provided to each member of the Council no later than 5 p.m. on the Thursday preceding the Council meeting.

All Agenda Items to be considered by the Council shall be submitted via forms available from the Town Clerk or on the Town's website.

- The Mayor, with the assistance of the Town Clerk, shall prepare all council agendas and agenda packets.
- In addition to the Mayor, any one Council member may submit an item of business for consideration by the council, backup documentation included when applicable.
- Any member of the public may submit an item for consideration by the Council, backup documentation included when applicable.
- All agenda items to be added to the agenda are to be reviewed by the mayor. All approved items shall be indicated on the agenda item request by the Mayor's signature or initials in the approval box.
- Any two Council members may override the Mayor's objection to adding of any agenda item by jointly requesting that the item be placed on the agenda.
- The Mayor may elect to revise the agenda by adding an item for consideration, provided the revised agenda shall be posted and distributed no less than 48 hours before the meeting.
- The Mayor may remove an agenda item any time before the revised agenda is posted and distributed, providing it is done so at least 48 hours before the meeting.
- Any two Council members may override the Mayor's objection to adding of any agenda item by jointly requesting that the item be placed on the agenda.
- When the Mayor has been overridden by two council members to place an item on the agenda, the Mayor shall report to the council the he objected to the addition of the agenda item.

PART V. Order of Business

Section 1.

The presiding officer shall prepare the Council agenda, which shall be in substantially the following form and order of business:

1. Call to order and Roll Call
2. Pledge of Allegiance
3. Public Comment (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
5. Approval of Claims
6. Administrative Reports
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
11. New Business
12. Board Reports
13. Town Council Comments
14. Executive Report
15. Adjournment

Section 2.

The order of business may be adjusted by consent of the Council by Suspension of the Council Rules by a majority of the Council Members Present.

Section 3.

The Mayor and Town Clerk may omit an order of business if there is not an agenda item business item associated with the agenda packet for that scheduled Town Council meeting.

Part VI. Rules of Council Debate

General Rules of Agenda Item Presentation and Consideration

- Item is presented to Council by the Agenda Item Originator
- When the initial presentation is completed, Council may ask questions or engage in discussion with the Agenda Item Originator.
- When council has gathered sufficient data, the Presiding Officer should call for Public Comment on the matter.
- Once Public Comment has been gathered, the Presiding Officer should entertain a motion.

- Once a Motion has been made and seconded, Council may resume recognized debate.
- The council after recognized debate may call for additional public comment and debate if council determines the need.
- When Council has completed its debate, the Question may be called.

Section 1.

Council debate shall proceed in accordance with the following rules:

1. Every member desiring to speak shall address the presiding officer and, upon recognition, shall confine himself/herself to the question under debate, avoiding abusive and indecorous language.
2. A member, once recognized, shall not be interrupted when speaking unless it is to call him to order, or as herein otherwise provided. If a member, while speaking, is called to order, he/she shall cease speaking until the question of order is determined, and, if in order, he/she shall be permitted to proceed.
3. Order of rotation in matters of debate or discussion shall be at the discretion of the presiding officer.

- Please see Exhibit A for-Motion References.

Section 2. Motion to Reconsider

A motion to reconsider any action may be made at any time before or during the second regular meeting after such action is taken. Such a motion may be made only if it has been regularly placed on the agenda by a Council Member who voted with the prevailing side in the original vote on the item. Approval of a motion to reconsider requires two-thirds of those members present and voting.

Section 3. Potential Conflicts of Ethics or Interests

Any member of the Council who has an interest in a matter before the Council as defined by the laws of the State of Montana (Title 2, Chapter 2, MCA) or as advised by the Town Attorney, shall not participate in the debate, nor vote in the matter, nor seek to influence the vote of members of the Council. Any Council member attempting to so participate may be censured by a majority vote of the remaining members of the Town Council. "Censured" is defined as a formal resolution of the legislative body reprimanding a member for specified conduct. It is an official reprimand or condemnation for improper conduct pursuant to §7-5-4103, §7-5-4109 MCA.

If the presiding officer of the Council has an interest in a matter pending before the

Council, as defined by the laws of the State of Montana, or as advised by the Town Attorney, he/she shall yield the chair to a member of the Council during the course of debate and decision concerning the matter in which he/she has an interest.

Section 4. Motions

After a motion is duly made and seconded by the Council, no person shall address the Council without first securing the permission of the presiding officer.

Section 5. Consideration of Section by Section

Any member desiring that a measure be considered section by section may request, stating how the matter is to be divided. After consideration section by section, the entire measure, as amended, shall be voted upon.

PART VII. Presentation to the Council (Other Than a Public Hearing)

Section 1.

The general manner in which items other than public hearings are handled by the Council shall be as follows:

- An agenda item can be presented to the Council as a Discussion/Decision item, a Discussion item or an Informational item.

1. The presiding officer or staff member presents the item to the Council along with a brief summary of the matter for discussion, with or without recommendation.
2. For purpose of clarification, Council Members, after recognition by the presiding officer, may direct questions to the presiding officer or staff member.
3. Upon recognition by the presiding officer, comments from the applicant will be heard by the Council.
4. After recognition by the presiding officer, Council members may direct questions to the applicant.
5. All testimony shall be directed to the presiding officer.
6. The Council may, upon a proper motion and second, vote on the matter at hand or table the matter until a date certain.

Part VIII. Voting

- All contracts, service agreements, grant acceptance, ordinances, and

resolutions require a roll call vote.

- Any action of the Council shall be by roll call vote. The Mayor will call on the Town Clerk to take the vote.

- Prior to council vote, opportunity for public comment shall be made.

- The Mayor has the authority to break tie votes with the exception of when the Council is selecting its officers, when the Council is voting to appoint a Council member as its representative to a board, committee, or commission, and Town Council Rules.

- When a Council member is acting as a Presiding Officer during the absence of the Mayor, they have the ability to vote in the same manner as they would as a Council member.

PART IX. Public Hearings

Section 1

The Council may conduct public hearings or may appoint a committee or hearing officer for that purpose as provided in Section §7-1-4131, MCA. When heard by the Council the items will be presented to the Council in the same format as described in PART VII.

In addition, when public hearings and public interest matters are being heard and it is anticipated that a large number of citizens may wish to present Public Comment, the presiding officer, with the consent of the Council, may, prior to opening the hearing, establish reasonable guidelines, including reasonable time limits for presentations, for the conduct of the hearing. The presiding officer shall explain these guidelines to the audience prior to taking Public Comments.

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The proponents or opponents, their agent or attorney, may submit petitions and letters during or prior to the closing of the hearing and the same shall be entered by reference into the minutes and considered as other Public Comment received at the hearing. The Town Clerk will read any submitted petitions and letters during the

public comment section of the public hearing. This would include any letters that were also received by the Town Clerk via email, general delivery mail or delivered in person to Town Hall by 5:00 pm on the meeting date.

Section 4.

Following the presentation of all comments, the Council may:

- Continue the hearing from day to day or to a certain date to allow additional information to be submitted to the Council as a body on any unresolved issues;
- Close the public hearing and proceed to Council debate of the matter; or
- Close the hearing and continue the Council debate and vote to a date certain.

A public hearing which has been formally closed may not be reopened. If additional information is required before a decision can be made, the Council, upon motion duly made, seconded, and passed, may call for an additional public hearing which hearing shall be duly noticed, specifying date, time, place and subject matter of the hearing.

Part X. Addressing the Council

Section 1.

Note – Refer to Exhibit B for Guidelines for Public Comment

The public is invited to speak on any item under discussion by the Council after recognition by the presiding officer. The speaker should step to the lectern or front of the room

Prepared statements are welcomed and should be given to the Town Clerk to become part of the public record.

All prepared statements shall become a part of the hearing record.

Comments are to be directed to the presiding officer.

Section 2.

While the Council is in session, the members must preserve order and decorum. A member shall not delay or interrupt the proceedings, or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the Council

or its presiding officer.

Any person making personal, impertinent or slanderous remarks or who shall become abusive or disruptive during the Council meeting shall be forthwith barred from further presentation to the Council by the presiding officer, unless permission to continue is granted by a majority vote of the Council.

PART XI. Ordinances and Resolutions

Section 1.

Ordinances and resolutions must be introduced by a member of the Council or the Mayor.

- If the draft ordinance is approved by the Mayor it shall then be placed on the Council agenda for first reading, with second reading and final adoption by the Council occurring at least twelve (12) days after the first reading and provisional adoption.
- After being adopted, the ordinance shall be posted on the Town's posting board and copies shall be made available to the public by the Town Clerk.
- The reading of the ordinance's title and number shall be sufficient to constitute a reading, and an actual oral pronouncement of each word contained therein of the proposed ordinance shall be waived unless required by a majority vote of the Council.

Section 2.

All ordinances, except emergency ordinances, shall become effective thirty (30) days after the second reading and final adoption. All resolutions and emergency ordinances shall become effective immediately, unless a delayed effective date is specified.

Prior to the next regularly scheduled Town Council meeting, all ordinances and resolutions approved by the Town Council must either be vetoed by the Mayor, signed by the Mayor, or returned to the Town Clerk without the Mayor's signature.

If an ordinance or resolution is not signed or vetoed by the Mayor prior to the next regularly scheduled meeting, the ordinance or resolution will go into effect without the Mayor's signature. In the Mayor's absence, the Council President may sign ordinances and resolutions, except those ordinances or resolutions the Mayor requests not be signed.

Section 3.

Details relating to Emergency Measures shall be handled in accordance with §7-5-4204, MCA, Details relating to emergency measures.

- The nature of the emergency must be expressed in the preamble or body of the ordinance.
- The ordinance must receive two-thirds vote of all members present and voting.
- An emergency ordinance can only be passed if it is immediately necessary for the preservation of the peace, health, and safety of the citizens of Stevensville.

An ordinance passed as an emergency ordinance shall remain effective for no more than ninety (90) days.

PART XII. Election of Council President

Section 1.

Prior to the first regularly scheduled Town Council meeting in January following a general municipal election, any member of the newly organized Town Council who wishes to be a candidate for Council President shall notify the Town Clerk, in writing or via e- mail, of her/his desire to be President. The Town Clerk shall communicate the desire to become Council President to the Town Council and the Mayor.

Section 2.

The election of Town Council President shall be taken up as an item of new business on the agenda of the first regular Town Council meeting January following the municipal election. The election of Council President will be by voice vote recorded. A majority vote of Town Council is required to elect a nominee.

Section 3.

If a candidate(s) fails to obtain a majority, new nominations will be allowed after two successive votes fail to produce a majority. Unsuccessful candidates may be nominated.

Section 4.

If the position of Council President is vacated, the Town Council shall elect a new Council President at the first regularly scheduled meeting after the vacancy occurs.

PART XIII. Absences of a Town Council Member for more than 10 days

A Town Council Member desiring to be absent from the Town continuously for ten (10) calendar days or more shall submit a written or electronic request for permission to be absent to the Town Clerk's office. The request shall be directed to the Town Council Members and the Mayor. The Town Clerk shall forward a copy of the Town Council Member's request to be absent to each Town Council Member and the Mayor. If three (3) or more Council Members have an objection to the absence, they may object, in writing or via e-mail, within three (3) calendar days after a copy of the request for absence has been sent to the Town Council members.

If no written objection is filed, the request shall be deemed approved. Pursuant to Section 7-4- 4111, MCA entitled, "Determination of Vacancy in Municipal Office," this provision shall be applicable to all Town Council Members who are elected or appointed to a term of office, and this shall be the Town Council's mechanism for giving its consent pursuant to Section 7-4-4111 (5), MCA, and shall provide for objecting parties to show cause for objections to request for absence.

After three (3) calendar days, the Town Clerk will notify the Town Council Member, requesting the absence, of approval or objection.

PART XIV. Town Council Procedures for filling a Vacancy in an Elected Town Office

Section 1.

All vacancies within the Town of Stevensville shall be filled in accordance with §7-4-4112, MCA, Filling of vacancy and§ 2-118, SMC.

Whenever Town Council has sufficient advance notice of a future vacancy in an elected office, Town Council shall attempt to fill the vacancy in advance of the actual vacancy in order to prevent an elected office from incurring a period of vacancy.

Section 2.

Pending an election and qualification, the council shall appoint a person within 30 days of the vacancy to hold the office or until a successor is elected and qualified.

Vacancies on the Council may be filled by an application process as described in Section 3.

The Town Council may determine the method of filling a vacancy of the Mayor's Office using one of the following methods at the next available council meeting.

In the case of a Mayor who has vacated office before a successor is appointed or elected, the Town Council may, by a majority vote of its members, appoint the Town Council President to act as Mayor until a successor is either appointed, elected by Special Election or elected during the next General Municipal Election.

If a Mayor gives advance notice that he will vacate the office, the council may fill the office as follows:

- Appointment of the Council President to the office of Mayor until such time as a Special Election or General Municipal Election can be held.
- By an application process as described in Section 3.

Section 3.

The Town Council President with support from the Town Clerk shall prepare an application form for use by applicants interested in being selected to fill the vacant position.

The application form shall request information as to the full name and address of the applicant, as well as all information necessary to determine if the applicant meets the statutorily established qualifications to fill the office.

The application shall be reviewed for adequacy by the Town's City Attorney. Once Approved by the Town's City Attorney the application shall be submitted to the Town Council for adoption for future use, if a preapproved application is not available.

The application, once approved by the Town Council, shall be maintained for future use and reviewed for accuracy before being used to fill a vacancy.

As soon as the Mayor or Town Council President becomes aware of a vacancy in an elected Town Office, or as soon as the Mayor or Town Council President receives official notice that an elected Town Office will become vacant at a specified date in the future, the Mayor or Town Council President shall make arrangements with the Town Clerk to publicly announce the vacancy using the same manner of advertising as when publicizing a public meeting, and the Town of Stevensville website.

The public announcement issued by the Town Clerk's office shall identify all

the statutory established qualifications for an individual to be eligible to hold the vacant office.

The Town Clerk will receive written applications from citizens interested in applying to fill the vacancy in the elected office for ten calendar days from the date of the first public announcement by the Town Clerk's office.

The Town Clerk will review the written application it to determine if an applicant meets the minimum qualification to fill the office as specified by State Law.

A list of all qualified applicants will be submitted by the Town Clerk to Town Council at its next regularly scheduled or special meeting after the application deadline. Each Town Council Member is entitled to select for interview or nomination a final slate of candidates.

No personal data regarding an applicant's phone number, or other personal information shall be advertised or listed on the agenda without express written consent of the applicant. Only the minimum information needed to establish qualifications for the office shall be published.

Section 4

All members of the Town Council who choose to apply for the Office of Mayor via the application process shall recuse themselves from the interview and selection process. The remaining members of the Town Council will complete the interview and selection process.

All applicants shall be interviewed using the same interview questions, without the presence of another applicant. No applicant shall be afforded an advance copy of the interview questions.

Upon completion of the interview process, each member of the Town Council will evaluate each applicant and then nominate an applicant for final selection via a majority vote of Town Council, in accordance with §7-4-4112, MCA Filling of Vacancies and§ 2-118, SMC. The successful applicant shall be sworn in at the earliest convenient time and date to assure continuity in Town government.

Section 5

Before an appointee of an elected municipal office may fulfill any official duty the appointee's Oath of Office must be transmitted to the County Election administrator's office. Once filed either physically or electronically, the appointee may assume duties of the office per § 7-1-4137(2).

PART XV. Conduct of Council Members

Section 1.

Town Councilmembers are subject to federal, state and town non-discrimination and harassment laws. Council members conduct with one another and with staff shall be professional. The Town Council President will make arrangement with the Town Clerk to provide newly elected town Council officials on responsibilities and obligations.

In the event a conduct violation is alleged by one Town Council Member against another or against the Mayor, a confidential written complaint shall be reported to and investigated by the Town Council President who may request the assistance of the Town Attorney for review and investigation of the complaint. This process shall not be construed to give any party other than Town Council Members the ability to initiate a Town Council Rule conduct violation. The Town shall conduct a confidential investigation of the complaint in a manner that provides due process to both the alleged aggrieved Member and alleged violator. In cases where a complaint is found to have merit, the Town Council shall determine and carry out the proper action/sanction up to and including any remedies permitted under applicable law.

Town Council Rules were adopted by Resolution No. 387G at a regularly scheduled town council meeting on 11-12-26.

Exhibit A General Roberts Rules of Order Motions

To Do This	You Say This	Interrupt	Debatable	Amendable	Vote Required
Adjourn the Meeting	I Move that we Adjourn	No	No	No	Majority
Recess the Meeting	I Move that we Recess until…	No	No	Yes	Majority
Complain About Noise, Etc.	Point of Privilege	Yes	No	No	No Vote: Chair Decides
Suspend Consideration of a Motion	I Move we Table	No	No	No	Majority
End Debate	I move the Previous Question	No	No	No	Majority
Postpone Consideration	I Move we Postpone this Matter	No	Yes	Yes	Majority
Have Something Studied Further	I Move we refer this to Committee	No	Yes	Yes	Majority
Amend a Motion	I Move that this Motion be Amended	No	Yes	Yes	Majority
Introduce Business (a primary motion)	I Move that	No	Yes	Yes	Majority
Object to Procedure or Personal Affront	Point of Order	Yes	No	No	No Vote: Chair Decides
Request Information	Point of Information	If Urgent	No	No	No Vote: Chair Decides
Ask for Vote by Actual Count	I Call for Division of the House	No	No	No	Request of One Member
To Stop Action on a Matter	I Move we Table	No	No	No	Majority
Reconsider a Matter Already Disposed of	I Move we Reconsider our Action	Yes	If the original motion is debatable	No	Majority
Vote on a Ruling by the Chair	I Appeal the Chair's Decision	Yes	No	No	Majority
Object to Considering an Improper Matter	I Object to Consideration of	Yes	No	No	Majority

Exhibit B Guidelines for Public Comment

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 possible, within reasonable time limits.

All public comments are to be directed to the chair (Mayor or designee).

Comments 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 the official public comment period should come forward to the podium. Comment maybe time limited, as determined by the chair to allow as many people as possible to comment.

Citizens wishing to comment on a motion for decision before any vote can come forward or stand in place as they wish. Comment must remain on the motion before the council

TOWN OF STEVENSVILLE TOWN COUNCIL RULES AS

SET BY RESOLUTION NO. 387f

PART I. General Provisions

Section 1.

These rules are supplementary to the provisions of Title 7, Chapter 1, Part 41, Montana Code Annotated (hereinafter MCA), Title 7, Chapter 5, Parts 41 and 42, MCA and Title 2, Chapters 2 and 3, MCA and Chapter 2 of the Stevensville Municipal Code (hereinafter SMC), as they relate to procedures for conducting meetings and public hearings before the Town Council of the Town of Stevensville.

Section 2.

To assure effective participation by all members of the Council and to protect the right of participation by all individuals appearing before the Council, all Council meetings and hearings shall be conducted in general conformance with "Robert's Rules of Order", except as otherwise provided by law.

Section 3.

A majority of those present and voting may suspend any of these rules or Robert's Rules.

Section 4.

Amendments to the Stevensville Town Council Rules for the Conduct of Council Meetings and Business shall require an affirmative vote of three fourths of Town Council members.

Section 5.

When a Council Meeting is in session, all communication concerning public matters between council, staff, and the public shall be openly performed and subject to public inspection and record keeping.

Section 6.

Mayor and or Council President has the authority to contact the town attorney regarding town matters. Councilmembers must have prior authorization from Mayor or presiding Council President to discuss town matters with the town attorney.

PART II. Duties of the Presiding Officer

Section 1.

The presiding officer of the Council shall be the Mayor who shall arrange the meeting agenda in accordance with Part IV, coordinate the affairs of the Council, and preside at all meetings of the Council.

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Section 2.

In the absence or disability of the Mayor, the President of the Council shall serve as its presiding officer and may vote as other members of the council. In the absence of the Mayor and of the President of the Council, the Council shall select one of its members to serve as its temporary presiding officer.

Section 3.

The Town Clerk shall record and maintain the minutes of the Council's proceedings, showing the vote of each member upon every question, or if failing to vote, indicating that fact; shall keep records of its examinations and other official actions; shall summarize briefly and accurately the substance of all matters proposed, discussed or decided; shall record the names and addresses of all persons appearing before the Council; shall, subject to the direction of the Council and presiding officer, conduct the correspondence of the Council; shall file said minutes and records in the office of the Council, which minutes and records shall be a public record; and shall be the custodian of the files and records of the Council.

Section 4.

The Presiding Officer shall interpret and apply the rules. If the Presiding Officer's ruling is challenged by a majority of those Council members present and voting, the current meeting shall recess, and the Council shall take up the question and issue a parliamentary ruling.

PART III. Meetings

Section 1.

Regular meetings of the Council shall be held on the second and fourth Thursday of each month at 6:30 PM in the Council Chambers of Town Hall 206 Buck Street, Stevensville, Montana, or at such other time and place as designated by the Council.

If the regular meeting day is on a recognized holiday the Council shall, with proper notice, set an alternate day for the meeting.

In Janua1y of each year, the Council shall, after having established a schedule of the time, date and place of regular meetings for the year, cause a notice of the same to be published in the local newspaper; *Bitterroot Star*.

The notice and agenda of all regular meetings of the council shall be posted by the Town Clerk on the Town Hall bulletin board located at 206 Buck Street, Stevensville, Montana, no later than 5:00 p.m. on the Thursday prior to the regularly scheduled Council meeting. Minutes and Bi-weekly Claims can be added to the agenda packet by 5:00 pm on the Tuesday prior to the scheduled Town Council Meeting. Additionally, the Clerk shall provide copies of the notice, agenda, and supporting documents to each of the Council

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members via email and posted on the Town Hall "notice board" and on the Town of Stevensville website.

Section 2.

Special meetings of the Council may be called in accordance with Sections 7-5-4102(1) (c) and 7-5- 4122, MCA.

Section 3.

To ensure public participation all meetings of the Council shall be open to the public except as provided in Section 2-3-203, MCA.

Section 4.

A majority of the members of the council constitute a quorum for the transaction of business, but a less number may meet and adjourn to any time stated and may compel the attendance of absent members, under such rules and penalties as the council may prescribe MCA §7-5-4121. The affirmative vote of a majority of the members physically present at a lawful meeting of the Council shall be necessary to adopt or reject any motion, resolution, or ordinance or pass any measure unless a greater number is required by law.

PART IV. Agenda

Section 1.

All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Council, shall be submitted by 12 o'clock noon on the Wednesday immediately preceding the Thursday agenda publishing deadline to the Town Clerk. If the agenda item is associated with a public notice, three weeks prior to the proposed meeting time is needed for sufficient publication times in the local newspaper, *Bitterroot Star.*

- A late submission deemed necessary by the Mayor shall be delivered to the Town Clerk with a list of matters according to the order of business.
- Copies of the submissions and list shall be provided to each member of the Council no later than 5 p.m. on the Thursday preceding the Council meeting.

All Agenda Items to be considered by the Council shall be submitted via forms available from the Town Clerk or on the Town's website.

- The Mayor, with the assistance of the Town Clerk, shall prepare all council agendas and agenda packets.

  In addition to the Mayor, any one Council member may submit an item of business for consideration by the council, backup documentation

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included when applicable.

- Any member of the public may submit an item for consideration by the Council, backup documentation included when applicable.
- The Mayor must approve all agenda items before they are added to the agenda.

- Any two Council members may override the Mayor's objection to adding of any agenda item by jointly requesting that the item be placed on the agenda.
- The Mayor and or a Councilmember may elect to revise the agenda by adding an item for consideration, provided the revised agenda shall be posted and distributed no less than 48 hours before the meeting.

PART V. Order of Business

Section 1.

The presiding officer shall prepare the Council agenda, which shall be in substantially the following form and order of business:

1. Call to order and Roll Call
2. Pledge of Allegiance
3. Public Comment (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
5. Approval of Claims
6. Administrative Reports
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
11. New Business
12. Board Reports
13. Town Council Comments
14. Executive Report
15. Adjournment

Council members may, by voting to "Suspend the Council Rules," consider and act upon routine and/or administrative items not on the agenda.

Unscheduled Matters: An item that is not listed on the agenda for the current meeting may be addressed during the Council comments section of the agenda. As a general rule, no matter of significant interest to the public shall be decided by the Council without prior notice to the public as a scheduled Council agenda item.

Section 2.

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The order of business may be adjusted by consent of the Council by Suspension of the Council Rules by a majority of the Council Members Present.

Section 3.

The Mayor and Town Clerk may omit an order of business if there is not an agenda item associated with the agenda packet for that scheduled Town Council meeting.

PART VI. Rules of Council Debate

Section 1. Debate

Council debate shall proceed in accordance with the following rules:

1. Every member desiring to speak shall address the presiding officer and, upon recognition, shall confine himself/herself to the question under debate, avoiding abusive and indecorous language.
2. A member, once recognized, shall not be interrupted when speaking unless it is to call him to order, or as herein otherwise provided. If a member, while speaking, is called to order, he/she shall cease speaking until the question of order is determined, and, if in order, he/she shall be permitted to proceed.
3. Order of rotation in matters of debate or discussion shall be at the discretion of the presiding officer.
   - Please see Exhibit A for-Motion References.

Section 2. Motion to Reconsider

A motion to reconsider any action may be made at any time before or during the second regular meeting after such action is taken. Such a motion may be made only if it has been regularly placed on the agenda by a Council Member who voted with the prevailing side in the original vote on the item. Approval of a motion to reconsider requires two-thirds of those members present and voting.

Section 3. Potential Conflicts of Ethics or Interests

Any member of the Council who has an interest in a matter before the Council as defined by the laws of the State of Montana (Title 2, Chapter 2, MCA) or as advised by the Town Attorney, shall not participate in the debate, nor vote in the matter, nor seek to influence the vote of members of the Council. Any Council member attempting to so participate may be censured by a majority vote of the remaining members of the Town Council. "Censured" is defined as a formal resolution of the
legislative body reprimanding a member for specified conduct. It is an official reprimand or condemnation for improper conduct pursuant to §7-5-4103, §7-5-4109 MCA.

If the presiding officer of the Council has an interest in a matter pending before the Council, as defined by the laws of the State of Montana, or as advised by the Town Attorney, he/she shall yield the chair to a member of the Council during the course of debate and decision concerning the matter in which he/she has an interest.

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Section 4. Motions

After a motion is duly made and seconded by the Council, no person shall address the Council without first securing the permission of the presiding officer.

Section 5. Consideration of Section by Section

Any member desiring that a measure be considered section by section may request, stating how the matter is to be divided. After consideration section by section, the entire measure, as amended, shall be voted upon.

PART VII. Presentation to the Council (Other Than a Public Hearing)

Section 1.

The general manner in which items other than public hearings are handled by the Council shall be as follows:

*An agenda item can be presented to the Council as a Discussion/Decision item, a Discussion item or an Informational item.

1. The presiding officer or staff member presents the item to the Council along with a brief summary of the matter for discussion, with or without recommendation.
2. For purpose of clarification, Council Members, after recognition by the presiding officer, may direct questions to the presiding officer or staff member.
3. Upon recognition by the presiding officer, comments from the applicant will be heard by the Council.
4. After recognition by the presiding officer, Council members may direct questions to the applicant.
5. All testimony shall be directed to the presiding officer.
6. The Council may, upon a proper motion and second, vote on the matter at hand or table the matter until a date certain.

Part VIII. Voting

All contracts, service agreements, grant acceptance, ordinances, and resolutions require a roll call vote.

Any action of the Council shall be by roll call vote. The Mayor will call on the Town Clerk to take the vote.

Prior to council vote, opportunity for public comment shall be made.

The Mayor has the authority to break tie votes with the exception of when the Council is selecting its officers, when the Council is voting to appoint a Council member as its representative to a board, committee, or commission, and Town Council Rules.

When a Council member is acting as a Presiding Officer during the absence of the Mayor, they have the ability to vote in the same manner as they would as a Council

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Section 1

The Council may conduct public hearings or may appoint a committee or hearing officer for that purpose as provided in Section §7-1-4131, MCA. When heard by the Council the items will be presented to the Council in the same format as described in PART VII.

In addition, when public hearings and public interest matters are being heard and it is anticipated that a large number of citizens may wish to present Public Comment, the presiding officer, with the consent of the Council, may, prior to opening the hearing, establish reasonable guidelines, including reasonable time limits for presentations, for the conduct of the hearing. The presiding officer shall explain these guidelines to the audience prior to taking Public Comments.

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The Council shall not be bound by the strict rules of evidence, but may exclude irrelevant, immaterial, incompetent, or unduly repetitious Public Comment. The ruling of the presiding officer may be overruled by a majority vote of the Council.

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The proponents or opponents, their agent or attorney, may submit petitions and letters during or prior to the closing of the hearing and the same shall be entered by reference into the minutes and considered as other Public Comment received at the hearing. The Town Clerk will read any submitted petitions and letters during the public comment section of the public hearing. This would include any letters that were also received by the Town Clerk via email, general delivery mail or delivered in person to Town Hall by 5:00 pm on the meeting date.

Section 4.

Following the presentation of all comments, the Council may:

1. Continue the hearing from day to day or to a certain date to allow additional information to be submitted to the Council as a body on any unresolved issues;
2. Close the public hearing and proceed to Council debate of the matter; or
3. Close the hearing and continue the Council debate and vote to a date certain.

A public hearing which has been formally closed may not be reopened. If additional information is required before a decision can be made, the Council, upon motion duly made, seconded, and passed, may call for an additional public hearing which hearing shall be duly noticed, specifying date, time, place and subject matter of the hearing.

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PART X. Addressing the Council

Section 1.

The public is invited to speak on any item under discussion by the Council after recognition by the presiding officer. The speaker should step to the lectern or front of the room and, for the record, give his/her name and address and, if applicable, the person, firm, or organization he/she represents.

Prepared statements are welcomed and should be given to the Town Clerk to become part of the public record. All prepared statements shall become a part of the hearing record.

Comments are to be directed to the presiding officer.

Section 2.

While the Council is **in** session, the members must preserve order and decorum. A member shall not delay or interrupt the proceedings, or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the Council or its presiding officer.

Any person making personal, impertinent or slanderous remarks or who shall become abusive or disruptive during the Council meeting shall be forthwith barred from further presentation to the Council by the presiding officer, unless permission to continue is granted by a majority vote of the Council.

PART XI. Ordinances and Resolutions

Section 1.

Ordinances and resolutions must be introduced by a member of the Council or the Mayor.

- If the draft ordinance is approved by the Mayor, it shall then be placed on the Council agenda for first reading, with second reading and final adoption by the Council occurring at least twelve (12) days after the first reading and provisional adoption. After being adopted, the ordinance shall be posted on the Town's posting board and copies shall be made available to the public by the Town Clerk.
- The reading of the ordinance's title and number shall be sufficient to constitute a reading, and an actual oral pronouncement of each word contained therein of the proposed ordinance shall be waived unless required by a majority vote of the Council.

Section 2.

All ordinances, except emergency ordinances, shall become effective thirty (30) days after the second reading and final adoption. All resolutions and emergency ordinances shall become effective immediately, unless a delayed effective date is specified.

Prior to the next regularly scheduled Town Council meeting, all ordinances and resolutions

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approved by the Town Council must either be vetoed by the Mayor, signed by the Mayor, or returned to the Town Clerk without the Mayor's signature.

If an ordinance or resolution is not signed or vetoed by the Mayor prior to the next regularly scheduled meeting, the ordinance or resolution will go into effect without the Mayor's signature. In the Mayor's absence, the Council President may sign ordinances and resolutions, except those ordinances or resolutions the Mayor requests not be signed.

Section 3.
Details relating to Emergency Measures shall be handled in accordance with §7-5-4204, MCA, Details relating to emergency measures.

- The nature of the emergency must be expressed in the preamble or body of the ordinance.
- The ordinance must receive two-thirds vote of all members present and voting.
- An emergency ordinance can only be passed if it is immediately necessary for the preservation of the peace, health, and safety of the citizens of Stevensville.

  An ordinance passed as an emergency ordinance shall remain effective for no more than ninety (90) days.

PART XII. Election of Council President

Section 1.

Prior to the first regularly scheduled Town Council meeting in January following a general municipal election, any member of the newly organized Town Council who wishes to be a candidate for Council President shall notify the Town Clerk, in writing or via e-mail, of her/his desire to be President. The Town Clerk shall communicate the desire to become Council President to the Town Council and the Mayor.

Section 2.

The election of Town Council President shall be taken up as an item of new business on the agenda of the first regular Town Council meeting January following the municipal election. The election of Council President will be by voice vote recorded. A majority vote of Town Council is required to elect a nominee.

Section 3.

If a candidate(s) fails to obtain a majority, new nominations will be allowed after two successive votes fail to produce a majority. Unsuccessful candidates may be nominated.

Section 4.
If the position of Council President is vacated, the Town Council shall elect a new Council President at the first regularly scheduled meeting after the vacancy occurs.

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PART XIII. Absences of a Town Council Member for more than 10 days

A Town Council Member desiring to be absent from the Town continuously for ten (10) calendar days or more shall submit a written or electronic request for permission to be absent to the Town Clerk's office. The request shall be directed to the Town Council Members and the Mayor. The Town Clerk shall forward a copy of the Town Council Member's request to be absent to each Town Council Member and the Mayor. If three (3) or more Council Members have an objection to the absence, they may object, in writing or via e-mail, within three (3) calendar days after a copy of the request for absence has been sent to the Town Council members.

If no written objection is filed, the request shall be deemed approved. Pursuant to Section 7-4- 4111, MCA entitled, "Determination of Vacancy in Municipal Office," this provision shall be applicable to all Town Council Members who are elected or appointed to a term of office, and this shall be the Town Council's mechanism for giving its consent pursuant to Section 7-4-4111 (5), MCA, and shall provide for objecting parties to show cause for objections to request for absence.

After three (3) calendar days, the Town Clerk will notify the Town Council Member, requesting the absence, of approval or objection.

PART XIV. Town Council Procedures for filling a Vacancy in an Elected Town Office

Section 1.

All vacancies within the Town of Stevensville shall be filled in accordance with §7-4-4112, MCA, Filling of vacancy and§ 2-118, SMC.

Whenever Town Council has sufficient advance notice of a future vacancy in an elected office, Town Council shall attempt to fill the vacancy in advance of the actual vacancy in order to prevent an elected office from incurring a period of vacancy.

Section 2.

Pending an election and qualification, the council shall appoint a person within 30 days of the vacancy to hold the office or until a successor is elected and qualified.

Vacancies on the Council may be filled by an application process as described in Section 3.

The Town Council may determine the method of filling a vacancy of the Mayor's Office using one of the following methods at the next available council meeting.

In the case of a Mayor who has vacated office before a successor is appointed or elected,

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the Town Council may, by a majority vote of its members, appoint the Town Council President to act as Mayor until a successor is either appointed, elected by Special Election or elected during the next General Municipal Election.

If a Mayor gives advance notice that he will vacate the office, the council may fill the office as follows:

- Appointment of the Council President to the office of Mayor until such time as a Special Election or General Municipal Election can be held.
- By an application process as described in Section 3.

Section 3.

As soon as the Mayor or Town Council President becomes aware of a vacancy in an elected Town Office, or as soon as the Mayor or Town Council President receives official notice that an elected Town Office will become vacant at a specified date in the future, the Mayor or Town Council President shall make arrangements with the Town Clerk to publicly announce the vacancy using the same manner of advertising as when publicizing a public meeting, and the Town of Stevensville website.

The Town Clerk will receive written applications from citizens interested in applying to fill the vacancy in the elected office for ten calendar days from the date of the first public announcement by the Town Clerk's office.

The public announcement issued by the Town Clerk's office shall identify all the statutory established qualifications for an individual to be eligible to hold the vacant office.

The Town Clerk, in conjunction with the Town Attorney, shall prepare an application form for use by applicants interested in being selected to fill the vacant position if a preapproved application is not available. The application once prepared shall be submitted to the Town Council at a regularly scheduled or special town council meeting for approval for use. The application, once approved by the Town Council, shall be maintained for future use and reviewed for accuracy before being used to fill a vacancy.

The application form shall request information as to the full name and address of the applicant, as well as all information necessary to determine if the applicant meets the statutorily established qualifications to fill the office.

The Town Clerk will review the written application in order to determine if an applicant meets the minimum qualification to fill the office as specified by State Law.

A list of all applicants, as well as a status of their eligibility, will be submitted by the Town Clerk to Town Council at its next regularly scheduled or special meeting after the application deadline. Each Town Council Member is entitled to select for interview or nomination a final slate of candidates.

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All members of the Town Council who choose to apply for the Office of Mayor via the application process shall recuse themselves from the interview and selection process. The remaining members of the Town Council will complete the interview and selection process.

All applicants shall be interviewed using the same interview questions, without the presence of another applicant. No applicant shall be afforded an advance copy of the interview questions.

Upon completion of the interview process, each member of the Town Council will evaluate each applicant and then nominate an applicant for final selection via a majority vote of Town Council, in accordance with §7-4-4112, MCA Filling of Vacancies and§ 2-118, SMC. The successful applicant shall be sworn in at the earliest convenient time and date to assure continuity in Town government.

PART XV. Conduct of Council Members

Section 1.

Town Councilmembers are subject to federal, state and town non-discrimination and harassment laws. Councilmember conduct with one another and with staff shall be professional. The Town Council President will make arrangements with the Town Clerk to provide newly elected town Council officials on responsibilities and obligations.

In the event of an alleged conduct violation, a confidential written complaint shall be reported to and investigated by the Town Council President who refers to the town attorney for review and investigation of the complaint. Complaints about discriminatory or harassing conduct made to other employes shall be forwarded to the Town Council President. The Town shall conduct a confidential due process investigation of the complaint. In cases where a complaint is found to have merit, the Town Council shall determine and carry out the proper action/sanction up to and including remedies allowed under law.

Town Council Rules were adopted by Resolution No. 387f at a regularly scheduled town council meeting 02/13/2025

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File Attachments for Item:

b. Discussion/Decision: Special Event Permit for Country Christmas

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:	Eli Madero
Second Person Submitting the Agenda Item:	
Submitter Title:	Stevensville Civic Club President
Submitter Phone:	
Submitter Email:	president@stevensvillecivicclub.com
Requested Council Meeting Date for Item:	11/12/2026
Agenda Topic:	Discussion/Decision: Special Event Permit for Country Christmas
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/12/2026
Notes:	

Town of Stevensville Application for a Special Event Permit

Received Date 9-2-26 Time Email Received by Cynthia Bathurst

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

Name of Organization STEVENSVILLE CIVIC CLUB

Address PO Box 676

Town/City STEVENSVILLE State MT Zip Code 59870

Responsible Person (Print Name) ELI MADERO

Address 664 Shadow Dancer WAy

Town/City STEVENSVILLE State MT Zip Code 59870

Phone Number 626-252-3493 Alternate Phone Number

Email Address president@stevensvillecivicclub.com

Website if applicable WWW.STEVENSVILLECIVICCLUB.COM

Single Event Date 12-05-2026* Is this a multiple day event Yes ___ No ✓

Country Christmas

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

Start time 12:00 PM End Time 7:00 PM (if necessary, attach an additional schedule)

Location Requested (please select one)

Lewis & Clark Park Veterans Park Father Ravalli Park Creamery Park

River Park Tad Lange Park Dickerson Park Other MAIN ST.

Estimated number of people per day UNKNOWN Estimated Total Number Per Event ____

Alcohol Use? Yes ___ No ✓ If yes please attach Alcohol Use Request Form

Highway or Street Closure? Yes ✓ No ___ Main St. (MDOT) E 3rd St. → Church St.

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

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

Number of days assistance is required? ____ x $25= ____

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

Bonfire Permit Request Attached? Yes ___ No ✓

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

Is overnight camping requested? Yes ___ No ✓

If yes, please state the location camping is desired _____

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

_____

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

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

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

Copy of Certificate of insurance attached? Yes ___ No ✓

Will Security be required? Yes ___ No ✓

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

_____

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

Finance Officer Cost Estimate _____

Plans for Clean Up _____

Do you need electricity for this event Yes ✓ No ___ If yes, there is a nominal fee of $20 per panel per day.

W 3rd St. Power Pole (stage).
E 3rd St. (possible food trucks)

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

Town of Stevensville Application for a Special Event Permit

To be completed by Town of Stevensville Staff

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

Council Approval Required by number of attendees? Yes ___ No ___

Number of days for electrical hookup - # of Days 1 x $20 =			$20 (Note 1)
Multiple electrical hookups 2 x $20/day x # of Days ___			___
Special Event Fee	$125		$125
Special Event Fee (reoccurring event) $15 every two weeks			___ (Note 2)
Road Closure (Note 3)	$25/day	Number of days 1 x $25=	$25
Bonfire	$50	Number of days x $50=	___
Alcohol fee	$200	Alcohol Fee	___
Pavillion Rental	$40		___
Stage Set up/Moving Fee $100 (Civic Club is Exempt)			0
Deposit (Applicable to alcohol events only)			___
Total event fee			

X **Reviewed and approved by the Stevensville Police Department**

John Bean Title Police Chief Date 11-10-26

X **Reviewed and approved by the Stevensville Fire Department**

[signature] Title [signature] Date 11-10-26

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

[signature] Title PW Director Date 11-9-26

Alcohol Use Request Form approved by Town Council?

N/A Council Meeting Date ___-___-___ Approved Yes___ No___

Road Closure and Traffic Control approved?

Council Meeting Date 11-12-26 Approved Yes___ No___

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

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

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

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

Town of Stevensville Application for a Special Event Permit

Special Event Permit reviewed and approved by the Stevensville Town Council

Meeting Date 11-12-26 Approved Yes___ No___

Approved by the Mayor Yes___ No___

_____Date___-___-___

Permit Issued by the Stevensville Town Clerk

Signed _____Date ___-___-___

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

Deposit Refunded when approved by Public Works Inspection

Public works inspection Satisfactory ___ Unsatisfactory ___

Inspection by _____ **Date** ___-___-___

Deposit refund authorized by the Town Council less actual power usage per portable KWh meter assessment on Date___-___-___

Deposit refunded on ___-___-___ Check Number _____

Highway Closure please attach the Montana Department of Transportation Road Closure Permit when received by MDOT. Permit Number #11597

Clerks Initial when received JB

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

STEVENSVILLE FIRE DEPARTMENT

Headquarters: 206 Buck Street, Stevensville MT 59870
EMERGENCY: 911
Non- Emergency: 777-5271 x106

Bonfire Permit Application

All permits are issued as required by the Stevensville Municipal Code. This permit is not transferable. This permit may be revoked for any violation of Town or State codes, false statements, or misrepresentation as to a material fact in the application or plans on which the permit or approval was based. Fee for failure to obtain a permit as required under the Municipal Code is not more than $500 or imprisonment up to 6 months, or both fine and imprisonment, as described in Municipal Code Section 1-08.

Address of Site: Corner of 1st & Main St
(Number / Street Name / Zip Code)

Permit Date: Dec 5th, 2026
Permit only good for dates listed.

Property Owner Name: Laura A Tackes
(First / M.I. / Last)

Property Owner Address: 115 Main St Stevensville MT 59870
(If different than site address) (Number / Street Name / City / State / Zip Code)

Property Owner Telephone Number: 406-777-5441
Area Code and Number

Renter/Occupant Name & Phone: _____
(if applicable) First M.I. Last Phone Number

Reason for Bonfire & Materials to be Burned: Country Christmas + wood in fire pit

Fire Control Measures: WATER

By signing this permit application, I agree to comply with all applicable provisions of the Town of Stevensville Municipal Code and any additional special restrictions deemed necessary to insure public health and safety. I also acknowledge that I have been given the opportunity to receive a copy of *Chapter 16, Article III, Division 2: Explosives and Flammable Material*, and that although certain portions the code are included on the back of this form, they are included for my quick reference only and do not constitute the entire Municipal Code.

(Applicant Signature) — (Date) 11/10/26

(Fire Department Official) — (Date) 11/10/26

By signing this permit application, I am allowing a bonfire to be started and maintained on my property in accordance to Section 16-81 of the Town of Stevensville Municipal Code.

(Property Owner Signature) — (Date) 11/10/26

FOR OFFICE USE ONLY

Permit #_____ **Permit Fee: $**_____ **Paid By:** ☐ **Cash** ☐ **Check #**_____

Received By: _____

Comments:

STEVENSVILLE FIRE DEPARTMENT
Headquarters: 206 Buck Street, Stevensville MT 59870
EMERGENCY: 911
Non- Emergency: 777-5271 x106

Bonfire Permit Application

All permits are issued as required by the Stevensville Municipal Code. This permit is not transferable. This permit may be revoked for any violation of Town or State codes, false statements, or misrepresentation as to a material fact in the application or plans on which the permit or approval was based. Fee for failure to obtain a permit as required under the Municipal Code is not more than $500 or imprisonment up to 6 months, or both fine and imprisonment, as described in Municipal Code Section 1-08.

Address of Site: Corner of 4th & Main St.
Number Street Name Zip Code

Permit Date: Dec 15, 2024
Permit only good for dates listed.

Property Owner Name: John V
First M.I. Last

Property Owner Address: 324 Main St. Stevensville MT 59870
(If different than site address) Number Street Name City State Zip Code

Property Owner Telephone Number: 406-777-5405
Area Code and Number

Renter/Occupant Name & Phone: CJ's Dad 406-777-5605
(if applicable) First M.I. Last Phone Number

Reason for Bonfire & Materials to be Burned: Cutting Christmas wood in fire pit

Fire Control Measures: WATER

By signing this permit application, I agree to comply with all applicable provisions of the Town of Stevensville Municipal Code and any additional special restrictions deemed necessary to insure public health and safety. I also acknowledge that I have been given the opportunity to receive a copy of *Chapter 16, Article III, Division 2: Explosives and Flammable Material*, and that although certain portions the code are included on the back of this form, they are included for my quick reference only and do not constitute the entire Municipal Code.

(Applicant Signature) — (Date) 11/10/24

(Fire Department Official) — (Date) 11/10/24

By signing this permit application, I am allowing a bonfire to be started and maintained on my property in accordance to Section 16-81 of the Town of Stevensville Municipal Code.

(Property Owner Signature) — (Date) 11-10-24

FOR OFFICE USE ONLY

Permit #_____ **Permit Fee: $**_____ **Paid By:** ☐ **Cash** ☐ **Check #**_____

Received By:_____

Comments:

Parade Route –

- Begin 2nd Street and Buck
- East to Main St/MT-269
- South on Main/269 to Ravalli St.
- West on Ravalli and parade disperses

End of Parade Route – vehicles disperse

Staging Area for non-emergency vehicles –

- Staging in Lewis & Clark parking lot
- Before the start, begin lining up along the south side of 2nd street facing east.
- First private vehicle follows last emergency vehicle into parade route



MONTANA
Department of Transportation

Montana Department of Transportation

Special Use Permit

2701 Prospect Ave
PO Box 201001
Helena, MT 59620-1001
(406) 444-6200
www.mdt.mt.gov

Printed Date: 11/03/2026

Permit Number: 11597
Name: ELI MADERO
Company Name: STEVENSVILLE CIVIC CLUB
Address: PO BOX 676
STEVENSVILLE, MT 59870
Phone Number: (626) 252-3493
Nature of Permit:

THIS PERMIT REQUEST IS IDENTICAL TO PERMIT NUMBER 10395, REQUESTED ON SEPTEMBER 8TH, 2025 AND ISSUED BY
MDT ON SEPTEMBER 8TH, 2025.
SATURDAY, DECEMBER 5 2026, IS STEVENSVILLE CIVIC CLUB'S ANNUAL COUNTRY CHRISTMAS AND PARADE OF LIGHTS. THIS YEAR, THERE IS A PARADE THAT WILL TAKE PLACE AT 5:00 PM, AS WELL AS OTHER
EVENTS AND PERFORMANCES ALONG MAIN STREET/S-269.
MAJORITY OF PEDESTRIAN TRAFFIC AND CONGREGATION IS EXPECTED TO BE BETWEEN 2ND AND 4TH STREETS ALONG MAIN/S-269 WITH VARIOUS MUSICAL, DANCE AND
CHRISTMAS RELATED PERFORMANCES.
ALONG THE PARADE ROUTE, LARGE 8' TRAFFIC BARRICADES RENTED FROM POTEET WILL BLOCK TRAFFIC FROM SIDE STREETS OF 2ND, 3RD AND 4TH STREETS, AS WELL AS NORTH BOUND TRAFFIC AT 5TH, AND SOUTH BOUND AT BUCK AND EASTSIDE/203. SOUTH BOUND TRAFFIC WILL DETOUR TO W BUCK AND EAST ON EASTSIDE/203. NORTH BOUND TRAFFIC WILL DETOUR EAST AND WEST AT 5TH. THERE WILL BE A FEW ADDITIONAL BARRIERS FOR PLACEMENT AT THE DISCRETION OF STEVENSVILLE PD. THERE WILL ALSO BE 3 SPD OFFICERS ASSISTING WITH TRAFFIC CONTROL. THIS WAS COORDINATED WITH JOHN BOE, CHIEF OF POLICE. THE PARADE WILL HAVE THE LARGEST IMPACT ON TRAFFIC IN STEVENSVILLE. ENCLOSED IS A PARADE ROUTE MAP WITH DETAILED NOTES.
THE ROUTE WILL BE -
1 - ALL PARADE VEHICLES WILL STAGE IN THE LEWIS & CLARK PARKING LOT, THEN ALONG W 2ND ST.
2 - LED BY STEVENSVILLE FIRE DEPARTMENT, VEHICLE WILL PROCEED EAST ON 2ND TO MAIN/269
3 - VEHICLES WILL PROCEED SOUTH ON MAIN/269 TO RAVALLI ST
4 - TURNING WEST ON RAVALLI STREET, VEHICLES WILL DISPERSE FROM THERE.

Sign Route	Corridor	Mile Post Start	Mile Post End	County
S-269	C000269	19.98	19.99	Ravalli

Conditions of Permit:

1) All other necessary permits for this project must be obtained by and are the responsibility of the applicant/permitee.

2) Permittee shall repair any damage done to MDT right of way as soon as possible

3) If any deviation from the approved plans is determined necessary at the time of construction, the deviation must be approved by MDT.

4) LIABILITY CLAUSE - That the encroachment owners shall protect the state and save it harmless from all claims, actions or damages of every kind which may accrue to, or be suffered by any person, or persons by reason of the performance of this work, or by the improper occupancy of the highway right of way. In the event any legal suit or action is brought against the state arising out of any of the above causes. The encroachment owners shall defend the suit or claim.

5) Permittee shall keep area clean of garbage and debris.

2701 Prospect Ave
PO Box 201001
Helena, MT 59620-1001
(406) 444-6200
www.mdt.mt.gov

Printed Date: 11/03/2026

Other Remarks and/or Conditions:

This has been update to a 3 year permit for this event. Insurance will need to be updated before the event in future years for permit to be valid.

Applicant Date	Issue Date	End Date	Permit Type	Maintenance Division
Oct 09, 2026	Nov 03, 2026	Dec 15, 2028	Temporary	Missoula

Signatures

Type	Signature	Title
District Traffic Engineer	Aldo Videa	DTE
MDT District Rep	Cody Crawford	Maintenance Superintendent
Applicant	eli madero	

Applicant will review the terms and conditions of this permit. In signing and submitting this permit, the applicant has agreed to accept and abide by those terms and conditions in their entirety. This permit has been officially approved by the Montana Department of Transportation by:

SIGNATORIES NAME: Cody Crawford DATE: 11/03/2026

SIGNATORIES TITLE: Maintenance Superintendent

Special Use Permits are subject to the following terms and conditions:

REVOCATION: This permit may be revoked by the City/State upon giving seven (7) days advanced written notice. However the City/State may revoke this permit without notice if Permittee violates any of its terms or conditions.

CITY/STATE HARMLESS FROM CLAIMS: As a consideration of being issued this permit the Permittee, their successor or assign, agrees to protect the City/State and save it harmless from all claims, actions or damage of every kind and description which may accrue to, or be suffered by, any person or persons, corporations or party by reason of the performance of this activity, character of materials used, or manner of installation, maintenance and operation or by the improper occupancy of said highway right-of-way. In the event any suit or action is brought against the City/State arising out of or by reason of any of the above causes, the Permittee, its successor or assign, will, upon notice to them of the commencement of such action, defend the same at its sole cost and expense and satisfy any judgment which may be rendered against the City/State in any such suit or action.

PROTECTION OF TRAFFIC AND PEDESTRIANS: The Permittee shall protect the event area with traffic control devices that comply with the Manual on Uniform Traffic Control Devices and will be required to submit and have approved a traffic control plan prior to commencing the event. The permitte further agrees to insure and provide for the safe passage of pedestrians within the event area and, unless approved by the City, will not allow any obstructions within any sidewalk or designated pedestrian walkway. The Permittee also agrees to insure a minimum twelve (12) foot continuous traffic lane for emergency vehicle access within the event area. Further, the Permittee will notify all area emergency services at least forty-eight (48) hours prior to the closure and will, at that time, provide said agencies with a sketch of the event layout.

RUBBISH AND DEBRIS: Immediately upon completion of the event, all rubbish and debris shall be removed and the roadway and roadside left in a neat and presentable condition satisfactory to the City/State.

INSPECTION: The installation(s) or activities authorized by this permit shall be in compliance with the submitted plan and conditions of this permit. The Permittee may be required to remove or revise the installation(s) or activities at the sole expense of the Permittee, if the installation(s) or activities do not conform to the requirements of this permit or the submitted plan.

REMOVAL OF INSTALLATIONS: Upon termination of this event and/or permit, the Permittee will remove the installations installed under this permit at no cost to the City/State and restore the premises to the prior existing condition. Exceptions will include reasonable and ordinary wear and tear and damage by the elements, or by circumstances over which the Permittee has no control.

CITY/STATE TO BE REIMBURSED FOR REPAIRING ROADWAY: Upon being billed, the Permittee agree to promptly reimburse the City/State for any expense incurred in repairing damage to City/State roadway or appurtenances incurred as the direct result of the event for which this permit is issued.

Any condition of this permit will not be waived without written approval of the appropriate official.

MONTANA
Department of Transportation

Montana Department of Transportation

Special Use Application

2701 Prospect Ave
PO Box 201001
Helena, MT 59620-1001
(406) 444-6200
www.mdt.mt.gov

Printed Date: 11/03/2026

Applicant Information

First Name *: ELI

Last Name *: MADERO

Email *: president@stevensvillecivicclub.com

Company: STEVENSVILLE CIVIC CLUB

Mailing Address *: PO BOX 676

Contact Phone *: (626) 252-3493

City *: STEVENSVILLE

State *: MT

Zip *: 59870

Alternate Contact/Co-Applicant Information (Optional)

First Name	Last Name	Email	Phone	Contact Type
				◯ Co-Applicant ◯ Alternate Contact
				◯ Co-Applicant ◯ Alternate Contact
				◯ Co-Applicant ◯ Alternate Contact
				◯ Co-Applicant ◯ Alternate Contact
				◯ Co-Applicant ◯ Alternate Contact

Location Information

Sign Route *: S-269

Route Name: EASTSIDE HWY

Mile Post Start *: 19.98

Mile Post End: 19.99

City *: STEVENSVILLE

County *: RAVALLI

Montana Department of Transportation

Special Use Application

2701 Prospect Ave
PO Box 201001
Helena, MT 59620-1001
(406) 444-6200
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Permit Information

Application for permission to: *

THIS PERMIT REQUEST IS IDENTICAL TO PERMIT NUMBER 10395, REQUESTED ON SEPTEMBER 8TH, 2025 AND ISSUED BY
MDT ON SEPTEMBER 8TH, 2025.
SATURDAY, DECEMBER 5 2026, IS STEVENSVILLE CIVIC CLUB'S ANNUAL COUNTRY CHRISTMAS AND PARADE OF LIGHTS. THIS YEAR, THERE IS A PARADE THAT WILL TAKE PLACE AT 5:00 PM, AS WELL AS OTHER EVENTS AND PERFORMANCES ALONG MAIN STREET/S-269.
MAJORITY OF PEDESTRIAN TRAFFIC AND CONGREGATION IS EXPECTED TO BE BETWEEN 2ND AND 4TH STREETS ALONG MAIN/S-269 WITH VARIOUS MUSICAL, DANCE AND
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3 - VEHICLES WILL PROCEED SOUTH ON MAIN/269 TO RAVALLI ST
4 - TURNING WEST ON RAVALLI STREET, VEHICLES WILL DISPERSE FROM THERE.

Apply Date *

10/9/26

Date of Event *

12/5/26

Event Start Time (example: 9:00am) *

4:00PM

Event Duration (example: 8 hours) *

5

Will this permit require the use of an overhead banner (Permit is for the event only. No advertising on any banner or signage per ARM 18.6.205)? *

○ Yes ◉ No

Will this permit require a street closure? *

◉ Yes ○ No

Is this permit for a bike event? *

○ Yes ◉ No

Has all required insurance coverage been obtained? *

◉ Yes ○ No

Special Use permits require all other permits, eg City, be obtained before the permit is issued.

Montana Department of Transportation

Special Use Application

2701 Prospect Ave
PO Box 201001
Helena, MT 59620-1001
(406) 444-6200
www.mdt.mt.gov

☑ **I affirm that all other permits have been obtained.**

Special Use Permits are subject to the following terms and conditions:

REVOCATION: This permit may be revoked by the City/State upon giving seven (7) days advanced written notice. However the City/State may revoke this permit without notice if Permittee violates any of its terms or conditions.

CITY/STATE HARMLESS FROM CLAIMS: As a consideration of being issued this permit the Permittee, their successor or assign, agrees to protect the City/State and save it harmless from all claims, actions or damage of every kind and description which may accrue to, or be suffered by, any person or persons, corporations or party by reason of the performance of this activity, character of materials used, or manner of installation, maintenance and operation or by the improper occupancy of said highway right-of-way. In the event any suit or action is brought against the City/State arising out of or by reason of any of the above causes, the Permittee, its successor or assign, will, upon notice to them of the commencement of such action, defend the same at its sole cost and expense and satisfy any judgment which may be rendered against the City/State in any such suit or action.

PROTECTION OF TRAFFIC AND PEDESTRIANS: The Permittee shall protect the event area with traffic control devices that comply with the Manual on Uniform Traffic Control Devices and will be required to submit and have approved a traffic control plan prior to commencing the event. The permitte further agrees to insure and provide for the safe passage of pedestrians within the event area and, unless approved by the City, will not allow any obstructions within any sidewalk or designated pedestrian walkway. The Permittee also agrees to insure a minimum twelve (12) foot continuous traffic lane for emergency vehicle access within the event area. Further, the Permittee will notify all area emergency services at least forty-eight (48) hours prior to the closure and will, at that time, provide said agencies with a sketch of the event layout.

RUBBISH AND DEBRIS: Immediately upon completion of the event, all rubbish and debris shall be removed and the roadway and roadside left in a neat and presentable condition satisfactory to the City/State.

INSPECTION: The installation(s) or activities authorized by this permit shall be in compliance with the submitted plan and conditions of this permit. The Permittee may be required to remove or revise the installation(s) or activities at the sole expense of the Permittee, if the installation(s) or activities do not conform to the requirements of this permit or the submitted plan.

REMOVAL OF INSTALLATIONS: Upon termination of this event and/or permit, the Permittee will remove the installations installed under this permit at no cost to the City/State and restore the premises to the prior existing condition. Exceptions will include reasonable and ordinary wear and tear and damage by the elements, or by circumstances over which the Permittee has no control.

CITY/STATE TO BE REIMBURSED FOR REPAIRING ROADWAY: Upon being billed, the Permittee agree to promptly reimburse the City/State for any expense incurred in repairing damage to City/State roadway or appurtenances incurred as the direct result of the event for which this permit is issued.

Any condition of this permit will not be waived without written approval of the appropriate official.

File Attachments for Item:

c. Discussion/Decision: Task Order 01, Amendment 02 Between HDR Engineering and the Town of Stevensville

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:	11/12/2026
Agenda Topic:	Discussion/Decision: Task Order 01, Amendment 02 Between HDR Engineering and the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/12/2026
Notes:	

TASK ORDER 01
Amendment 02

This Task Order pertains to an Agreement by and between the Town of Stevensville, ("OWNER"), and HDR Engineering, Inc. ("ENGINEER"), dated February 12, 2026, ("the Agreement"). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 01 Amendment 02

PROJECT NAME: 2026 Engineering Plan Review Services & Misc. Projects

PART 1.0 AMENDMENT DESCRIPTION:

The purpose of this Amendment is to increase the Task Order fee to provide additional plan review services for public water, wastewater and storm water projects within the Town of Stevensville.

PART 2.0 REVISIONS TO SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

All remaining services described in Part 2.0 shall remain unchanged and in full force and effect.

PART 3.0 OWNER'S RESPONSIBILITIES:

All OWNER responsibilities identified in the original Task Order shall remain unchanged.

PART 4.0 PERIODS OF SERVICE:

The period of service remains unchanged.

PART 5.0 ENGINEER'S FEE:

As a result of the scope revision described above, Part 5.0, Engineer's Fee, is hereby amended as follows:

The total compensation payable under this Task Order shall be increased from $30,000.00 to $40,000.00, representing an increase of $10,000.00 associated with the additional review time.

Payment terms shall be on a time and materials basis with an upfront retainer of $5,000 from the OWNER. Actual fee will depend on the time spent reviewing the submittal. Service will be billed against the retainer. The balance of the retainer will be returned at the end of the project.

The fee for this Amendment is on a time and material basis in an amount equal to the HDR billing rates included in the attached Rate Sheet, plus reimbursable expenses times a factor of 1.05. The billing rates shall remain in effect through the end of 2026. Thereafter, ENGINEER may adjust its billing rates annually in accordance with its then-current standard rates upon thirty (30) days' prior written notice to OWNER. Any such rate adjustment shall not increase the total authorized amount of this Task Order without OWNER's prior written approval.

This Task Order is executed this _____ day of _____, 2026.

Town of Stevensville "OWNER"		HDR ENGINEERING, INC. "ENGINEER"	
BY:	_____	BY:	_____
NAME:	_____	NAME:	Tim Erickson
TITLE:	_____	TITLE:	Vice President
ADDRESS:	_____ _____	ADDRESS:	970 S 29th Street West Billings, MT 59102

MONTANA AREA
2026 HOURLY RATE SCHEDULE

BILLING CLASSIFICATION	RATE RANGES		
Principal/ Sr. Technical Advisor	$ 250.00	-	$ 400.00
Sr. Engineer/ Sr. Project Manager	$ 250.00	-	$ 400.00
Project Manager	$ 180.00	-	$ 350.00
Project Engineer	$ 150.00	-	$ 250.00
Design Engineer/EIT	$ 100.00	-	$ 200.00
CADD/GIS/Technician	$ 100.00	-	$ 200.00
Controls/Integration	$ 100.00	-	$ 300.00
Project Admin and Support	$ 85.00	-	$ 200.00
Environmental Specialist	$ 100.00	-	$ 250.00
Strategic Comm/Graphics	$ 100.00	-	$ 250.00
Construction Management/Inspection	$ 100.00	-	$ 300.00
Economics/Project Controls	$ 100.00	-	$ 300.00
Right-of-Way Specialist	$ 100.00	-	$ 250.00

2026 CHARGEABLE EXPENSE SCHEDULE

Direct project expenses will be charged at the rates listed below unless a separate rate is negotiated for a specific project.

SUBSISTENCE (PER DIEM)

Subsistence such as meals and lodging while out on a project will be charged at actual cost or at the per diem rate negotiated for a specific project.

TRAVEL

Travel expenses will be charged at the following rates unless a separate rate is negotiated for a specific

Vehicles	$	0.92 /mile
Rental Vehicles & Aircraft	$	Actual Cost /mile

2026 CHARGEABLE EXPENSE SCHEDULE (continued)

TELEPHONE/FAX/POSTAGE

Long distance calls, telegrams, fax, cellular phone, and any special class postage will be charged at

SPECIAL EQUIPMENT CHARGES

GPS - Handheld	$	20 /hr.
Survey Equipment	$	50 /hr.
UTV	$	350 /day

Other equipment to be determined as necessary

SURVEYING SUPPLIES (Includes: Flagging, Stakes, Etc.)	$	50 /mile

SUBCONSULTANTS

Subconsultants and expenses may be subject to markup

OVERHEAD

Overhead costs, such as rent, insurance, utilities, office furniture, employee benefits, and taxes are included in the hourly billing rates.

File Attachments for Item:

d. Discussion/Decision: Approval of Updated Airport Layout Plan (ALP)

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:	406-880-3361
Submitter Email:	airportmanager@townofstevensville.gov
Requested Council Meeting Date for Item:	11/12/2026
Agenda Topic:	Approval of updated Airport Layout Plan (ALP)
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	
Notes:	After Council approval – ALP will need to be signed by Mayor

AIRPORT LAYOUT PLAN
STEVENSVILLE AIRPORT

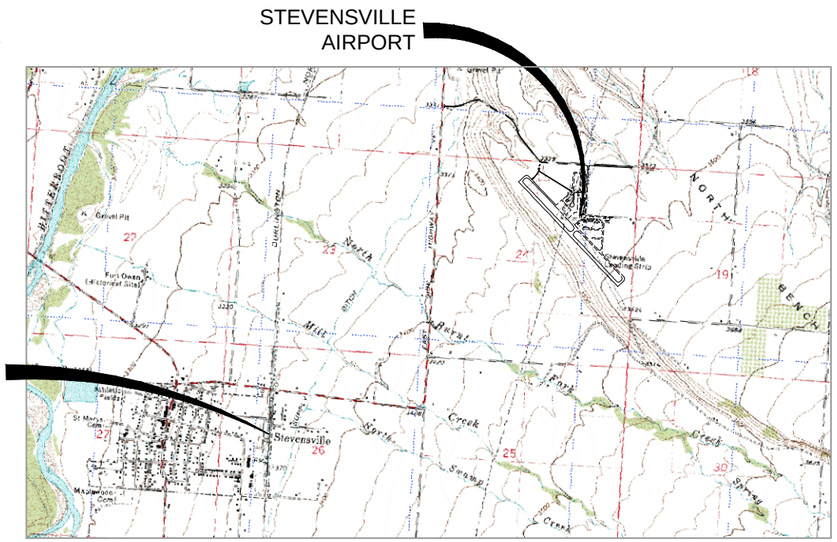
TOWN OF STEVENSVILLE
STEVENSVILLE, MONTANA
AUGUST 2026



PREPARED BY:

Morrison Maierle
engineers ▪ surveyors ▪ planners ▪ scientists

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LOCATION MAP
NOT TO SCALE

VICINITY MAP
NOT TO SCALE

SHEET INDEX		
SHEET NO.	DATE REVISED	SHEET TITLE
--	02/2026	COVER
1-9	02/2026	AIRPORT DATA SHEET
2-9	02/2026	AIRPORT LAYOUT PLAN
3-9	05/2025	FAR PART 77 AIRSPACE DRAWING
4-9	05/2025	FAR PART 77 AIRSPACE PROFILE
5-9	05/2025	INNER PORTION OF THE APPROACH SURFACE DRAWING
6-9	05/2025	DEPARTURE SURFACE DRAWING
7-9	02/2026	NORTH TERMINAL AND HANGAR AREA PLAN
8-9	02/2026	SOUTH TERMINAL AND HANGAR AREA PLAN
9-9	02/2026	AIRPORT PROPERTY MAP

SPONSOR APPROVAL
NAME _____
TITLE _____
DATE _____
SIGNATURE _____

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AIRPORT DATA		
	EXISTING	ULTIMATE
AIRPORT REFERENCE CODE (ARC)	B-II-SMALL	B-II
MEAN MAXIMUM TEMPERATURE OF HOTTEST MONTH	84.5° F	SAME
AIRPORT REFERENCE POINT (ARP) COORDINATES	LAT. N 46 31'30"	LAT. N 46 31'33"
	LONG. W 114 03'10"	LONG. W 114 03'15"
AIRPORT ELEVATION (NAVD88)	3613.5'	SAME
AIRPORT NAVIGATIONAL AIDS	PAPI (RW 12)	PAPI (RW 12/30), REILS (RW 12)
MISCELLANEOUS FACILITIES	AWOS A(V)	AWOS III (P/T)
CRITICAL AIRCRAFT	BEECH KING AIR 100 (B100)	BEECH KING AIR 350i
AIRPORT MAGNETIC VARIATION	12 36'E, CHANGING 0 6' W PER YEAR Source: https://www.ngdc.noaa.gov/geomag/calculators/magcalc.shtml#declination	
STATE EQUIVALENT SERVICE ROLE	GENERAL AVIATION	SAME
NIPIAS SERVICE LEVEL	LOCAL	SAME

TAXIWAY (TW) / TAXILANE (TL) DATA		
	EXISTING	ULTIMATE
TAXIWAY DESIGN GROUP (TDG)	2A	SAME
TW WIDTHS		
PARALLEL	35'	SAME
CONNECTORS	46'	SAME
TL WIDTHS		
1A	25'	SAME
2A	35'	SAME
TW/TL SAFETY AREA WIDTHS		
B-I	49'	SAME
B-II-SMALL	79'	SAME
TW OBJECT FREE AREA WIDTHS		
B-I	89'	SAME
B-II-SMALL	124'	SAME
TL OBJECT FREE AREA WIDTHS		
B-I	79'	SAME
B-II-SMALL	110'	SAME
TW LIGHTING	REFLECTORS	MITL

NON-STANDARD CONDITIONS	
DESCRIPTION	DISPOSITION
LIVESTOCK FENCE PENETRATES ROFA BY 35'	RUNWAY END WILL BE SHIFTED 35' TO REMOVE FENCE FROM ROFA DURING NEXT RUNWAY RECONSTRUCTION. SHORT TERM MITIGATION WILL USE DECLARED DISTANCES.

MODIFICATIONS TO STANDARD (APPROVAL DATE)			
APPROVAL DATE	AIRSPACE CASE #	STANDARD MODIFIED	DESCRIPTION
-	-	-	-NONE REQUIRED

DECLARED DISTANCES		
	EXISTING	ULTIMATE
TAKE OFF RUN AVAILABLE (TORA)	3774'	4765'
TAKE OFF DISTANCE AVAILABLE (TODA)	3809'	4765'
ACCELERATE STOP DISTANCE AVAILABLE (ASDA)	3774'	4765'
LANDING DISTANCE AVAILABLE (LDA)	3774'	4765'

RUNWAY DATA		
	EXISTING	ULTIMATE
RUNWAY DESIGN CODE (RDC)		
RW 12	B-II-SMALL-VIS	B-II-5000
RW 30	B-II-SMALL-VIS	B-II-VIS
RUNWAY REFERENCE CODE (RRC)		
RW 12	B-II-SMALL-VIS	B-II-5000
RW 30	B-II-SMALL-VIS	B-II-VIS
PAVEMENT MATERIAL	ASPHALT	SAME
PAVEMENT STRENGTH BY WHEEL LOADING	<12,500# SWL	17,500# SWL
PAVEMENT STRENGTH BY PCR	TBD	NA
SURFACE TREATMENT	NONE	SAME
EFFECTIVE RUNWAY GRADIENT (%)	1.98	SAME
MEETS LINE OF SITE REQUIREMENTS	YES	SAME
PERCENT WIND COVERAGE	NA (NOTE 1)	SAME
RUNWAY DIMENSIONS (LENGTH X WIDTH)	3809' X 75'	4765' X 75'
RUNWAY SAFETY AREA (RSA)	4409' X 150'	5365' X 150'
RUNWAY END COORDINATES (NAD83)		
RW 12	LAT: N 46°31'43.23"	LAT: N 46°31'49.93"
	LONG: W 114°03'29.89"	LONG: W 114°03'40.21"
RW 30	LAT: N 46°31'17.48"	LAT: N 46°31'17.72"
	LONG: W 114°02'50.21"	LONG: W 114°02'50.57"
RUNWAY ELEVATIONS (NAVD88)		
RW 12 (RW LOW POINT)	3538.8'	3519.3'
RW 30 (RW HIGH POINT)	3613.5'	SAME
RUNWAY LIGHTING	MIRL	SAME
RUNWAY PROTECTION ZONE (RPZ)		
RW 12	250' X 450' X 1000'	500' X 700' X 1000'
RW 30	250' X 450' X 1000'	500' X 700' X 1000'
RUNWAY MARKING TYPE	NPI	SAME
PART 77 APPROACH CATEGORY		
RW 12	20:1	34:1
RW 30	20:1	SAME
APPROACH TYPE		
RW 12	VISUAL	NPI
RW 30	VISUAL	SAME
VISIBILITY MINIMUMS	>1-1/4 MI	>1 MI
TYPE OF AERONAUTICAL SURVEY REQUIRED	NON-VERTICALLY GUIDED (NOTE 2)	SAME
RUNWAY DEPARTURE SURFACE	40:1	SAME
RUNWAY OBJECT FREE AREA (OFA)	4409' X 500'	5365' X 500'
OBSTACLE FREE ZONE (OFZ)	4209' X 250'	5165' X 250'
THRESHOLD SITING SURFACE (TSS)	20:1	20:1
VISUAL AND INSTRUMENT NAVAIDS		
RW 12	PAPI	PAPI / REILS
RW 30	NONE	PAPI
TOUCHDOWN ZONE ELEVATIONS (NAVD88)		
RW 12	3598.0'	3578.5'
RW 30	3613.5'	SAME
NOTES:		
1. WIND DATA AT THIS SITE HAS NOT BEEN RECORDED. ORIENTATION OF RUNWAY 12-30 WAS BASED ON THE ADVICE OF THE LOCAL PILOTS AND TERRAIN CONSTRAINTS.		
2. EXISTING RW 12-30 IS NOT A VERTICALLY GUIDED RUNWAY. HOWEVER THE AGIS SURVEY PERFORMED IN 2024 VOLUNTARILY FOLLOWED VERTICALLY GUIDED CRITERIA.		

VERIFY SCALE AND COLOR!
THIS SHEET MAY BE REDUCED AND IS INTENDED TO BE IN COLOR. THE BAR BELOW WILL MEASURE ONE INCH AT ORIGINAL DESIGN SCALE AND RED, GREEN, AND BLUE WILL BE VISIBLE IF REPRODUCED CORRECTLY.
MODIFY SCALE ACCORDINGLY!

REVISIONS

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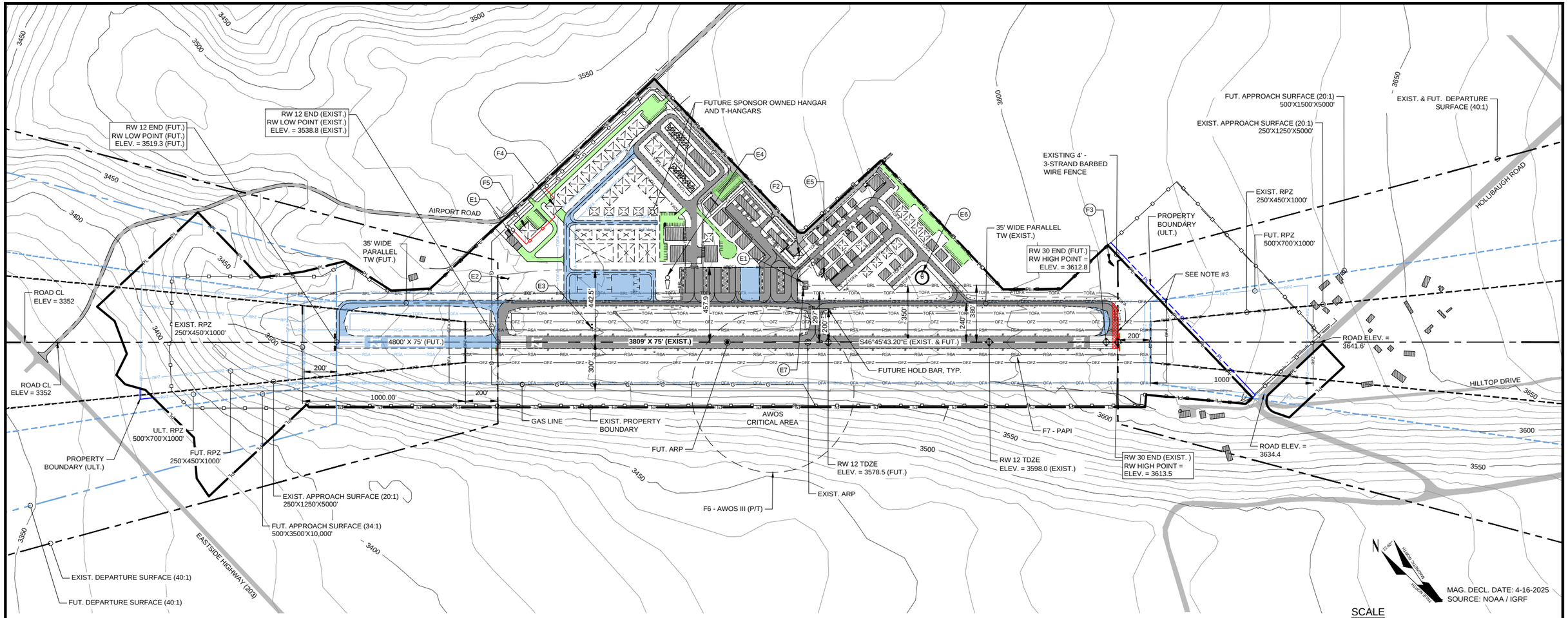
P:\0442-STEVENSVILLE_AIRPORT\000-MASTER\ALP\2025\ACAD\SHEETS\1-9 AIRPORT DATA SHEET.DWG PLOTTED BY:TYLER S. REED ON Aug/24/2026

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APPR. BY: TSR
DATE: 02/2026
Q.C. REVIEW BY: SE
DATE: 05/2025

STEVENSVILLE AIRPORT
STEVENSVILLE MONTANA
AIRPORT DATA SHEET

PROJECT NUMBER 0442.016
SHEET NUMBER 1-9



LEGEND

ITEM	EXISTING	ULTIMATE
SIXTEENTH SECTION-LINE		SAME
QUARTER SECTION-LINE		SAME
SECTION-LINE		SAME
AIRPORT PROPERTY-LINE	PL	PL
BUILDING RESTRICTION LINE	BRL	SAME
RUNWAY CENTERLINE		SAME
RUNWAY OBJECT FREE AREA (ROFA)	OFA	OFA
TAXIWAY OBJECT FREE AREA (TOFA)	TOFA	SAME
RUNWAY OBSTACLE FREE ZONE (ROFZ)	OFZ	OFZ
RUNWAY SAFETY AREA (RSA)	RSA	RSA
RUNWAY PROTECTION ZONE (RPZ)	RPZ	RPZ
TOUCH DOWN ZONE ELEVATION (TDZE)		
WILDLIFE FENCE		
BUILDINGS		
ASPHALT SURFACE		
BEACON		SAME
PARKING / ACCESS		
AIRPORT REFERENCE POINT		
WINDCONE		
SEGMENTED CIRCLE		

FACILITIES LEGEND

EXISTING		FUTURE	
NO.	DESCRIPTION	NO.	DESCRIPTION
E1	SRE BUILDING	F1	JET A FUEL
E2	AWOS A(V)	F2	ADMINISTRATIVE BUILDING
E3	PAPI	F3	WIND CONE
E4	WIND CONE	F4	FIRE HALL (SEE NOTE 1)
E5	ROTATING BEACON	F5	COMMUNITY HALL/RESTAURANT
E6	SEGMENTED CIRCLE AND WIND CONE	F6	AWOS III (P/T)
E7	FUELING AREA	F7	PAPI (RW 30)

NOTES:

1. FUTURE FIRE HALL WILL BE FUNDED BY THE FIRE DEPARTMENT AND IS SHOWN FOR PLANNING PURPOSES ONLY. NO FAA FUNDS WILL BE USED FOR THIS PROJECT.
2. EXISTING AND FUTURE HANGARS ARE SHOWN ON THIS SHEET. REFER TO SHEETS 7-9 AND 8-9 FOR DETAILED LAYOUTS.
3. IF THE AIRPORT IS UNABLE TO ACQUIRE PARCEL U AS IDENTIFIED ON EXHIBIT A, PAVEMENT WILL BE REMOVED FROM THE END OF RUNWAY 30 TO MITIGATE PENETRATION OF A LIVESTOCK FENCE INTO THE ROFA DURING THE NEXT RUNWAY RECONSTRUCTION. PAVEMENT WILL BE ADDED TO THE RUNWAY THRESHOLD CONNECTOR TAXIWAY TO MAINTAIN FAA SAFETY STANDARDS.

HORIZONTAL DATUM:
BEARINGS ARE STATE PLANE GRID, DERIVED FROM GPS OBSERVATIONS WITH SURVEY-GRADE RECEIVERS AND REFERENCED TO THE MONTANA COORDINATE SYSTEM, SINGLE ZONE, NAD 83 (2011) AT CONTROL POINT NO. 2 DEPICTED HEREON. HORIZONTAL UNITS ARE INTERNATIONAL FEET. COMBINED SCALE FACTOR FOR THIS PROJECT IS 0.999256907.

VERTICAL DATUM:
ELEVATIONS ARE NAVD88, BASED ON NGS OPUS SOLUTION AND COMPUTED USING GEOID 12A. VERTICAL UNITS ARE US SURVEY FEET.

VERIFY SCALE AND COLOR!
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MODIFY SCALE ACCORDINGLY!

REVISIONS

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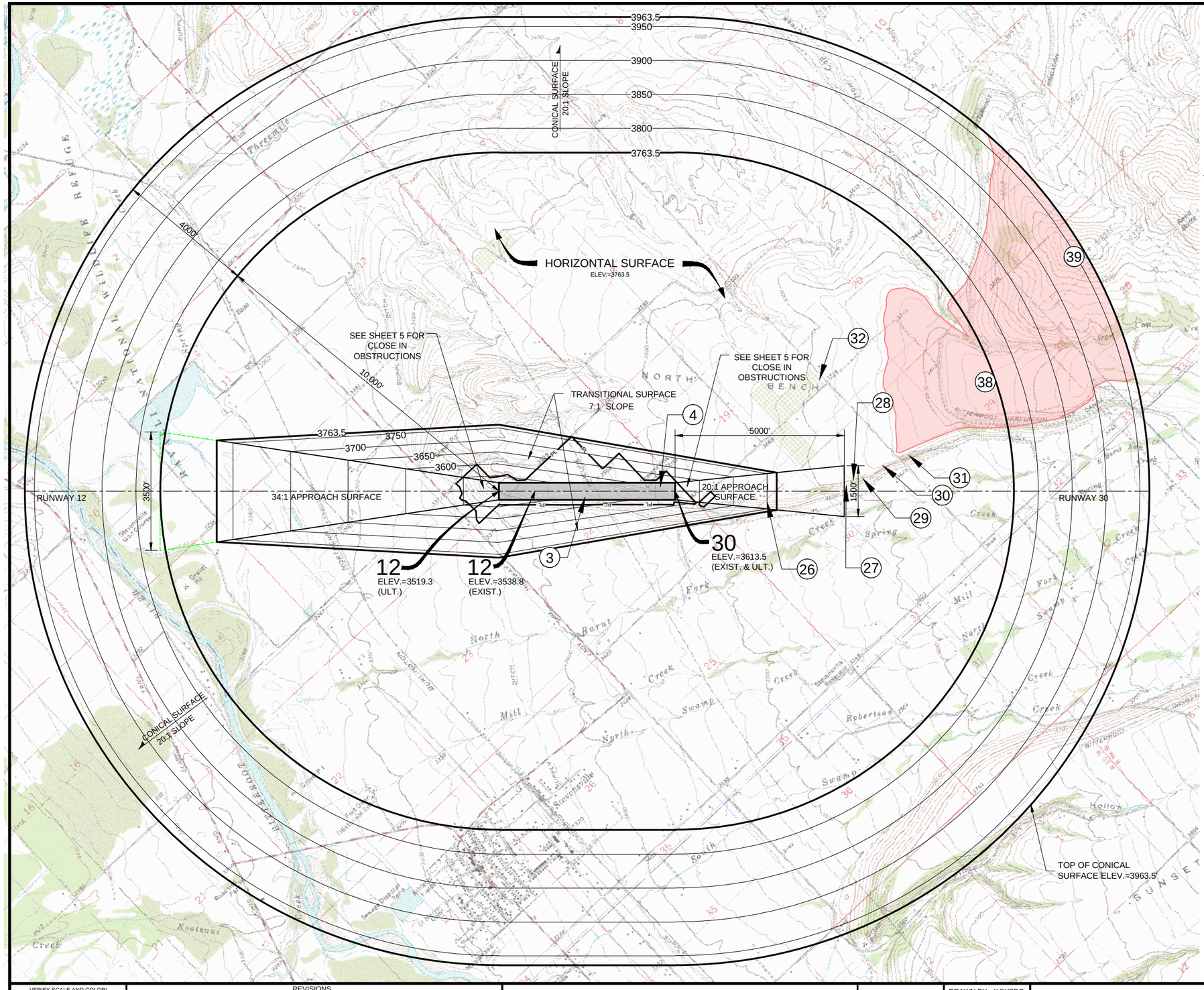
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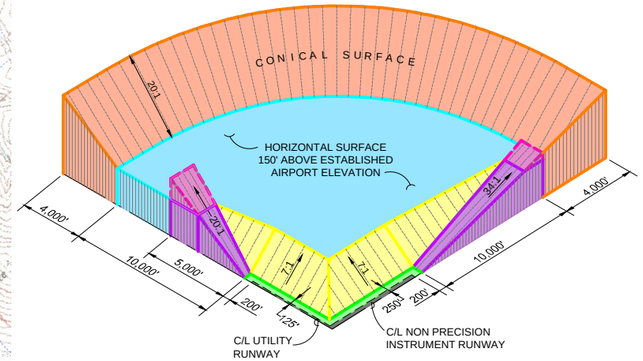
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DSGN. BY: .
APPR. BY: TSR
DATE: 02/2026

Q.C. REVIEW
BY: SE
DATE: 05/2025

STEVENSVILLE AIRPORT
STEVENSVILLE MONTANA
AIRPORT LAYOUT PLAN

PROJECT NUMBER
0442.016
SHEET NUMBER
2-9

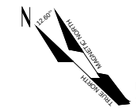




TYPICAL CIVIL AIRPORT IMAGINARY SURFACES

SCALE: N.T.S.

NOTE: FOR OBSTRUCTIONS 3, 4, 26-32, 38, 39.
REFER TO OBSTRUCTION TABLE ON NEXT SHEET.



MAG. DECL. DATE: 4-16-2025
SOURCE: NOAA / IGRF

SCALE

1500 750 0 3000

LEGEND

- PRIMARY SURFACE (ULT.)
- GROUND PENETRATION OF HORIZONTAL AND CONICAL SURFACES
- PL — AIRPORT BOUNDARY

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MODIFY SCALE ACCORDINGLY!

REVISIONS

NO.	DESCRIPTION	BY	DATE
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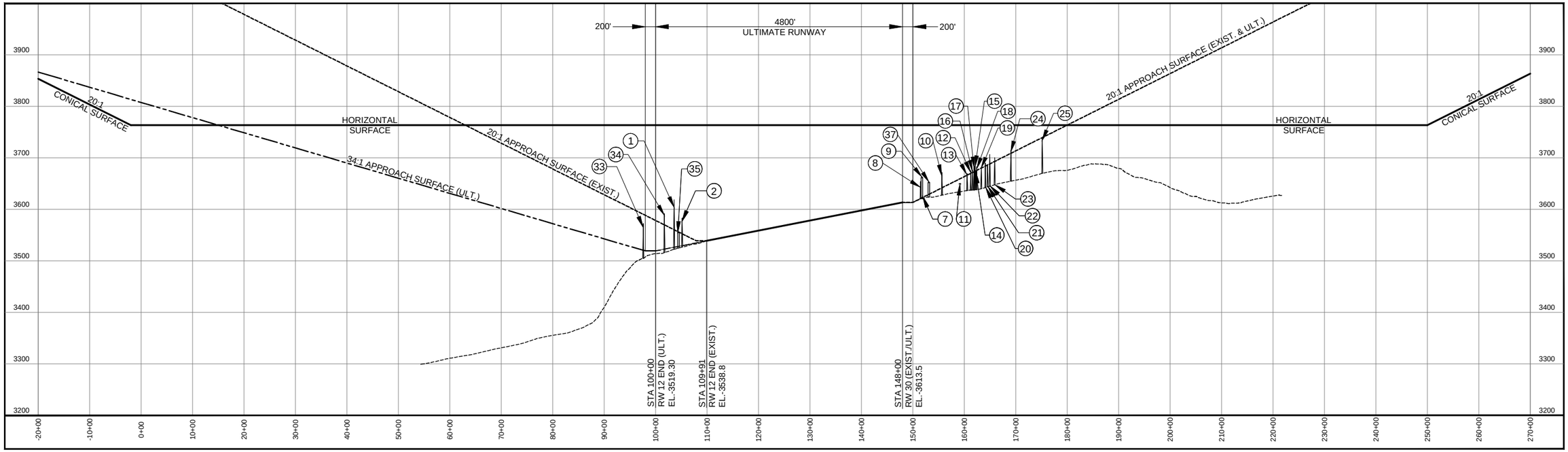
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DATE: 05/2025
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DATE: 05/2025

STEVENSVILLE AIRPORT
STEVENSVILLE MONTANA

FAR PART 77 AIRSPACE DRAWING

PROJECT NUMBER
0442.016
SHEET NUMBER
3-9



HORIZONTAL SCALE
1000 500 0 1000 2000

VERTICAL SCALE
100 50 0 100 200

OBSTRUCTION DATA						
ID	DESCRIPTION	TOP ELEV	PENETRATION (EXISTING)	PENETRATION (ULTIMATE)	SURFACE NAME	DISPOSITION
1	TREE	3618.42	30.00	73.00	TRANSITIONAL	NO ACTION
2	TREE	3583.79	11.00	45.00	TRANSITIONAL	NO ACTION
3	GROUND	3596.55	N/A	5.00	PRIMARY	REGRADE
4	GROUND	3609.69	1.00	1.00	PRIMARY	REGRADE
5	TREE	3659.74	-3.00	15.00	TRANSITIONAL	NO ACTION
6	GROUND	3614.22	3.00	2.00	PRIMARY	REGRADE
7	FENCE	3626.22	3.00	2.00	APPROACH	NO ACTION
8	TREE	3654.00	2.00	19.00	TRANSITIONAL	NO ACTION
9	BUILDING	3663.07	2.00	18.00	TRANSITIONAL	TO BE LIGHTED
10	TREE	3671.49	2.00	17.00	TRANSITIONAL	NO ACTION
11	ROAD	3650.31	-9.00	-10.00	APPROACH	NO ACTION
12	TREE	3676.11	7.00	5.00	APPROACH	NO ACTION
13	TREE	3669.98	4.00	3.00	APPROACH	NO ACTION
14	POLE	3674.25	0.00	-1.00	APPROACH	NO ACTION
15	TREE	3683.71	10.00	9.00	APPROACH	NO ACTION
16	TREE	3667.12	-4.00	5.00	APPROACH	NO ACTION
17	TREE	3704.11	-5.00	8.00	TRANSITIONAL	NO ACTION
18	TREE	3683.17	8.00	7.00	APPROACH	NO ACTION
19	TREE	3683.05	3.00	2.00	APPROACH	NO ACTION
20	TREE	3690.70	7.00	6.00	APPROACH	NO ACTION

OBSTRUCTION DATA						
ID	DESCRIPTION	TOP ELEV	PENETRATION (EXISTING)	PENETRATION (ULTIMATE)	SURFACE NAME	DISPOSITION
21	TREE	3688.08	2.00	1.00	APPROACH	NO ACTION
22	TREE	3707.15	19.00	18.00	APPROACH	NO ACTION
23	TREE	3718.55	-4.00	7.00	TRANSITIONAL	NO ACTION
24	TREE	3715.63	1.00	6.00	TRANSITIONAL	NO ACTION
25	TREE	3738.84	0.00	-1.00	APPROACH	NO ACTION
26	TREE	3757.08	8.00	7.00	APPROACH	NO ACTION
27	TREE	3803.72	38.00	41.00	DEPARTURE	NO ACTION
28	TREE	3827.88	51.00	65.00	DEPARTURE	NO ACTION
29	TREE	3814.85	24.00	52.00	DEPARTURE	NO ACTION
30	TREE	3833.74	11.00	71.00	DEPARTURE	NO ACTION
31	TREE	3874.42	12.00	112.00	DEPARTURE	NO ACTION
32	TREE	3800.40	17.00	38.00	CONICAL	NO ACTION
33	TREE	3572.39	N/A	8.00	TRANSITIONAL	NO ACTION
34	TREE	3591.76	N/A	33.00	TRANSITIONAL	NO ACTION
35	BUILDING	3556.33	N/A	7.00	TRANSITIONAL	TO BE BE LIGHTED
36	TREE	3627.27	N/A	8.00	TRANSITIONAL	NO ACTION
37	BUILDING	3653.48	N/A	3.00	TRANSITIONAL	TO BE LIGHTED
38	GROUND	3852.74	N/A	SEE NOTE 1	HORIZONTAL/CONICAL	NO ACTION
39	TREE	4471.24	N/A	SEE NOTE 2	CONICAL	NO ACTION

NOTES:
1. TERRAIN ELEVATION VARIES FROM 3762 TO 3853; HORIZONTAL SURFACE PENETRATION VARIES FROM 0' TO 90'.

2. TERRAIN ELEVATION VARIES FROM 3882 TO 4471; CONICAL SURFACE PENETRATION VARIES FROM 0' TO 510'.

3. SEE SHEET 5 INNER PORTION OF THE APPROACH SURFACE DRAWING FOR CLOSE-IN OBSTRUCTIONS.

4. A ZONING ORDINANCE HAS BEEN PASSED TO LIMIT THE HEIGHT OF STRUCTURES ACCORDING TO THE CIVIL AIRPORT IMAGINARY SURFACES FOR VISUAL IMAGINARY SURFACES HAVING A 5000' HORIZONTAL SURFACE. TO DATE, NO NOISE RESTRICTIONS HAVE BEEN ADOPTED.

5. A CORNER OF EXISTING 4' TALL 3-STRAND BARBED WIRE FENCE PENETRATES THE ROFA BY ~34'. THE ULTIMATE PLAN FOR THIS SECTION OF FENCE IS TO EITHER ACQUIRE THE LAND AND RELOCATE THE FENCE, OR SHIFT THE RUNWAY 35' TO THE WEST IN ORDER TO REMOVE THE ROFA PENETRATION.

VERIFY SCALE AND COLOR!
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MODIFY SCALE ACCORDINGLY!

REVISIONS			
NO.	DESCRIPTION	BY	DATE
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P:\0442-STEVENSVILLE_AIRPORT\000-MASTER\ALP\2025\ACAD\SHEETS\4-9 FAR PART 77 AIRSPACE PROFILE.DWG PLOTTED BY:TYLER S. REED ON Aug/24/2026

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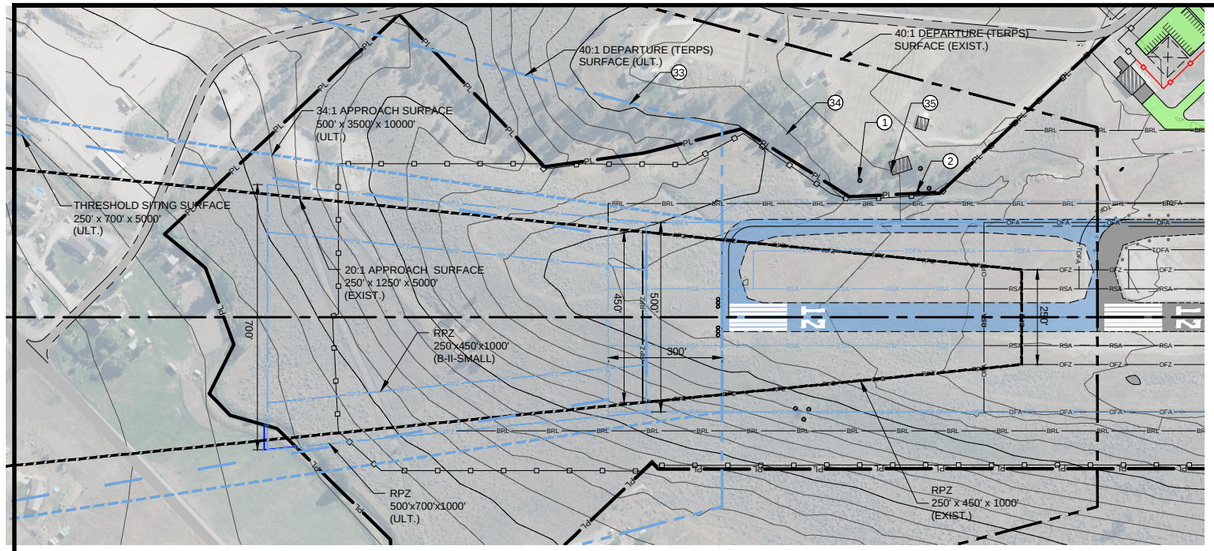
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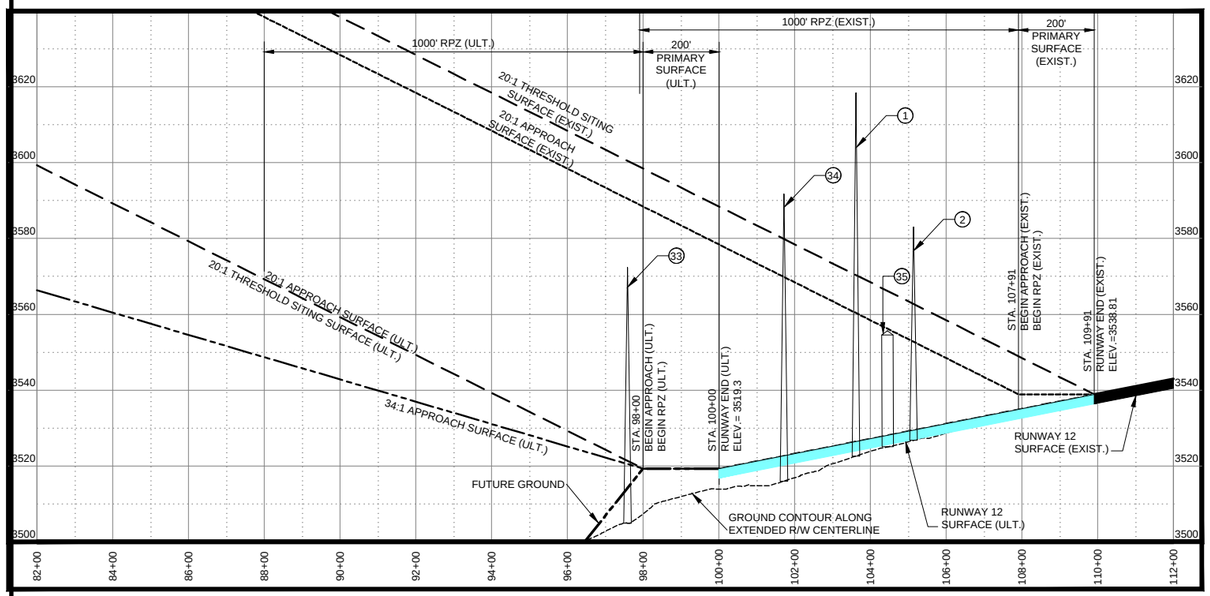
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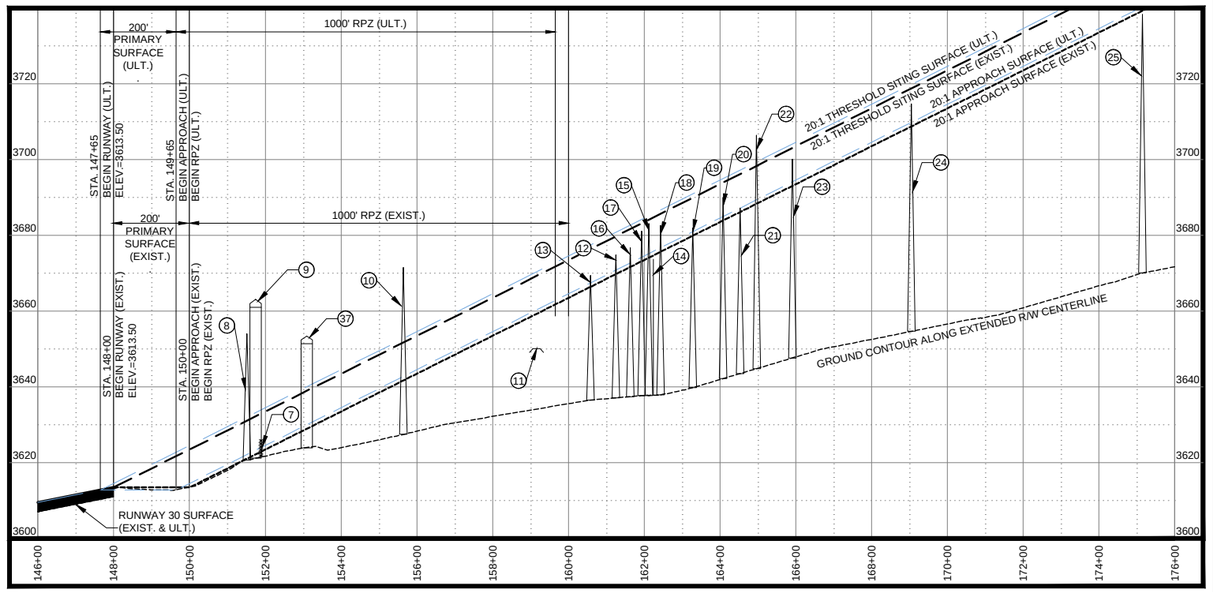
STEVENSVILLE AIRPORT
STEVENSVILLE MONTANA
FAR PART 77 AIRSPACE PROFILE

PROJECT NUMBER
0442.016
SHEET NUMBER
4-9









RUNWAY 12

RUNWAY 12 INNER APPROACH OBSTRUCTION TABLE						
ID	OBJECT	TOP ELEV	PENETRATION		SURFACE NAME	DISPOSITION
			EXISTING	ULTIMATE		
1	TREE	3618.42	30.00	73.00	TRANSITIONAL	NO ACTION
2	TREE	3583.79	11.00	45.00	TRANSITIONAL	NO ACTION
33	TREE	3572.39	N/A	8.00	TRANSITIONAL	NO ACTION
34	TREE	3591.76	N/A	33.00	TRANSITIONAL	NO ACTION
35	BUILDING	3556.33	N/A	7.00	TRANSITIONAL	TO BE BE LIGHTED

NOTES:

1. CENTERLINE GROUND CONTOUR INFORMATION DERIVED FROM USGS 7.5 MINUTE SERIES STEVENSVILLE QUADRANGLE.
2. NOTE THAT GROUND ELEVATIONS FOR PENETRATIONS HAVE NOT BEEN VERIFIED FOR ALL OBSTRUCTION POINTS. UNLESS SHOWN OTHERWISE, ALL POINTS ARE SHOWN WITH GROUND ELEVATIONS ALONG THE CENTERLINE PROFILE FOR CLARITY ON THIS SHEET.
3. ROAD ELEVATIONS ARE SHOWN AS THE GROUND ELEVATION PLUS 10'



HORIZONTAL
200 100 0 200 400

VERTICAL
20 10 0 20 40

RUNWAY 30

RUNWAY 30 INNER APPROACH OBSTRUCTION TABLE						
ID	OBJECT	TOP ELEV	PENETRATION		SURFACE NAME	DISPOSITION
			EXISTING	ULTIMATE		
4	GROUND	3609.69	1.00	1.00	PRIMARY	REGRADE
6	GROUND	3614.22	3.00	2.00	PRIMARY	REGRADE
7	FENCE	3626.22	3.00	2.00	APPROACH	NO ACTION
8	TREE	3654.00	2.00	19.00	TRANSITIONAL	NO ACTION
9	BUILDING	3663.07	2.00	18.00	TRANSITIONAL	TO BE LIGHTED
10	TREE	3671.49	2.00	17.00	TRANSITIONAL	NO ACTION
11	ROAD	3650.31	-9.00	-10.00	APPROACH	NO ACTION
12	TREE	3676.11	7.00	5.00	APPROACH	NO ACTION
13	TREE	3669.98	4.00	3.00	APPROACH	NO ACTION
14	POLE	3674.25	0.00	-1.00	APPROACH	NO ACTION
15	TREE	3683.71	10.00	9.00	APPROACH	NO ACTION

RUNWAY 30 INNER APPROACH OBSTRUCTION TABLE						
ID	OBJECT	TOP ELEV	PENETRATION		SURFACE NAME	DISPOSITION
			EXISTING	ULTIMATE		
16	TREE	3667.12	-4.00	5.00	APPROACH	NO ACTION
17	TREE	3704.11	-5.00	8.00	TRANSITIONAL	NO ACTION
18	TREE	3683.17	8.00	7.00	APPROACH	NO ACTION
19	TREE	3683.05	3.00	2.00	APPROACH	NO ACTION
20	TREE	3690.70	7.00	6.00	APPROACH	NO ACTION
21	TREE	3688.08	2.00	1.00	APPROACH	NO ACTION
22	TREE	3707.15	19.00	18.00	APPROACH	NO ACTION
23	TREE	3718.55	-4.00	7.00	TRANSITIONAL	NO ACTION
24	TREE	3715.63	1.00	6.00	TRANSITIONAL	NO ACTION
25	TREE	3738.84	0.00	-1.00	APPROACH	NO ACTION
37	BUILDING	3653.48	N/A	3.00	TRANSITIONAL	TO BE LIGHTED

VERIFY SCALE AND COLOR!
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MODIFY SCALE ACCORDINGLY!

REVISIONS			
NO.	DESCRIPTION	BY	DATE
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P:\0442-STEVENSVILLE_AIRPORT\000-MASTER\ALP\2025\ACAD\SHEETS\5-9 INNER PORTION OF THE APPROACH SURFACE DRAWING_UPDATED.DWG PLOTTED BY:TYLER S.

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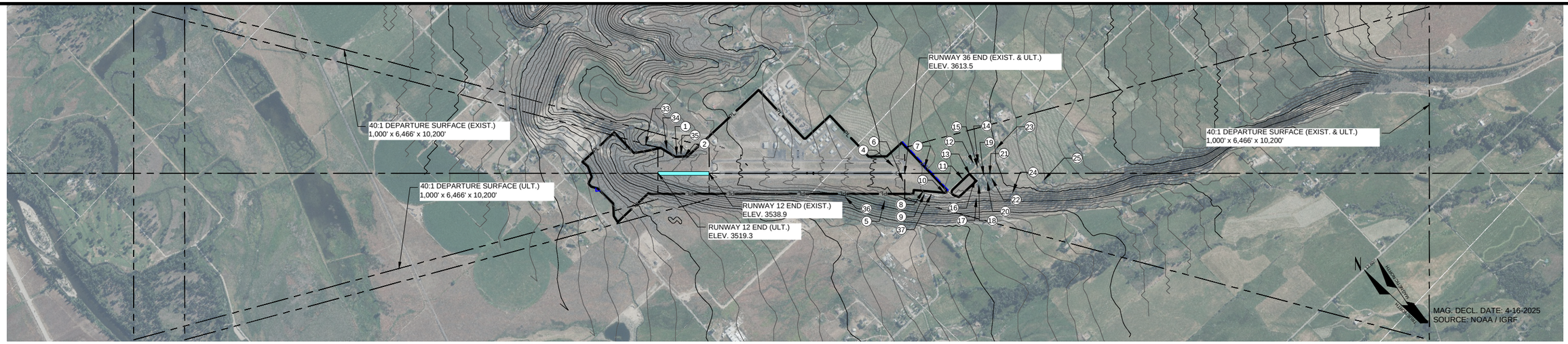
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BY: SE
DATE: 05/2025

STEVENSVILLE AIRPORT
STEVENSVILLE MONTANA

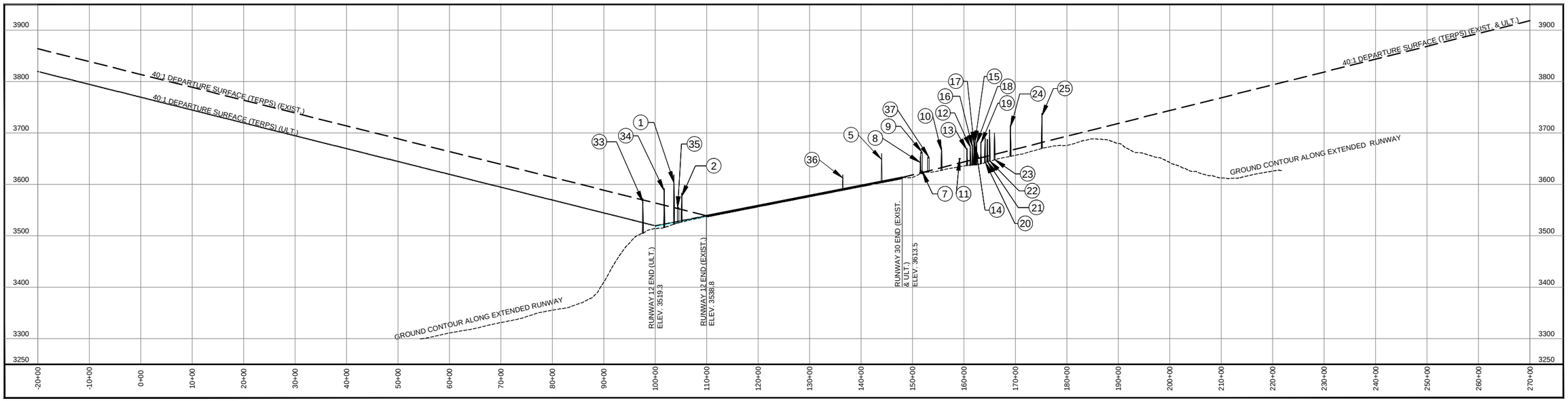
INNER PORTION OF THE APPROACH SURFACE DRAWING

PROJECT NUMBER 0442.016
SHEET NUMBER 5-9



40:1 DEPARTURE SURFACE PLAN VIEW

1"=1000' HORIZONTAL



40:1 DEPARTURE SURFACE PROFILE VIEW

RUNWAY 12 DEPARTURE SURFACE OBSTRUCTION TABLE

ID	OBJECT	TOP ELEV	PENETRATION		SURFACE NAME	DISPOSITION
			EXISTING	ULTIMATE		
1	TREE	3618.42	30.00	73.00	TRANSITIONAL	NO ACTION
2	TREE	3583.79	11.00	45.00	TRANSITIONAL	NO ACTION
33	TREE	3572.39	N/A	8.00	TRANSITIONAL	NO ACTION
34	TREE	3591.76	N/A	33.00	TRANSITIONAL	NO ACTION
35	BUILDING	3556.33	N/A	7.00	TRANSITIONAL	TO BE BE LIGHTED

NOTES:

1. CENTERLINE GROUND CONTOUR INFORMATION DERIVED FROM USGS 7.5 MINUTE SERIES STEVENSVILLE QUADRANGLE.

HORIZONTAL
1000 500 0 1000 2000

VERTICAL
100 50 0 100 200

RUNWAY 30 DEPARTURE SURFACE OBSTRUCTION TABLE

ID	OBJECT	TOP ELEV	PENETRATION		SURFACE NAME	DISPOSITION
			EXISTING	ULTIMATE		
4	GROUND	3609.69	1.00	1.00	PRIMARY	REGRADE
5	TREE	3659.74	-3.00	15.00	TRANSITIONAL	NO ACTION
6	GROUND	3614.22	3.00	2.00	PRIMARY	REGRADE
7	FENCE	3626.22	3.00	2.00	APPROACH	NO ACTION
8	TREE	3654.00	2.00	19.00	TRANSITIONAL	NO ACTION
9	BUILDING	3663.07	2.00	18.00	TRANSITIONAL	TO BE LIGHTED
10	TREE	3671.49	2.00	17.00	TRANSITIONAL	NO ACTION
11	ROAD	3650.31	-9.00	-10.00	APPROACH	NO ACTION
12	TREE	3676.11	7.00	5.00	APPROACH	NO ACTION
13	TREE	3669.98	4.00	3.00	APPROACH	NO ACTION
14	POLE	3674.25	0.00	-1.00	APPROACH	NO ACTION
15	TREE	3683.71	10.00	9.00	APPROACH	NO ACTION

RUNWAY 30 DEPARTURE SURFACE OBSTRUCTION TABLE

ID	OBJECT	TOP ELEV	PENETRATION		SURFACE NAME	DISPOSITION
			EXISTING	ULTIMATE		
16	TREE	3667.12	-4.00	5.00	APPROACH	NO ACTION
17	TREE	3704.11	-5.00	8.00	TRANSITIONAL	NO ACTION
18	TREE	3683.17	8.00	7.00	APPROACH	NO ACTION
19	TREE	3683.05	3.00	2.00	APPROACH	NO ACTION
20	TREE	3690.70	7.00	6.00	APPROACH	NO ACTION
21	TREE	3688.08	2.00	1.00	APPROACH	NO ACTION
22	TREE	3707.15	19.00	18.00	APPROACH	NO ACTION
23	TREE	3718.55	-4.00	7.00	TRANSITIONAL	NO ACTION
24	TREE	3715.63	1.00	6.00	TRANSITIONAL	NO ACTION
25	TREE	3738.84	0.00	-1.00	APPROACH	NO ACTION
36	TREE	3627.27	N/A	8.00	TRANSITIONAL	NO ACTION
37	BUILDING	3653.48	N/A	3.00	TRANSITIONAL	TO BE LIGHTED

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MODIFY SCALE ACCORDINGLY!

REVISIONS

NO.	DESCRIPTION	BY	DATE
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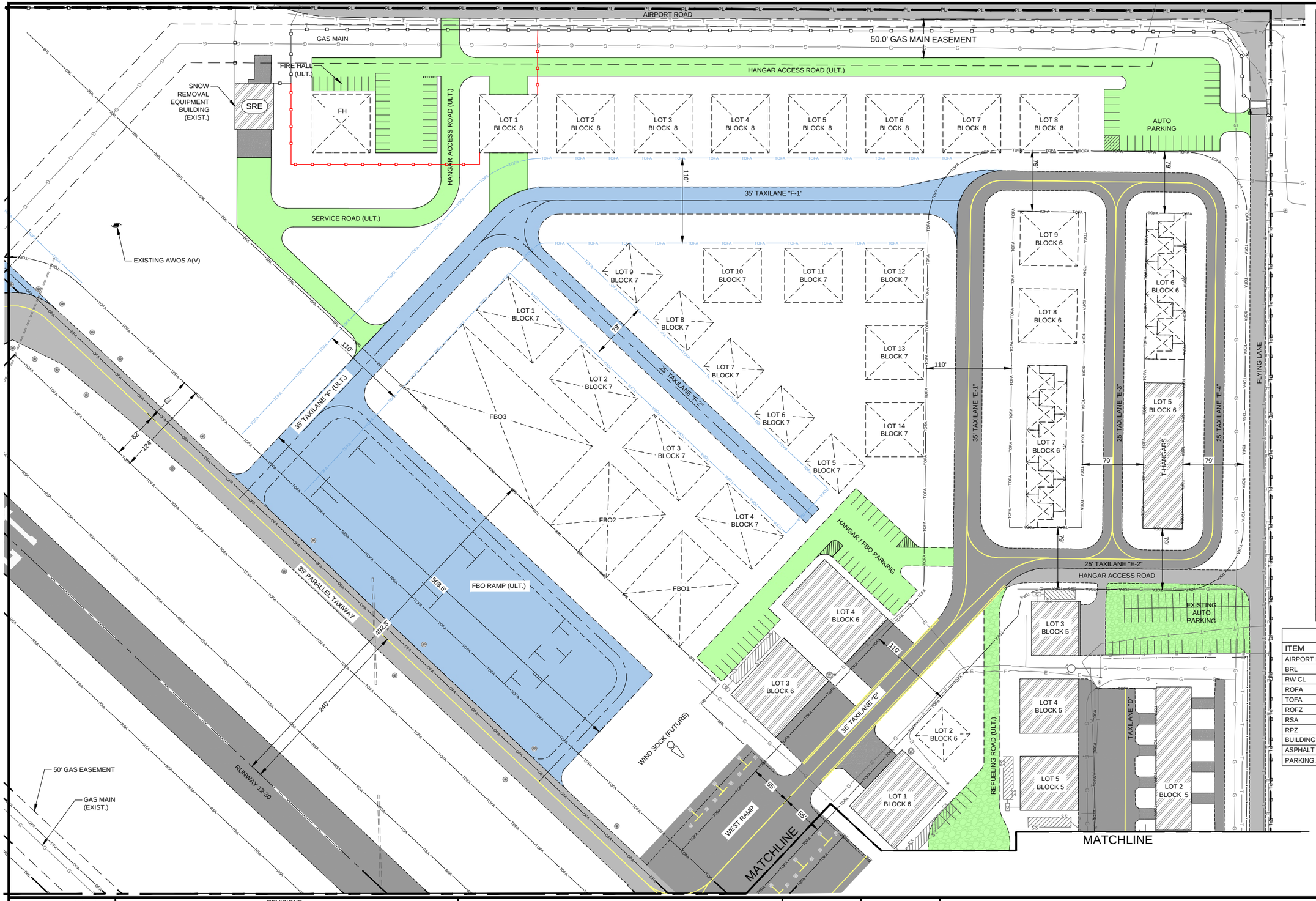
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STEVENSVILLE AIRPORT
STEVENSVILLE MONTANA

DEPARTURE SURFACE DRAWING

PROJECT NUMBER
0442.016

SHEET NUMBER
6-9



BUILDING DATA TABLE

No.	DESCRIPTION	ELEVATION
LOT 1 BLOCK 1	HANGAR	3577.14
LOT 2 BLOCK 1	HANGAR	3578.16
LOT 3 BLOCK 1	HANGAR	3579.37
LOT 4 BLOCK 1	HANGAR	3580.80
LOT 5 BLOCK 1	HANGAR	3581.58
LOT 6 BLOCK 1	-	-
LOT 7 BLOCK 1	HANGAR	3604.5
LOT 8 BLOCK 1	HANGAR	3608.5
LOT 9 BLOCK 1	50' x 56' HANGAR	ULT.
LOT 10 BLOCK 1	50' x 56' HANGAR	ULT.
LOT 11 BLOCK 1	50' x 56' HANGAR	ULT.
LOT 12 BLOCK 1	50' x 56' HANGAR	ULT.
LOT 13 BLOCK 1	50' x 56' HANGAR	ULT.
LOT 14 BLOCK 1	75' x 56' HANGAR	ULT.
LOT 15 BLOCK 1	75' x 56' HANGAR	3592.04
LOT 1 BLOCK 2	HANGAR	3577.02
LOT 2 BLOCK 2	HANGAR	3578.30
LOT 3 BLOCK 2	50' x 50' HANGAR	ULT.
LOT 4 BLOCK 2	HANGAR	3580.39
LOT 5 BLOCK 2	HANGAR	3582.09
LOT 6 BLOCK 2	HANGAR	3582.87
LOT 7 BLOCK 2	HANGAR	3584.47
LOT 8 BLOCK 2	HANGAR	3582.44
LOT 9 BLOCK 2	50' x 50' HANGAR	ULT.
LOT 10 BLOCK 2	HANGAR	3578.06
LOT 11 BLOCK 2	HANGAR	3578.06
LOT 12 BLOCK 2	HANGAR	3577.16
LOT 1 BLOCK 3	50' x 50' HANGAR	ULT.
LOT 2 BLOCK 3	50' x 50' HANGAR	ULT.
LOT 3 BLOCK 3	HANGAR	-
LOT 4 BLOCK 3	50' x 50' HANGAR	ULT.
LOT 5 BLOCK 3	50' x 50' HANGAR	3587.59
LOT 6 BLOCK 3	50' x 50' HANGAR	3586.06
LOT 7 BLOCK 3	50' x 64' HANGAR	3584.95
LOT 1 BLOCK 4	FUTURE FUEL TANK	3573.30
LOT 2 BLOCK 4	EXISTING FUEL TANK	3573.00
LOT 1 BLOCK 5	T-HANGAR & OFFICE	3573.27
LOT 2 BLOCK 5	T-HANGAR & OFFICE	3571.40
LOT 3 BLOCK 5	HANGAR	-
LOT 4 BLOCK 5	T-HANGAR & OFFICE	3570.02
LOT 5 BLOCK 5	HANGAR	3570.61
LOT 6 BLOCK 5	HANGAR	3570.88
LOT 7 BLOCK 5	HANGAR	3571.09
LOT 1 BLOCK 6	HANGAR	-
LOT 2 BLOCK 6	50' x 50' HANGAR	ULT.
LOT 3 BLOCK 6	HANGAR	-
LOT 4 BLOCK 6	80' x 112' HANGAR	3597.0
LOT 5 BLOCK 6	51' x 189' HANGAR	3582.4
LOT 6 BLOCK 6	51' x 189' HANGAR	ULT.
LOT 7 BLOCK 6	51' x 189' HANGAR	ULT.
LOT 8 BLOCK 6	70' x 75' HANGAR	ULT.
LOT 1 BLOCK 7	60' x 100' HANGAR	ULT.
LOT 2 BLOCK 7	60' x 100' HANGAR	ULT.
LOT 3 BLOCK 7	60' x 100' HANGAR	ULT.
LOT 4 BLOCK 7	60' x 100' HANGAR	ULT.
LOT 5 BLOCK 7	50' x 60' HANGAR	ULT.
LOT 6 BLOCK 7	50' x 60' HANGAR	ULT.
LOT 7 BLOCK 7	50' x 60' HANGAR	ULT.
LOT 8 BLOCK 7	50' x 60' HANGAR	ULT.
LOT 9 BLOCK 7	50' x 60' HANGAR	ULT.
LOT 10 BLOCK 7	70' x 75' HANGAR	ULT.
LOT 11 BLOCK 7	70' x 75' HANGAR	ULT.
LOT 12 BLOCK 7	70' x 75' HANGAR	ULT.
LOT 13 BLOCK 7	70' x 75' HANGAR	ULT.
LOT 14 BLOCK 7	70' x 75' HANGAR	ULT.
LOT 1 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 2 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 3 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 4 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 5 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 6 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 7 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 8 BLOCK 8	75' x 75' HANGAR	ULT.
FBO1	100' x 112' FBO	ULT.
FBO2	100' x 112' FBO	ULT.
FBO3	112' x 230' FBO	ULT.
FH	FIRE HALL	ULT.
SRE	SRE BUILDING	3560.0
ADMIN	ADMIN BUILDING	ULT.

LEGEND

ITEM	EXISTING	ULTIMATE
AIRPORT PL	PL	PL
BRL	BRL	SAME
RW CL		SAME
ROFA	OFA	OFA
TOFA	TOFA	SAME
ROFZ	OFZ	OFZ
RSA	RSA	RSA
RPZ	RPZ	RPZ
BUILDINGS		
ASPHALT SURFACE		
PARKING / ACCESS		

MAG. DECL. DATE: 4-16-2025
SOURCE: NOAA / IGRF

SCALE
60 30 0 60 120

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MODIFY SCALE ACCORDINGLY!

REVISIONS

NO.	DESCRIPTION	BY	DATE
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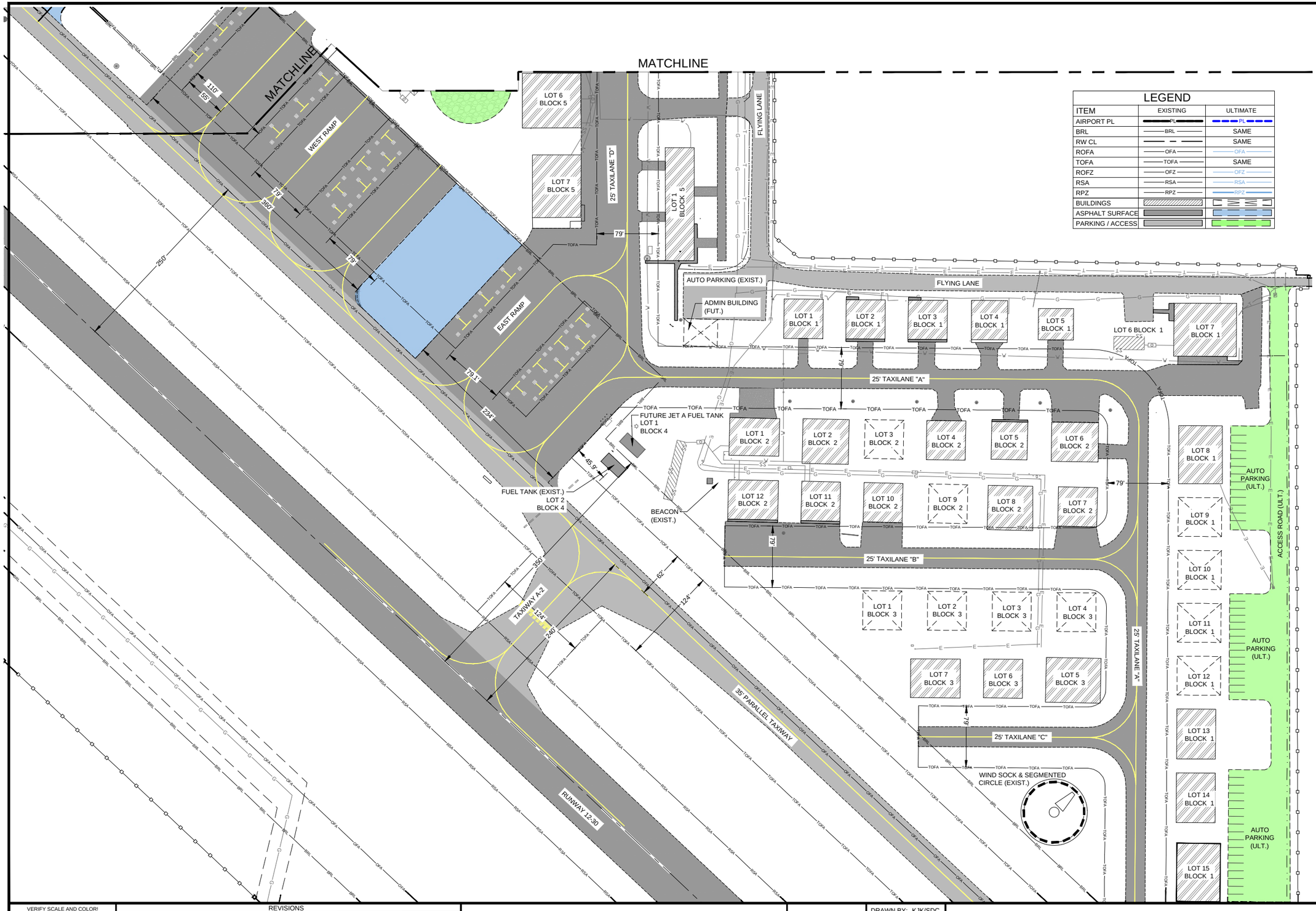
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APPR. BY: TSR
DATE: 02/2026
Q.C. REVIEW BY: SE
DATE: 05/2025

STEVENSVILLE AIRPORT
STEVENSVILLE MONTANA
NORTH TERMINAL AND HANGAR AREA PLAN

PROJECT NUMBER 0442.016
SHEET NUMBER 7-9



BUILDING DATA TABLE

No.	DESCRIPTION	ELEVATION
LOT 1 BLOCK 1	HANGAR	3577.14
LOT 2 BLOCK 1	HANGAR	3578.16
LOT 3 BLOCK 1	HANGAR	3579.37
LOT 4 BLOCK 1	HANGAR	3580.80
LOT 5 BLOCK 1	HANGAR	3581.58
LOT 6 BLOCK 1	-	-
LOT 7 BLOCK 1	HANGAR	3604.5
LOT 8 BLOCK 1	HANGAR	3608.5
LOT 9 BLOCK 1	50' x 56' HANGAR	ULT.
LOT 10 BLOCK 1	50' x 56' HANGAR	ULT.
LOT 11 BLOCK 1	50' x 56' HANGAR	ULT.
LOT 12 BLOCK 1	50' x 56' HANGAR	ULT.
LOT 13 BLOCK 1	50' x 56' HANGAR	ULT.
LOT 14 BLOCK 1	75' x 56' HANGAR	ULT.
LOT 15 BLOCK 1	75' x 56' HANGAR	3592.04
LOT 1 BLOCK 2	HANGAR	3577.02
LOT 2 BLOCK 2	HANGAR	3578.30
LOT 3 BLOCK 2	50' x 50' HANGAR	ULT.
LOT 4 BLOCK 2	HANGAR	3580.39
LOT 5 BLOCK 2	HANGAR	3582.09
LOT 6 BLOCK 2	HANGAR	3582.87
LOT 7 BLOCK 2	HANGAR	3584.47
LOT 8 BLOCK 2	HANGAR	3582.44
LOT 9 BLOCK 2	50' x 50' HANGAR	ULT.
LOT 10 BLOCK 2	HANGAR	3578.06
LOT 11 BLOCK 2	HANGAR	3578.06
LOT 12 BLOCK 2	HANGAR	3577.16
LOT 1 BLOCK 3	50' x 50' HANGAR	ULT.
LOT 2 BLOCK 3	50' x 50' HANGAR	ULT.
LOT 3 BLOCK 3	HANGAR	-
LOT 4 BLOCK 3	50' x 50' HANGAR	ULT.
LOT 5 BLOCK 3	50' x 50' HANGAR	3587.59
LOT 6 BLOCK 3	50' x 50' HANGAR	3586.06
LOT 7 BLOCK 3	50' x 64' HANGAR	3584.95
LOT 1 BLOCK 4	FUTURE FUEL TANK	3573.30
LOT 2 BLOCK 4	EXISTING FUEL TANK	3573.00
LOT 1 BLOCK 5	T-HANGAR & OFFICE	3573.27
LOT 2 BLOCK 5	T-HANGAR & OFFICE	3571.40
LOT 3 BLOCK 5	HANGAR	-
LOT 4 BLOCK 5	T-HANGAR & OFFICE	3570.02
LOT 5 BLOCK 5	HANGAR	3570.61
LOT 6 BLOCK 5	HANGAR	3570.88
LOT 7 BLOCK 5	HANGAR	3571.09
LOT 1 BLOCK 6	HANGAR	-
LOT 2 BLOCK 6	50' x 50' HANGAR	ULT.
LOT 3 BLOCK 6	HANGAR	-
LOT 4 BLOCK 6	80' x 112' HANGAR	3597.0
LOT 5 BLOCK 6	51' x 189' HANGAR	3582.4
LOT 6 BLOCK 6	51' x 189' HANGAR	ULT.
LOT 7 BLOCK 6	51' x 189' HANGAR	ULT.
LOT 8 BLOCK 6	70' x 75' HANGAR	ULT.
LOT 1 BLOCK 7	60' x 100' HANGAR	ULT.
LOT 2 BLOCK 7	60' x 100' HANGAR	ULT.
LOT 3 BLOCK 7	60' x 100' HANGAR	ULT.
LOT 4 BLOCK 7	60' x 100' HANGAR	ULT.
LOT 5 BLOCK 7	50' x 60' HANGAR	ULT.
LOT 6 BLOCK 7	50' x 60' HANGAR	ULT.
LOT 7 BLOCK 7	50' x 60' HANGAR	ULT.
LOT 8 BLOCK 7	50' x 60' HANGAR	ULT.
LOT 9 BLOCK 7	50' x 60' HANGAR	ULT.
LOT 10 BLOCK 7	70' x 75' HANGAR	ULT.
LOT 11 BLOCK 7	70' x 75' HANGAR	ULT.
LOT 12 BLOCK 7	70' x 75' HANGAR	ULT.
LOT 13 BLOCK 7	70' x 75' HANGAR	ULT.
LOT 14 BLOCK 7	70' x 75' HANGAR	ULT.
LOT 1 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 2 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 3 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 4 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 5 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 6 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 7 BLOCK 8	75' x 75' HANGAR	ULT.
LOT 8 BLOCK 8	75' x 75' HANGAR	ULT.
FBO1	100' x 112' FBO	ULT.
FBO2	100' x 112' FBO	ULT.
FBO3	112' x 230' FBO	ULT.
FH	FIRE HALL	ULT.
SRE	SRE BUILDING	3560.0
ADMIN	ADMIN BUILDING	ULT.

VERIFY SCALE AND COLOR!
THIS SHEET MAY BE REDUCED AND IS INTENDED TO BE IN COLOR. THE BAR BELOW WILL MEASURE ONE INCH AT ORIGINAL DESIGN SCALE AND RED, GREEN, AND BLUE WILL BE VISIBLE IF REPRODUCED CORRECTLY.
MODIFY SCALE ACCORDINGLY!

REVISIONS

NO.	DESCRIPTION	BY	DATE
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P:\0442-STEVENSVILLE_AIRPORT\000-MASTER\ALP\2025\ACAD\SHEETS\8-9 SOUTH TERMINAL AND HANGAR AREA PLAN.DWG PLOTTED BY:TYLER S. REED ON Aug/24/2026

Morrison Maierle
engineers ▪ surveyors ▪ planners ▪ scientists
1055 Mount Avenue
Missoula, MT 59801
406.542.8880
www.m-m.net

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DRAWN BY: KJK/SDC
DSGN. BY: -
APPR. BY: TSR
DATE: 02/2026
Q.C. REVIEW BY: SE
DATE: 05/2025

STEVENSVILLE AIRPORT
STEVENSVILLE MONTANA
SOUTH TERMINAL AND HANGAR AREA PLAN

PROJECT NUMBER 0442.016
SHEET NUMBER 8-9

EXHIBIT 'A'

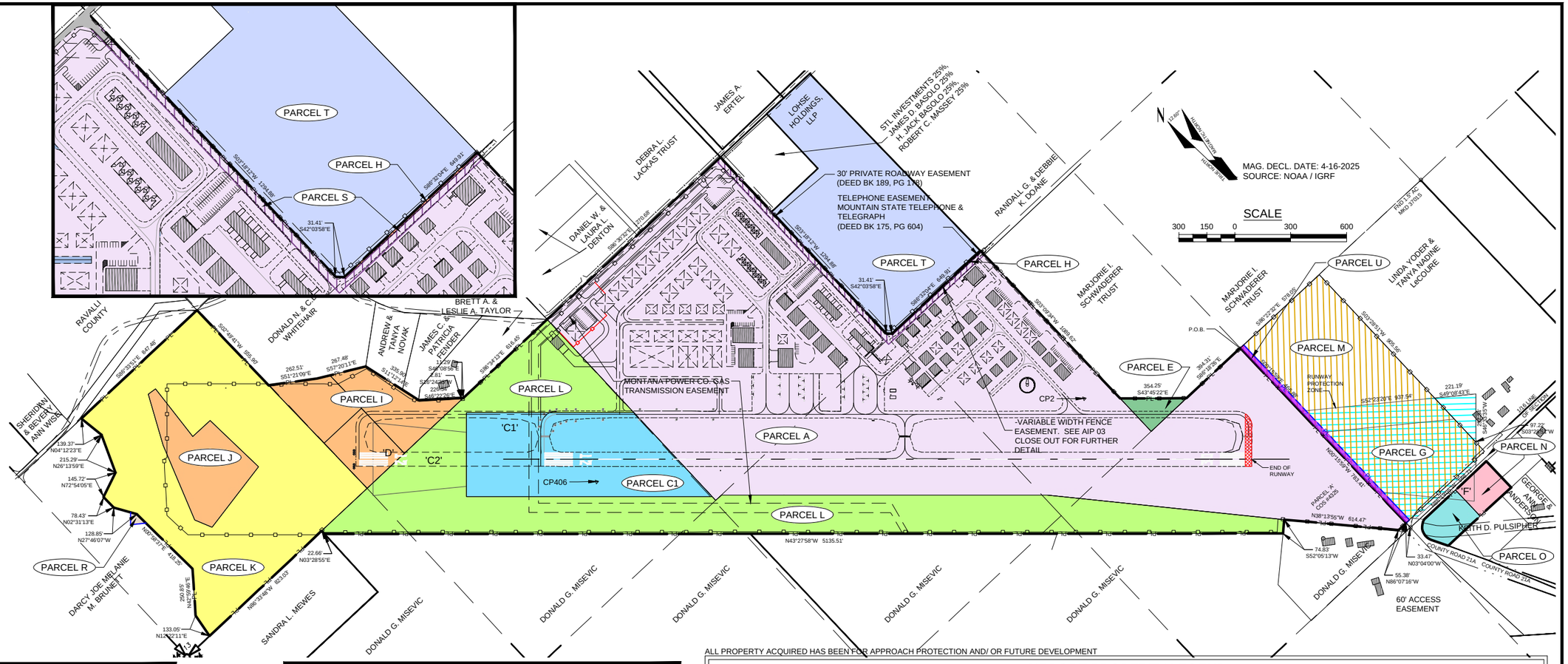
LEGAL DESCRIPTION
STEVENSVILLE AIRPORT PROPERTY, EASEMENTS, LEASES
(CANNOT BE USED FOR THE TRANSFER OF PROPERTY)
MAY, 2003

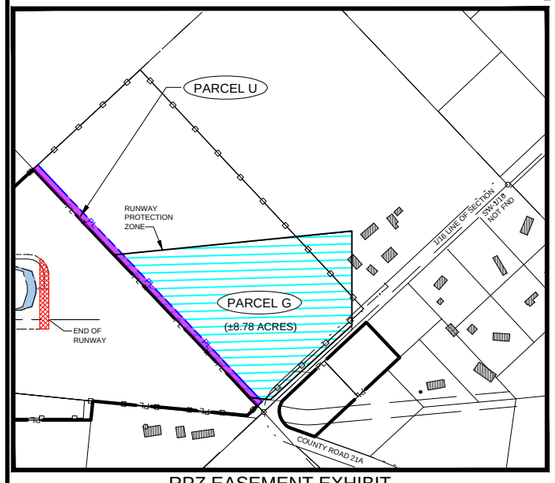
A TRACT OF LAND LOCATED IN SECTION 13 & 24, TOWNSHIP 9 NORTH, RANGE 20 WEST, SECTION 19 AND 30, TOWNSHIP 9 NORTH, RANGE 19 WEST, PRINCIPAL MONTANA MERIDIAN; RAVALLI COUNTY, MONTANA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BASIS OF BEARING:
BEARING ARE GEODETIC, DERIVED FROM GPS OBSERVATIONS WITH SURVEY-GRADE RECEIVERS AND REFERENCED TO THE MERIDIAN AT NAD 83 NORTH LATITUDE 46°31'35.6" AND WEST LONGITUDE 114°03'10.8".

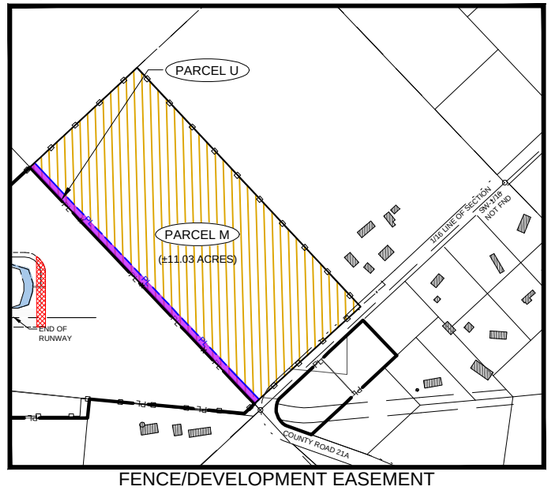
BEGINNING AT THE EAST QUARTER CORNER OF SAID SECTION 24, TOWNSHIP 9 NORTH, RANGE 20 WEST AND THE TRUE POINT OF BEGINNING;

Thence , South 86°22'32" East a distance of 578.05 feet;
Thence , South 03°28'51" West a distance of 905.56 feet;
Thence , South 49°08'43" East a distance of 221.19 feet;
Thence , South 46°33'55" West a distance of 257.34 feet;
Thence , South 03°28'51" West a distance of 97.22 feet;
Thence , North 89°19'05" West a distance of 568.71 feet;
Thence , North 03°04'00" West a distance of 33.47 feet;
Thence , North 86°07'15" West a distance of 55.38 feet;
Thence , North 38°13'55" West a distance of 614.47 feet;
Thence , South 52°05'13" West a distance of 74.83 feet;
Thence , North 43°27'58" West a distance of 5135.51 feet;
Thence , North 03°28'55" East a distance of 22.66 feet;
Thence , North 86°33'48" West a distance of 823.03 feet;
Thence , North 12°22'11" East a distance of 133.05 feet;
Thence , North 42°59'46" East a distance of 250.85 feet;
Thence , North 00°58'37" East a distance of 418.25 feet;
Thence , North 27°46'07" West a distance of 128.85 feet;
Thence , North 02°31'13" East a distance of 78.43 feet;
Thence , North 72°54'05" East a distance of 145.72 feet;
Thence , North 26°13'59" East a distance of 215.29 feet;
Thence , North 04°12'23" West a distance of 139.37 feet;
Thence , South 86°33'51" East a distance of 847.48 feet;
Thence , South 02°49'41" West a distance of 555.90 feet;
Thence , South 51°21'09" East a distance of 262.51 feet;
Thence , South 57°20'11" East a distance of 267.48 feet;
Thence , South 11°12'14" East a distance of 335.90 feet;
Thence , South 46°22'26" East a distance of 226.54 feet;
Thence , South 16°24'35" West a distance of 2.81 feet;
Thence , South 46°08'56" East a distance of 11.29 feet;
Thence , South 86°34'13" East a distance of 616.45 feet;
Thence , South 86°30'32" East a distance of 1270.68 feet;
Thence , South 03°18'12" West a distance of 1294.88 feet;
Thence , South 42°03'58" East a distance of 31.41 feet;
Thence , South 86°32'04" East a distance of 649.91 feet;
Thence , South 03°09'34" West a distance of 1089.62 feet;
Thence , South 43°45'22" East a distance of 354.25 feet;
Thence , South 86°18'26" East a distance of 394.31 feet to the Point of Beginning. The Airport boundary also includes Lots 2 & 3 of Hilltop West Subdivision.





RPZ EASEMENT EXHIBIT
PARCEL G



FENCE/DEVELOPMENT EASEMENT
PARCEL M

THIS EASEMENT IS TO REMAIN CLEAR OF ALL OBJECTS, STRUCTURES, AND VEGETATION THAT EXCEED THE LIMITS OF A 34:1 SLOPE IN THE "APPROACH SURFACE" OR A 7:1 SLOPE IN THE "TRANSITIONAL SURFACE" AS THOSE SURFACES ARE DEFINED IN SECTION 77.25. THE LAND IS TO BE USED FOR HAY PRODUCTION AGRICULTURAL USE ONLY. RESTRICTIONS ARE PRESENT FOR THE TYPE OF AGRICULTURAL USE. SEE WRITTEN EASEMENT FOR FURTHER DETAIL. NOTE THAT THE 1/16TH LINE BEARING VARIES BETWEEN THE EXHIBITS AND THE LEGAL DESCRIPTION DUE TO VARYING BASIS OF BEARING.

ALL PROPERTY ACQUIRED HAS BEEN FOR APPROACH PROTECTION AND/ OR FUTURE DEVELOPMENT

AIRPORT PROPERTY LEGEND

PARCEL NO.	GRANTOR	GRANTEE	TYPE OF INTEREST	LAND RECORDS OF CLERK & RECORDER, RAVALLI COUNTY, MONTANA						FAA PROJECT NO.
				ACRES	DATE	DOCUMENT	BOOK	PAGE	C.O.S.	
'A' (1)	RAVALLI COUNTY	TOWN OF STEVENSVILLE	FEE	93.79	3/2/80		154	861	COS 609416R	NONE
'C1'	ROY B. SAWHILL	TOWN OF STEVENSVILLE	FEE	11.43	4/27/81		158	11		ADAP 5-30-0044-01
'E' (2)	MARJORIE I. SCHWADERER	TOWN OF STEVENSVILLE	FEE	0.72	10/22/96		220	325	COS 5151R	ADAP 5-30-0044-01
'G'	LINDA YODER & TANYA NADINE LeCOURE	TOWN OF STEVENSVILLE	AVIGATION EASEMENT	8.78	9/10/021	501803				ADAP 5-30-0044-01
'H'	DOUGLAS A. & ANTONIA J. PALMER	TOWN OF STEVENSVILLE	FEE	0.11	7/6/94	PARCEL 7B	210	421	COS 5151R	NONE
'I' (3)	JACK D. & CECELIE K. FILCHER	TOWN OF STEVENSVILLE	FEE	7.19	12/4/96		220	326	COS 2986	
'J'	BRIAN J. & GWYNETH J. SORENSON	TOWN OF STEVENSVILLE	FEE	4.31	11/30/00	472874			COS 4427	AIP 3-30-0044-03
'K'	CARL SAUNDERS	TOWN OF STEVENSVILLE	FEE	25.47	7/24/01	482423			COS 4427	AIP 3-30-0044-03
'L' (4)	DONALD J. SAWHILL, WALLACE C. SAWHILL, ROY B. SAWHILL, CHARLES F. SAWHILL, ROBERT H. SAWHILL	TOWN OF STEVENSVILLE	FEE	31.02	10/15/08	521846			COS 609416R	AIP 3-30-0044-03
'M'	LINDA YODER & TANYA NADINE LeCOURE	TOWN OF STEVENSVILLE	FENCE EASEMENT	11.03	9/10/02	501802				AIP 3-30-0044-03
'N' (5)	BILL M. BROWN & SANDRA S. BROWN	TOWN OF STEVENSVILLE	FEE	1.00	3/7/02	492641				AIP 3-30-0044-03
'O' (5)	CASS FAMILY TRUST	TOWN OF STEVENSVILLE	FEE	1.18	9/18/02	502255				AIP 3-30-0044-03
'R'	DARCY JOE AND MELANIE M. BRUNETT			0.08						FUTURE ACQUISITION
'S'	ZIGAY - JGS DEVELOPMENT	TOWN OF STEVENSVILLE	FENCE EASEMENT	1.26	2/19/04	531087				AIP 3-30-0044-03
'T'	LOHSE HOLDINGS, LLP			16.94						FUTURE ACQUISITION
'U'	LINDA YODER & TANYA NADINE LeCOURE			0.75						FUTURE ACQUISITION

PARCELS 'G' AND 'M' ARE DESIGNATED FOR FUTURE LAND ACQUISITIONS FOR RPZ PROTECTION WITH ULTIMATE DEVELOPMENT

(1) PARCEL 'A' WAS DEEDED TO THE TOWN OF STEVENSVILLE FROM RAVALLI COUNTY WITH A REVERSIONARY CLAUSE, SHOULD THE PROPERTY BE OFFERED FOR SALE OR NO LONGER USED AS AN AIRPORT FACILITY.

PARCEL 'A' IS SUBJECT TO THE FOLLOWING EASEMENTS:

BOOK 189, PAGE 178 - 30' ROADWAY ACCESS TO SCHWADERER.
BOOK 175, PAGE 604 - TELEPHONE EASEMENT OVER ROADWAY TO MOUNTAIN STATES TELEPHONE & TELEGRAPH
BOOK 110, PAGE 523 - 50' GAS TRANSMISSION LINE TO MONTANA POWER COMPANY

(2) PARCEL 'E', COS 5151R CONSISTS OF THE AGGREGATE OF PARCEL 'E' ACQUIRED BY THE TOWN OF STEVENSVILLE IN BOOK 158, PAGE 588 AND PORTION 'A' ACQUIRED BY THE TOWN OF STEVENSVILLE IN AN AGREEMENT DATED 9/12/94 AND RECORDED IN PERMANENT FILE 7985, 10/4/94, WARRANTY DEED BOOK 220, PAGE 325.

(3) PARCEL 'I', COS 2986 INCLUDES THE ORIGINAL AVIATION EASEMENT IDENTIFIED AS PARCEL 'D' ON THE PREVIOUS EXHIBIT 'A' PROPERTY MAP.

(4) PARCEL 'L', COS 521845 INCLUDES THE ORIGINAL AVIATION EASEMENT IDENTIFIED AS PARCEL 'C2' ON THE PREVIOUS EXHIBIT 'A' PROPERTY MAP.

(5) PARCELS 'N' AND 'O', HILLTOP WEST PLAT INCLUDE THE ORIGINAL AVIATION EASEMENT IDENTIFIED AS PARCEL 'F' ON THE PREVIOUS EXHIBIT 'A' PROPERTY MAP.

CONTROL POINTS

NAME	NORTHING	EASTING	ELEVATION	DESCRIPTION
CP2	862220.8410	824658.1050	3595.8510	1" PLASTIC CAP
CP406	863810.0040	822540.7710	3544.4140	2" AC

VERIFY SCALE AND COLOR!
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MODIFY SCALE ACCORDINGLY!

REVISIONS

NO.	DESCRIPTION	BY	DATE
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P:\0442-STEVENSVILLE_AIRPORT\000-MASTER\ALP\2025\ACAD\SHEETS\9-9 AIRPORT PROPERTY MAP.DWG PLOTTED BY:TYLER S. REED ON Aug/24/2026

Morrison Maierle
engineers ▪ surveyors ▪ planners ▪ scientists
1055 Mount Avenue
Missoula, MT 59801
406.542.8880
www.m-m.net

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DRAWN BY: KJK/SDC
DSGN. BY: ____
APPR. BY: TSR
DATE: 02/2026
Q.C. REVIEW
BY: SE
DATE: 05/2025

STEVENSVILLE AIRPORT
STEVENSVILLE MONTANA
AIRPORT PROPERTY MAP

PROJECT NUMBER 0442.016
SHEET NUMBER 9-9

File Attachments for Item:

e. Discussion/Decision: Resolution NO. 603 a Resolution Declaring 5th Friday Training Day Town Hall Closures for Staff and Council Training

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:	11/12/2026
Agenda Topic:	Discussion/Decision: Resolution NO. 603 a Resolution Declaring 5th Friday Training Day Town Hall Closures for Staff and Council Training
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/12/2026
Notes:	

RESOLUTION NO. 603

A RESOLUTION DECLARING 5th FRIDAY TRAINING DAY TOWN HALL CLOSURES FOR STAFF AND COUNCIL TRAINING

WHEREAS, the Town of Stevensville Town Council at their January 9, 2020 Town Council Meeting voted in favor of Town Hall closing on a 5th Friday in months that have more than 4 Fridays, for the purpose of staff and council training. The first training session/meeting took place on January 31, 2020; and

WHEREAS, the Town of Stevensville Town Council at their February 13, 2020 Town Council Meeting voted in favor of Town Hall closing on a 5th Friday in months that have more than 4 Fridays, for the purpose of staff and council training; and

WHEREAS, the Town of Stevensville is seeking the Town Council's official consent to close Town Hall on the 5th Friday of the month when a month has more than 4 Fridays for the purpose of staff and town council training; and.

WHEREAS, the administration and staff have seen and experienced the benefits of conducting 5th Friday Training Sessions.

THEREFORE, BE IT RESOLVED that the Town of Stevensville Town Council hereby establishes the policy to be known as the 5th Friday Training Day, set to occur in all months that have a 5th Friday and hereby approves 5th Friday Training Day closures of Town Hall for purpose of Staff and Council Training Sessions. Be it further resolved that a 5th Friday Training Day agenda shall be generated and approved by the Mayor's Office, the agenda shall be noticed and posted in the same manner as a Town Council Agenda.

Passed and Adopted by the Town Council of the Town of Stevensville dated this 12th day of November 2026.

APPROVED: **ATTEST:**

_____ _____

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

File Attachments for Item:

f. Discussion/Decision: Approval of Website Provider for the Town of Stevensville

Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Gina Crowe
Second Person Submitting the Agenda Item:	Jenelle Berthoud
Submitter Title:	Finance Officer, Town Clerk
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	11/12/2026
Agenda Topic:	Discussion/Decision: Approval of Website Provider for the Town of Stevensville
Backup Documents Attached?	Yes, 3 Quotes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/12/2026
Notes:	The administration has reviewed the three proposals from: Civic Plus First Call Town Web The town clerk, deputy clerk and finance officer have chosen Town Web as the preferred website provider. Town Web provides the features, assistance and tools to support the needs of the staff and the community.

TOWNWEB®

Municipal Websites & Software



For The Clerk Wearing Too Many Hats

A MESSAGE FROM OUR FOUNDER

To the Clerk who keeps it all together,

There are some things nobody tells you about this job.

That you'd be answering phone calls all day, fielding complaints, and in many cases becoming the town's entire IT Department.

One vendor for this, another for that. They don't talk to each other, yet they all seem to disappear the moment something goes wrong.

Town Web exists because we believe that the person holding the town together deserves software that holds them up in return.

Dustin Deutsch :)

founder, Town Web

We Build Websites for the Person Who Runs It

Town Web started with a simple observation: municipalities needed better websites.

What we didn't expect was who would be running these sites. It wasn't an IT department, or a web team. It was the same person wearing every other hat: the Clerk.

- **Disconnected systems**
- **Manual workflows**
- **Tools that weren't built around the Clerk's role**
- **Inconsistent support from third-party vendors**

So we built the whole thing around you.

Town Web is the municipal website and communications platform built for Clerks, with connected Digital Tools for forms, payments, reservations, and meeting minutes.

The Clerk’s Predicament

All across the United States, municipalities are required to meet a growing list of requirements: ADA accessibility standards, open records laws, public notice deadlines, and more.

In many cities and towns, all of that responsibility lands on one person: the Clerk.

On a random Tuesday, a Clerk might handle five calls, post a public meeting notice, process a building permit, update the town website, coordinate an election, and ensure compliance with a new state mandate… all before lunch.

Imagine a municipal Clerk as an **air traffic controller.**

Every permit, meeting, document, and resident request is a plane circling overhead, waiting to land safely and on time. The Clerk is in the tower, directing traffic so nothing collides.

But the control systems don't talk to each other. Some of them barely work. The tools don’t match the job, so half the planes don't know which runway to use.

No air traffic controller could thrive under those conditions. And yet, this is the system you’re expected to work with.

We built Town Web to change that.



01 Your Website: The Face Of Your Community

Town Web websites are built for Clerks and their staff, not just for the IT department (if you even have one). Our websites are designed to close the **Broadcast Gap.**

> ***The Broadcast Gap:*** When information goes out, but no one receives it or reads it.
>
> ***Consequence*:** Residents are left uninformed, and if there's something they really want to know about, they're forced to call or visit in person.

SOLUTION

Residents get the information they need, fast, with one simple workflow: Post Once, Notify Everyone.

FOR CLERKS, THIS MEANS...

One login, one post, and it's done. Fewer follow-up calls, fewer repeated questions, and a lot more breathing room in your day.

FOR RESIDENTS, THIS MEANS...

They receive proactive notifications on their phone the moment something is posted. No more searching, no more missing updates.

02 Online Forms

Many municipalities still run on paper forms, email threads, and manual tracking. And too often, important information gets lost in **The Filing Cabinet Abyss.**

> ***The Filing Cabinet Abyss:*** When forms, applications, work orders, and requests are scattered across filing cabinets, inboxes, and spreadsheets making it difficult to manage efficiently.
>
> ***Consequence*:** The Clerk becomes an archaeologist, constantly digging for information. Following up on missing details, manually routing requests, and more. Residents are forced to call, visit in person, or wait until they hear back regarding their request.

SOLUTION

A citizens' digital portal where digital forms, payments & reservations are handled in one convenient place.

FOR CLERKS, THIS MEANS...

Everything is submitted, tracked, and managed in one place within your dashboard. When it's time to act, you or any department manager can log in to approve or deny with a single click.

FOR RESIDENTS, THIS MEANS...

Submitting a request becomes quick and easy. No need to call in or drive to Town Hall to check on the status. Just a few clicks and it's done. Yes, even in their pajamas.

03 Online Payments

When paying a fee means writing a check and hunting down a stamp to mail it in or driving to Town Hall, most residents will put it off. That's what we call **Municipal Fee Friction.**

> ***Municipal Fee Friction:*** When the payment process has enough steps, barriers, and inconveniences that residents procrastinate or don't complete it at all.
>
> ***Consequence*:** Incomplete payments and missed deadlines create **The Municipal Payment Gap.**
>
> ***The Municipal Payment Gap:*** The disconnect between payments owed and payments received. This forces the Clerk to track down what fell through the cracks.

SOLUTION | **Frictionless payments that lead to Same-Day Government.**

> ***Same-Day Government:*** When civic services are as fast and convenient as Amazon, and getting a permit feels as simple as getting a package.

FOR CLERKS, THIS MEANS...

No more manual receipts, no more follow-up calls. Every payment is automatically recorded, tracked, and organized in one dashboard so you always know exactly where things stand.

FOR RESIDENTS, THIS MEANS...

No cash, no checks, no trips to Town Hall. Residents pay faster, and they gain a better impression of their local government.

04 ClerkMinutes®

ClerkMinutes is your start-to-finish meeting workflow for government, including agenda building, AI transcription, multi-speaker attribution, motion tracking, public comment, approval workflows, and searchable archives.

When the meeting ends, your work is just getting started. Transcribing, tracking down missing details, formatting, publishing to the website. You're expected to do a 21st-century job using last-century tools. And until it's all done, residents are left in the dark about decisions that directly affect their community. We call this **The Meeting-To-Minutes Lag.**

> ***The Meeting-To-Minutes Lag:*** When decisions are made but are not yet accessible to the public.
>
> ***Consequence:*** Residents lose trust in their government's transparency, while the Clerk feels pressure to complete hours of busywork just to keep the town informed.

SOLUTION | **AI-powered tools that turn hours of manual work into minutes.**

FOR CLERKS, THIS MEANS...

Upload the recording and let AI do the rest. No transcribing, no chasing departments, no last-minute scrambling. The result is a more streamlined process, less internal friction, and a system you can rely on.

FOR RESIDENTS, THIS MEANS...

No more wondering what happened at last night's meeting. The moment agendas and minutes are posted, residents get notified instantly on their phone.

05 Facility Bookings

A resident calls to check availability. You check the calendar, call two departments, collect a deposit by check, send a reminder, then follow up when the payment doesn't arrive on time. Ring a bell? That's **The Facility Booking Shuffle.**

> ***The Facility Booking Shuffle:*** When the Clerk becomes the entire booking system. They're responsible for managing availability, coordinating between departments, and playing Facility Phone Tag with residents and staff.
>
> ***Consequence*:** Excessive coordination for every single booking, underutilized facilities, and reduced revenue for the municipality.



SOLUTION

Airbnb-style booking that makes facility reservations as easy as planning a weekend trip.



FOR CLERKS, THIS MEANS...

No more manual calendars, availability checks, or chasing deposits. Bookings, payments, and reminders are handled automatically.



FOR RESIDENTS, THIS MEANS...

Booking a facility becomes as easy as using Airbnb. Check availability, pick a date, pay online. Done.

06 Done-For-You Clerk Support

If you're pulling double-duty (or triple!) as the Clerk, and occasionally you stand in as the ad-hoc finance director and HR manager, you may as well update your LinkedIn profile: “CEO”, Chief Everything Officer.

Sound familiar? We refer to this as **The Job Doubled; Your Team Didn't.**

> ***The Job Doubled; Your Team Didn't:*** When the Clerk is responsible for so many roles that there's simply no bandwidth left to manage, maintain, or troubleshoot new technology.
>
> ***Consequence*:** Things fall through the cracks. Updates don't get posted. Residents don't get informed. The Clerk carries the weight of a broken system on top of an overwhelming workload.

On top of this, some Clerks prefer a phone call over a help ticket. They know their job; they just need someone who knows the technology. When this Clerk is left without support, it’s called The **Human Support Gap.**

> ***The Human Support Gap:*** When there's no real person to call. Just tickets, wait times, and the sinking feeling that nobody's in your corner.

The Job Doubled; Your Team Didn't and The Human Support Gap lead to the same outcome: Simple tasks become stressful, updates get delayed, and the overwhelm builds.

SOLUTION | **Extra Hands, On Demand.**

FOR CLERKS, THIS MEANS...

No ticket numbers. No automated responses. Email or call us, and within 20 minutes, it's handled by a real person (who

FOR RESIDENTS, THIS MEANS...

Quicker notifications, faster updates, and shorter wait times. When your town moves this fast, residents feel

A Partner You Can Rely On

Choosing a new platform is a big decision. Here's what sets Town Web apart:

01 **Proven Experience**

Serving municipalities since 2007, powering 800+ cities and towns across the U.S.

02 **No Hidden Fees**

The price you see is the price you pay. No surprises, no fine print.

03 **A+ Customer Support**

Real people, easy to reach, ready to help. Whether you've been with us for one year or ten, you'll always feel like a priority.

04 **Safe, Structured Transitions**

Our proven migration process ensures that everything moves safely. Nothing lost and nothing left behind.

05 **Clerk-Centered Growth**

We're committed to long-term partnership. 536 customers have been with us for 10+ years. Our platform is designed to evolve with your municipality, not hold it back.

06 **No Annual Price Increases**

Your rate is locked in for the term of your contract. Period.

Let Town Web Take Care of You, So You Can Take Care of Your Community.

After nearly two decades and 800+ municipalities, one thing has never changed: we show up for Clerks the way Clerks show up for their communities. Every feature, every update, every phone call we answer starts and ends with you. So when you walk into that board meeting, know we're in your corner. It would be an honor to serve you and your community.

Regards,

Philip Galicia

· phil@townweb.com

Town of Stevensville Proposed Pricing

Description	Price	Qty	Subtotal
Community Foundation **Includes:** • **Premier Web Design** • **Web Hosting, Maintenance, & Domain Management** • **Content Migration** • **24/7 Technical Support** • **Subscription Management** • **Emergency Alerts & Notifications** • **Digital Forms (up to 5)** • **311 Citizen Reporting Tool** • **Accessibility Report**			$2,220/year
☐ **opt: Custom Web Design & Setup (one-time)**			$9,000
☐ **optional: Community Foundation with Payments** **Includes:** • **Digital Forms with Workflows (up to 10)** • **Online Payments (Unlimited) and Reservation Module (up to 5)**			$1,000/year
☐ **optional: Facebook Syndication**			$300/year
☐ **optional: ClerkMinutes Starter (AI-Generated Agenda & Minutes Software)** *Includes:* • *Up to 3 Boards/Departments* • *Up to 5 Meetings*			$1,188/year
☐ **optional: Branded Email Addresses with Archiving** *Powered by Google and Jatheon Archiving*	$252/year	1	$252/year
Vanteve: Website Chatbot (1-year FREE) *Included at no additional cost for 1 year as part of our limited-time beta program. Allows residents to interact with the Village website, ask questions, and find information about Village services, departments, meetings, documents, and other municipal resources*			
TOTAL PER YEAR			**$2,220**

Town of Stevensville Signature Page

At Town Web Design, LLC, we want to make sure that the Town of Stevensville's new digital solution is the last municipal digital solution that you'll ever need. You can be proud that your residents, tourists, and visitors will never say your municipal services are outdated.

The term of the contract is five years.

The 1st year's fee: $2,220.00.

The 1st year's fee will be invoiced the day after the proposal is signed and is due 30 days after invoicing.

The 2nd year's fee: $2,220.00.

The 3rd year's fee: $2,220.00.

The 4th year's fee: $2,220.00.

The 5th year's fee: $2,220.00.

By signing this quote, you will get everything listed in the Pricing Details section of the proposal.

1. Website and Communication Platform

Your residents can gain 100% transparency in municipal decision-making by elected officials. They can stay up-to-date on topics that are important to them. They will be able to get instant notifications whenever categories they've subscribed to have new items posted.

2. Payment Solution that Reduces Your Workload

Town Web's Online Digital Solution is the world's most advanced payment platform for local government. It allows anything to be paid using any funding source through any device. Our solution is built to slash the administrative workloads of busy staff across America. Likewise, it provides the convenience that millions of demanding citizens want to have.

3. 24x7 Technical Support that is "All-You-Can-Eat"

Your municipal staff at the Town of Stevensville will love having us as your website provider because they will be able to rely on us for anything related to your website. All it takes is a call, email, or chat message (including Facebook Messenger), and we can help them with their question or issue; for no additional charges, we can even post or edit something on their behalf. This type of support will save you and your staff time and money.

To accept this quote, you can electronically sign it below, or sign and fax it to 321-600-9008. Once we have a signed copy, we will email you an invoice.

Once the invoice is paid, your Account Manager, Aleksandra, will contact you to schedule your Onboarding meeting!

SIGNATURE
Gina Crowe

Phone: 4065401969

Email: cfranks@firstsolution.com

Web: www.firstsolution.com

We have prepared a quote for you

Web Build & Ongoing Care Package

Quote 200095

Prepared for:

Town of Stevensville

Gina Crowe
finance@townofstevensville.gov

Thank you for considering First Call for your Digital Marketing needs.

Please review your proposal below. We built into your web package some coverages that support your organization's needs, including:

- The need for a new design/build
- Review of user experience/user interface for improvements
- Ongoing web support for updates/changes
- Internal training
- Codification transfer
- Web security & compliance implementation and management

If you have any questions about this proposal, please message Cassia Franks at webhelp@firstsolution.com. Thank you.

FirstCall
WE MAKE IT BETTER!

Quote

First Call
500 N HIGGINS AVE STE 201
MISSOULA, MT 59802
United States

T: 4065401969

Quote #	**200095**
Date	**11-08-2026**
Expires	**11-22-2026**
Contact	**Cassia Franks**

Prepared for

Town of Stevensville
Gina Crowe
206 Buck St
Stevensville, MT 59870
United States

T: 4067772946 x103
E: finance@townofstevensville.gov

ACCEPT QUOTE

Web Build & Ongoing Care Package

Agreement (Monthly Recurring)

Monthly Fees

Item	Qty	Price	Total
Web Build Package	1	$500.00	**$500.00**†

This proposal covers the following elements of your Web Package.

- Project Management & Administration
- Web Design, Build, Launch
- Web Maintenance (Quarterly performance reports and site improvements)
- Web Security & Compliance
- 3rd Party Integrations
- Help Desk (up to 12 hours per year)

Project Management & Administrative Agreement Deliverables:

- Project Spool Up
- Project Management
- Meeting Coordination
- Essential Brand Strategy and Brand Elements

Web Design, Build, Launch

- Website Design, Build, Launch for the current listed site map of 30 displayed pages
- Copywriting plan and execution
- Content population and layout (home and interior pages)

Web Maintenance

- Hosting
- Content management system setup
- Tools/plugin licensing from core stack
- Domain registration & renewal
- Analytics & site tracking
- Quarterly performance reports with recommendations

Web Security & Compliance

- Security Controls
- Security Plugins
- Compliance configurations for HIPAA and ADA

3rd Party Integrations

- Set up and configuration of the Codification functionality on the site
- *No other integrations have been discussed or quoted for*

Help Desk

- Up to 12 hours per year of included Help Desk support
- Internal training for team members

Client Requirements:

- 3 key 30-minute executive-level meetings with the First Call Marketing Team for strategy and branding essentials.
- Ongoing Project Collaboration
- Access to existing marketing materials and other digital assets/reporting as requested from the First Call Marketing team

Billing: The agreement is billed monthly at the beginning of the month. Credit card, e-check or ACH payment is required.

Time-Frame: Depends on size of site but typically the new site is live within 90-200 days days after project kick off meeting.

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† *Non-taxable item*

Total Monthly **$500.00 USD**

Please contact us if you have any questions.

ACCEPT QUOTE

Term Length in Months: 36

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-123955-1
CivicPlus Pricing Approval Date: 11/3/2026 9:59 AM
Expires On: 12/1/2026

Client:
Town of Stevensville, MT

Bill To:
STEVENSVILLE TOWN, MONTANA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Rewen Reyes		rewen.reyes@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM: Year 1 Annual Fee Discount	Year 1 Annual Fee Discount

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Conversion Pro Premium Implementation	Includes config. of up to 6 existing meeting types, up to 6 existing boards, 1 approval workflow per existing meeting type, 1 existing staff report, access to 4h of group training, 1h of consulting and recorded training resources

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee
1.00	AMM Select: AI Editing Assistant	AI Editing Assistant is an optional AMMS feature that enables authorized users to enhance agenda and meeting content using integrated AI tools to generate, summarize, rewrite, or polish text in fields like item descriptions, fiscal info, and minutes.

Total Investment - Initial Term	USD 2,310.00
Annual Recurring Services (Subject to Uplift)	USD 5,000.00

Initial Term	12/1/2026 - 11/30/2027, Renewal Term 12/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-123955-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
_____	_____
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:

_____
Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____
Mailing Address: (If different from above)

_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

CIVICPLUS

302 South 4th Street, Suite 500
Manhattan, KS 66502
P. 888-228-2233 ext. 291

Contract #: 00125108
As of Date: 05/02/2027
Renewal Date: 06/01/2027

Client:
Town of Stevensville, MT

Bill To:
STEVENSVILLE TOWN, MONTANA

QTY	DESCRIPTION
1	Municode Codification Administrative Support Fee
	Renewal Total: $248.06

1. This renewal Statement of Work ("SOW") is between Town of Stevensville, MT (“Customer”) and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement (“MSA”) and the applicable Solutions and Products terms found at: http://www.civicplus.help/hc/p/legal-stuff (collectively, the “Terms and Conditions”). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the “Agreement”). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the “Services”).
2. This SOW shall remain in effect for an initial term beginning 06/01/2027 and continuing for one year (“Initial Term”). In the event that neither party gives 60 days’ notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW shall automatically renew for any number of additional twelve month renewal terms (“Renewal Term”). The Initial Term and all Renewal Terms are collectively referred to as the “Term”.
3. The Renewal Total shall be invoiced on the first day of the Initial Term and the first day of each Renewal Term. Renewal Term Total Annual Services shall be subject to a 5% annual increase beginning with the first renewal term. Customer shall pay all invoices within 30 days.
4. Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.
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For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

If a PO Number is required, please send to accounting@civicplus.com

Estimate

302 South 4th Street, Suite 500
Manhattan, KS 66502
P. 888-228-2233 ext. 291

Contract #: 00139310
As of Date: 09/01/2027
Renewal Date: 10/01/2027

Client:
Town of Stevensville, MT

Bill To:
STEVENSVILLE TOWN, MONTANA

QTY	DESCRIPTION
1	Online Code Hosting
	Renewal Total: $636.69

1. This renewal Statement of Work ("SOW") is between Town of Stevensville, MT (“Customer”) and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement (“MSA”) and the applicable Solutions and Products terms found at: http://www.civicplus.help/hc/p/legal-stuff (collectively, the “Terms and Conditions”). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the “Agreement”). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the “Services”).
2. This SOW shall remain in effect for an initial term beginning 10/01/2027 and continuing for one year (“Initial Term”). In the event that neither party gives 60 days’ notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW shall automatically renew for any number of additional twelve month renewal terms (“Renewal Term”). The Initial Term and all Renewal Terms are collectively referred to as the “Term”.
3. The Renewal Total shall be invoiced on the first day of the Initial Term and the first day of each Renewal Term. Renewal Term Total Annual Services shall be subject to a 5% annual increase beginning with the first renewal term. Customer shall pay all invoices within 30 days.
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For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

If a PO Number is required, please send to accounting@civicplus.com

Estimate

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-123707-1
CivicPlus Pricing Approval Date: 11/3/2026 9:59 AM
Expires On: 1/1/2027

Client:
Town of Stevensville, MT

Bill To:
STEVENSVILLE TOWN, MONTANA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Rewen Reyes		rewen.reyes@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup (http://URL)
1.00	Municipal Websites Central: Migration Standard Implementation	Includes full setup and configuration of the approved website design
1.00	Municipal Websites Central: Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated
1.00	Municipal Websites Central: Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.
1.00	Municipal Websites Central: Blended Training	Included blended system training, online learning paired with access to a trainer for a 1-hour for questions and learning reinforcement.

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Municipal Websites Central: Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: URL
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: URL

Total Investment - Initial Term	USD 2,410.76
Annual Recurring Services (Subject to Uplift)	USD 5,000.00

Initial Term	1/1/2027 - 12/31/2027, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

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Acceptance of Quote # Q-123707-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
_____	_____
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:

_____
Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____
Mailing Address: (If different from above)

_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

302 South 4th Street, Suite 500
Manhattan, KS 66502
P. 888-228-2233 ext. 291

Contract #: 00143704
As of Date: 11/01/2027
Renewal Date: 12/01/2027

Client:
Town of Stevensville, MT

Bill To:
STEVENSVILLE TOWN, MONTANA

QTY	DESCRIPTION
	Renewal Total: $405.17

1. This renewal Statement of Work ("SOW") is between Town of Stevensville, MT (“Customer”) and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement (“MSA”) and the applicable Solutions and Products terms found at: http://www.civicplus.help/hc/p/legal-stuff (collectively, the “Terms and Conditions”). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the “Agreement”). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the “Services”).
2. This SOW shall remain in effect for an initial term beginning 12/01/2027 and continuing for one year (“Initial Term”). In the event that neither party gives 60 days’ notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW shall automatically renew for any number of additional twelve month renewal terms (“Renewal Term”). The Initial Term and all Renewal Terms are collectively referred to as the “Term”.
3. The Renewal Total shall be invoiced on the first day of the Initial Term and the first day of each Renewal Term. Renewal Term Total Annual Services shall be subject to a 5% annual increase beginning with the first renewal term. Customer shall pay all invoices within 30 days.
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If a PO Number is required, please send to accounting@civicplus.com

Estimate

File Attachments for Item:

g. Informational: Paying Your Water and Sewer Bill through the Town of Stevensville Website

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:	11/12/2026
Agenda Topic:	Informational: Paying Your Water and Sewer Bill through the Town of Stevensville Website
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/12/2026
Notes:	The Town of Stevensville will be looking at changes and or upgrades to the towns website. During this time if there are any difficulties paying your water and sewer bills through the towns website please use the link below, thank you and if there are any questions please contact town hall 406-777-5271 ext. 104 https://townofstevensville.payacp.com