



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, DECEMBER 11, 2025  
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
5. Approval of Bi-Weekly Claims
  - [a.](#) Out of Cycle Claims for 11/27/2025, #20043-#20075
6. Administrative Reports
  - [a.](#) Airport
  - [b.](#) Building Department
  - [c.](#) Finance
  - [d.](#) Fire Department
  - [e.](#) Police Department
  - [f.](#) Public Works
7. New Business
  - [a.](#) Discussion/Decision: Approval of Updated Planning & Zoning Bylaws
  - [b.](#) Discussion/Decision: Medical Director Agreement between Marcus Daly Corporation, d/b/a Bitterroot Health and the Stevensville Fire Department
  - [c.](#) Discussion/Decision: Resolution No.576 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Sold
8. Board Reports
9. Town Council Comments
10. Executive Report
11. Adjournment

## **Welcome to Stevensville Town Council Chambers**

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

## **Guidelines for Public Comment**

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

**Thank you for observing these guidelines.**

**File Attachments for Item:**

a. Out of Cycle Claims for 11/27/2025, #20043-#20075

11/26/25  
10:54:20

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 12/25

Page: 1 of 7  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
20043	C	2010 Smyrna Police Distributors Embroider shirts. Name Tags 18370 10/21/25 Uniforms		*** Claim from another period (10/25) 58.00 58.00 1,007.14	***		1000		420100	226		101000
20044	C	2078 Glenn Bies Waste Water Testing for the month of October 103125 10/31/25 Wastewater Testing		*** Claim from another period (11/25) 1,007.14 26,000.00	***		5310		430610	350		101000
20045	C	89 MORRISON-MAIERLE, INC. Master Plan Update Grant Agreement Contract NO AIP 3-30-00-44-021-2022 RFR #7. Project #044201600. We received \$23,400 from the FAA Grant drawdown which covers 90% of the invoice. \$2,600 10% is the Airport Match		*** Claim from another period (11/25) 26,000.00	***							
20046	C	2079 CityServiceValcom Fuel Tank Rental for November 2025 W271676 11/30/25 Fuel tank rental		*** Claim from another period (11/25) 1,000.00 1,000.00	***		5610		430300	530		101000
20047	C	2101 Fisher's Technology Printer		*** Claim from another period (11/25) 1,098.00 2,196.00* 2,196.00	***		1000 5210 5310		410550 430510 430610	212 212 212		101000 101000 101000
20048	C	2101 Fisher's Technology Service Agreement that covers, labor, parts and toner 1588389 11/19/25 Printing services 1588389 11/19/25 Printing services 1588389 11/19/25 Printing services		*** Claim from another period (11/25) 25.01 5.01 10.00 10.00	***		1000 5210 5310		410550 430510 430610	320 320 320		101000 101000 101000
20049	C	958 TIRE RAMA Tire Repair on PW vehicle 70620625 11/21/25 Tire Repair 70620625 11/21/25 Tire Repair 70620625 11/21/25 Tire Repair		*** Claim from another period (11/25) 39.00 12.98 13.03 12.99	***		1000 5210 5310		430200 430510 430610	360 360 360		101000 101000 101000
20050	C	1696 First Call Computer Solutions, To repair the BodyCam computer 109015 11/20/25 Repair of Bodycam computer		*** Claim from another period (11/25) 180.00 180.00*	***		1000		420100	360		101000

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20051	C	2095	NEXUS CPA Group	*** Claim from another period (11/25)	4,000.00	****						
	Federal	Audit 1st installment										
	330	11/18/25	Fed Audit - Water	1,900.00			5210		430510	353		101000
	330	11/18/25	Fed Audit - Sewer	1,900.00			5310		430610	353		101000
	330	11/18/25	Fed Audit - Airport	200.00*			5610		430300	353		101000
20052	C	2095	NEXUS CPA Group	*** Claim from another period (11/25)	3,197.50	****						
	Federal	Audit 1st installment										
	331	11/18/25	Audit of Airport Leases	3,197.50*			5610		430300	353		101000
20053	C	2095	NEXUS CPA Group	*** Claim from another period (11/25)	3,425.00	****						
	Year End	Closing for FY 24-25										
	332	11/18/25	YR End Closing	1,027.50			1000		410530	353		101000
	332	11/18/25	YR End Closing	171.25			2394		420531	353		101000
	332	11/18/25	YR End Closing	1,027.50			5310		430610	353		101000
	332	11/18/25	YR End Closing	1,027.50			5210		430510	353		101000
	332	11/18/25	YR End Closing	171.25*			5610		430300	353		101000
20054	C	228	Norco, Inc.	*** Claim from another period (10/25)	53.32	****						
	Cylinder	Rental and O2 for the PW										
	45025263	10/31/25	Cylinder Rental	10.66			1000		430200	220		101000
	45025263	10/31/25	Cylinder Rental	21.33			5210		430510	220		101000
	45025263	10/31/25	Cylinder Rental	21.33			5310		430610	220		101000
20055	C	728	HDR ENGINEERING, INC.	*** Claim from another period (10/25)	26,592.93	****						
	Water Leak	Project-coordinating the panel builds with the contractor and programming the software in the background.										
	1200773230	10/31/25	Water Leak Repair	26,592.93			5230		430550	900		2 101000
20056	E	85	CENTURYLINK	*** Claim from another period (11/25)	104.78	****						
	Century Link -	9556 - Phone/Internet for the AWOCS system and Fuel Tank for November 2025										
	9556-1125	11/30/25	AWOCS System	59.89*								
	9556-1125	11/30/25	Fuel Tank	44.89*			5610		430300	345		101000
20057	C	1696	First Call Computer Solutions,	*** Claim from another period (11/25)	14.00	****						
	To repair the	BodyCam computer-Ethernet Adapter										
	109007	11/18/25	Repair of Bodycam computer	14.00*			1000		420100	360		101000

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20058		*** Claim from another period (11/25) ****										
	Card stock for Business Cards. Roll of stamps for FD	23 VALLEY DRUG AND VARIETY		81.00								
	788731 11/19/25 Card Stock			3.00			1000		410550	210		101000
	788934 11/19/25 Stamps FD			78.00			1000		410360	311		101000
20059		*** Claim from another period (11/25) ****										
	May George Property. Tax payer 330510 School District 2-3 Stevi Rural. Geo Code	178 Ravalli County Treasurer		18.46								
	1764-26-4-01-51-0000											
2025	11/30/25 George May Property Tax 2025			18.46			5210		430510	330		101000
20060		*** Claim from another period (11/25) ****										
	Printer Lease for Town Hall for period 12/5/25 - 1/4/26	E 2000 RICOH USA Inc		133.70								
	109631922 12/05/25 Printer Lease-Mayor			6.68			1000		410100	320		101000
	109631922 12/05/25 Printer Lease - Council			6.69			1000		410200	320		101000
	109631922 12/05/25 Printer Lease - Court			3.34			1000		410360	320		101000
	109631922 12/05/25 Printer Lease - Admin			20.06			1000		410550	320		101000
	109631922 12/05/25 Printer Lease - Bldg			13.37			2394		420531	320		101000
	109631922 12/05/25 Printer Lease - Water			40.11			5210		430510	320		101000
	109631922 12/05/25 Printer Lease - Sewer			40.11			5310		430610	320		101000
	109631922 12/05/25 Printer Lease - Airport			3.34			5610		430300	320		101000
20061		*** Claim from another period (11/25) ****										
	Allen wrenches for playground swing	1929 MISSOULA MOTOR PARTS CO.		20.52								
	908665 11/04/25 Supplies						1000		460430	220		101000
20062		*** Claim from another period (11/25) ****										
	To fix the Heater in the South Bay and to replace parts on the North Bay of the Fire Department. Three bids were obtained. 1. Hotchkiss Heating & Air for \$11,624 for both bays. 2. Mountain Air Mechanical on the South Bay \$5,400. 3. Cowdog Mechanical for both bays \$5,595.00. This is a down payment to order the parts.	1938 Cowdog Mechanical LLC		3,916.50								
	0540 11/18/25 Repairs to FD Bays			3,916.50*			1000		411201	360		101000
20063		*** Claim from another period (11/25) ****										
	Second for pruning & removal of windstorm damaged trees along College, Buck, Lewis & Clark and 5th St This will be reimbursed from the Disaster Funds	2003 TALL TIMBER CLIMBING & 11,250.00										
	112425 11/24/25 College Street - 6			3,750.00			1000		460437	350		101000
	112425 11/24/25 Buck Street - 6			3,750.00			1000		460437	350		101000
	112425 11/24/25 Lewis & Clark - 3			1,875.00			1000		460437	350		101000
	112425 11/24/25 5th St - 3			1,875.00			1000		460437	350		101000

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20064	C	299 L.N. CURTIS & SONS Annual MSA Flow Testing on SCBA, & Masks 1006458 10/31/25 Annual MSA Flow Test	*** Claim from another period (10/25) **** 1,740.00									
20065	C	2017 Aspect Consulting a Geosyntec Water Rights Project AS240106 - Well redundancy fillings for October and November	*** Claim from another period (10/25) **** 1,740.00 11,126.00									
662350	11/24/25	Water Rights	11,126.00									
20066	501 MMCT & FOA	MT Municipal clerks- Annual Dues for FY 25-26 FY25-26 07/01/25 Annual Dues - Andrena FY25-26 07/01/25 Annual Dues - Andrena	*** Claim from another period (11/25) **** 50.00 25.00 25.00									
20067	C	1702 DE Lage Landen Finance Services, Printer Lease-PD for December 2025 593145691 12/31/25 PD-Printer Lease	82.00 82.00*									
20068	1436 Maureen M. O'Connor	City Judge services for December 2025 120125 12/01/25 City Judge Services	3,000.00 3,000.00									
20069	1976 DPHS -EHFS	2026 License Renewal notice for the Pool and Splash Pad. P10466 11/25/25 License Renewal Pool S323577 11/25/25 License Renewal Pool	*** Claim from another period (11/25) **** 425.00 325.00* 100.00*									
20070	E	85 CENTURYLINK 5489 -Phone/Internet Well House Nov 22nd to Dec 21 2025 5489-1225 12/31/25 Phone/Internet Well House	63.81 63.81									
20071	E	85 CENTURYLINK 9846 - Phone/Internet for WWTP Nov 22 to Dec 21 2025 9846-1225 12/31/25 Phone/Internet MBF	74.02 74.02									
20072	E	85 CENTURYLINK 3247 - Phone at Sewer Plant Nov 22 to Dec 21 2025 3247-1225 12/31/25 Phone	68.99 68.99									

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Claim	Check	Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
20073	C	2033	CHEMICAL MONTANA COMPANY	*** Claim from another period (11/25) **** 3,945.05								
			Chlorine & Orthophosphate									
		31763	11/17/25 Chemicals	3,945.05								
				29.00								
20074	C	958	TIRE RAMA	*** Claim from another period (11/25) ****								
			Tire repair on work truck									
		70620378	11/10/25 Tire repair	9.66								
		70620378	11/10/25 Tire repair	9.68								
		70620378	11/10/25 Tire repair	9.66								
				*** Claim from another period (10/25) ****								
				78.01								
20075	C	6	Eastside Ace Hardware									
			saw files and bar oil and tree trimmer									
		33669/2	10/02/25 Chain saw files & bar oil	40.97								
		33569/2	09/19/25 Tree Trimmer	37.04								
				<b># of Claims</b>	<b>33</b>			<b>Total:</b>	<b>107,288.74</b>			
				<b>Total Electronic Claims</b>	<b>88,395.93</b>			<b>Total Non-Electronic Claims</b>			<b>18892.81</b>	



Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	23,045.61
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	184.62
5210 WATER	
101000 Cash - Operating	20,469.99
5230 ARPA WATER LEAK REPAIR	
101000 Cash - Operating	26,592.93
5310 SEWER	
101000 Cash - Operating	6,318.72
5610 AIRPORT	
101000 Cash - Operating	7,276.87
5620 AIRPORT PROJECT	
101000 Cash - Operating	23,400.00
<b>Total:</b>	<b>107,288.74</b>

11/26/25  
10:54:20

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
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ORDERED that the Director of Finance draw a check/warrant on the Town of Stevensville.

Stacie Barker, Councilmember

Samantha Bragg, Councilmember

Cindy Brown, Councilmember

Wallace Smith, Councilmember

Bob Michalson, Mayor

Date Approved \_\_\_\_\_



# Cowdog Mechanical LLC

1319 Highline Way  
Stevensville, MT 59870  
Ph: (406) 546-5920  
www.cowdogmechanical.com

## HVAC SERVICE INVOICE FORM

0540

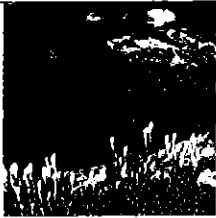
DATE 11-18-25

☐ CASH ☐ CHECK ☐ CC ☐ NO CHARGE

NAME	NAME
MODEL	MODEL
SERIAL NUMBER	SERIAL NUMBER

QUOTE GOOD UNTIL MARCH 2026

NAME CITY OF STEVENSVILLE				NATURE OF SERVICE	
STREET 206 BULL ST				INSPECTED UNIT HEATERS IN FIRE	
CITY STEVENSVILLE		STATE MT	ZIP CODE 59870	DEPARTMENT. HEATER IN FIRST BAY	
CELL PHONE		CALL BEFORE <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		NEEDS NEW BLOWER MOTOR AS OLD ONE	
JOB LOCATION				IS PULLING HIGHER AMPS THAN SPEC	
JOB NAME				CALLS FOR. ALSO NEEDS TO BE CLEANED.	
JOB PHONE		PREPARED BY			
TECHNICIAN JUSTIN				SECOND HEATER STARTING BUT WHEN	
QTY.	MATERIALS & SERVICES	UNIT PRICE	AMOUNT	BLOWER COMES ON FLAMES MOVE AND	
1	PDP250AE NG UNIT HEATER		\$3,900 <sup>00</sup>	GO OUT. HEAT EX COMPROMIZED. MUST	
1	LOW TEMP THERMOSTAT		\$75 <sup>00</sup>	REPLACE.	
1	ADAPT EXHAUST VENTING		\$150 <sup>00</sup>	RECOMMENDATIONS	
1	UNIT HEATER BLOWER MOTOR		\$510 <sup>00</sup>	LIFT WILL BE NEEDED TO INSTALL	
				AND SERVICE HEATER.	
TOTAL MATERIALS			\$4,635 <sup>00</sup>		
HRS.	LABOR	RATE	AMOUNT		
8	LABOR	\$20 <sup>00</sup>	\$960 <sup>00</sup>		
TOTAL LABOR			\$960 <sup>00</sup>		
LIMITED WARRANTY: All materials, parts and equipment are warranted by the manufacturers' or suppliers' written warranty only. All labor performed by the above named company is warranted for 30 days or as otherwise indicated in writing. The above named company makes no other warranties, express or implied, and its agents or technicians are not authorized to make any such warranties on behalf of above named company.  <input type="checkbox"/> REGULAR <input type="checkbox"/> WARRANTY <input type="checkbox"/> NO WARRANTY  <input type="checkbox"/> SERVICE CONTRACT			CREDIT CARD TYPE _____		
			CC# _____ EXP. DATE _____		
			TERMS		
			\$ 3,916.50 down payment.		
			I have authority to order the work outlined above which has been satisfactorily completed. I agree that seller retains title to equipment/materials furnished until final payment is made. If payment is not made as agreed, seller can remove said equipment/materials at sellers expense. Any damage occurring from said removal shall not be the responsibility of seller.		
TOTAL SUMMARY					
TOTAL MATERIALS			\$4,635 <sup>00</sup>		
TOTAL LABOR			\$960 <sup>00</sup>		
TAX					
TOTAL			\$5,595 <sup>00</sup>	Signature _____	
Thank You			- Page 11 -		



### Mountain Air Mechanical

5110 Sweeney Creek Trail, Florence, MT 59833

(406)546-0338

Mountainairmechanical13@gmail.com

TO

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
George Orsburn	Fire station		11-7-2025

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Demo old unit heater		
1	200k btu unit heater with venting		
Note			

SUBTOTAL \$ 5,400.00

SALES TAX

TOTAL \$ 5,400.00

Quotation prepared by: \_\_\_\_\_

Bid is good for 30 days only

This is a quotation on the goods named, subject to the conditions noted below: [Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.]

To accept this quotation, sign here and return: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

From: Jeffrey Motley motley\_jeff@icloud.com  
Subject: Heater  
Date: Nov 12, 2025 at 11:31:52 AM  
To: Jeff Motley motleycrew@q.com

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**Proposal**  
**11/12/2025**

**2221 S 3<sup>rd</sup> St W**  
**Missoula, MT 59801**  
**(406)829-6439**  
**HotchkissMT.com**

**By: Jason Krehnke**  
**Jason@hotchkissmt.com**  
**(406)396-2282**

**Customer:**  
**Stevensville Fire / Jeff Motley**  
**406-531-6355**  
**firechief@townofstevensville.gov**

**Job Location:**  
**206 Buck St**  
**Stevensville, MT 59870**

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**Complete installation of a Modine PDP150 unit heater on southside bay (includes permits)**

**\$ 5,650.00**

**Complete installation of a Modine PDP200 unit heater on northside bay (includes permits)**

**\$ 5,974.00**

**Financing options are available at hotchkissmt.com**

**Our equipment comes with manufacturer warranty and 2-year labor warranty**

**We offer to furnish material and labor and complete the above in accordance with the above specifications for the sum of \$see above**

**Payment to be made as follows: 100% due upon completion**

**All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. All warranties are void if the contract is not paid in full. Add 3% for credit cards**

**Authorized Company Signature**

A handwritten signature in black ink, appearing to be "Jason Krehnke", written over a horizontal line.

**Offer valid for 30 days.**

Authorized signature represents that the above prices, specifications, and conditions are satisfactory and are hereby accepted.  
You are authorized to do the work specified and payment will be made as outlined above.

---

Authorized Signature

---

Date

---

Authorized Signature

Sent from my iPhone

**File Attachments for Item:**

b. Building Department

## **MONTHLY REPORT**

### **Building Department**

November 2025

#### **Permits Issued**

#### **Fees Collected**

##### **Building** ( 3 permits)

1. NSFR .....	\$6,932.50
2. New/Remodel Commercial Building .....	\$495.60
3. Renovation/Remodel .....	\$0
4. Demo re-roof, commercial.....	\$0

##### **Electrical** ( 1 permits)

1. NSFR .....	\$0
2. New/Remodel Commercial Building .....	\$0
3. Renovation/Remodel .....	\$90.00
4. Demo .....	\$0

##### **Mechanical** (1 permits)

1. NSFR .....	\$0
2. New/Remodel Commercial Building .....	\$195.00
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0

##### **Plumbing** (0 permit)

1. NSFR .....	\$0
2. New/Remodel Commercial Building .....	\$0
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0

**Total permits issued: 5      Total fees collected: \$7,713.10**

#### **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:**

d. Fire Department



## STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

### Activity Report – November 2025

## Calls for the Month of November: 68

Calls for Stevensville Town: 22

Calls for Stevensville Rural: 45

Mutual Aid: 1

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Medical Response: 45

Fire Calls: 8

Motor Vehicle Crash: 15

Total Calls: 68

Missed calls: 1

## Calls for the Year to Date: 658

Calls for Stevensville Town: 235

Calls for Stevensville Rural: 389

Mutual Aid: 34

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Medical Response: 482

Fire Calls: 126

Motor Vehicle Crash: 50

Total Calls: 658

Missed calls: 37

**File Attachments for Item:**

f. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
004674	CORRECTIVE	Closed	Just to note in the record. Both 118 Church and 211 College refused the tree trimming service offered by the Town as part of the disaster relief hazardous tree mitigation. They said they pay their own arborist to take care of those trees.	Town of Stevensville		Stephen Lassiter
004673	CORRECTIVE	Closed	Add more fill at 427 Pine Street around curbstop	Town of Stevensville		Stephen Lassiter
004672	SCHEDULED	Closed	Wednesday Manhole Inspection and degrease	Wastewater / Town of Stevensville		Cody Anderson
004671	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 24-Influent Channel / Wastewater / Town of Stevensville	Kevin McGinley	Steve Kruse
004670	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
004669	SCHEDULED	Closed	Monday empty all garbage	Mobile / Town of Stevensville		Cody Anderson
004662	SCHEDULED	Closed	Wednesday Manhole Inspection and degrease	Wastewater / Town of Stevensville		Cody Anderson
004659	SCHEDULED	Closed	Monday empty all garbage	Mobile / Town of Stevensville		Cody Anderson

WO Number	Type	Status	Description	Locations	Assigned To	Requester
004653	CORRECTIVE	Closed	Rehang big swing in L&C Park	Town of Stevensville		Stephen Lassiter
004652	CORRECTIVE	Closed	Town wide leaf pickup all week	Town of Stevensville		Stephen Lassiter
004651	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
004650	SCHEDULED	Closed	Monday empty all garbage	Mobile / Town of Stevensville		Cody Anderson
004649	SCHEDULED	Closed	Email monthly CL2 residual sheet to DEQ. Directions at Wellhouse	Water / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse

**TOWN OF STEVENSVILLE  
PUBLIC WORKS ACTIVITY REPORT  
November 2025**

**UTILITIES REPORT**

Domestic Water Treatment

	<i><b>This Month</b></i>	<i><b>Last Month</b></i>
<i><b>Gallons Produced</b></i>	No data due to SCADA upgrade	20,005,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings

Waste Water Treatment

	<i><b>This Month</b></i>	<i><b>Last Month</b></i>
<i><b>Gallons Treated</b></i>	4,543,370	5,353,381

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Satisfied Permit reporting, testing and regulatory requirements
- 💧 Started sludge press

**OTHER**

- 💧 Meter reads and billing cycle
- 💧 Daily road grid inspections
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Water and Wastewater plants rounds
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 Downtown risk management inspections
- 💧 Used street sweeper on Main street
- 💧 Continued storm damaged tree removal/pruning
- 💧 Town wide Fall cleanup-leaf/limb removal
- 💧 Began SCADA upgrade at wellhouse
- 💧 Painted parking lines on 3<sup>rd</sup> by Exit Realty

**File Attachments for Item:**

a. Discussion/Decision: Approval of Updated Planning & Zoning Bylaws



## 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).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Planning & Zoning Board
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/11/2025
<b>Agenda Topic:</b>	Discussion/Decision: Approval of Updated Planning & Zoning Bylaws
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	12/11/2025
<b>Notes:</b>	<p>The Planning &amp; Zoning Board met on 11/12/2025 where they discussed and made a decision to approve the updated Planning &amp; Zoning Bylaws. The vote was unanimous to accept the updated version and was proposed to go to the Town Council at their next regularly scheduled Town Council Meeting, 12/11/2025.</p> <p>The old version and the updated version are attached to this agenda item.</p>



BY-LAWS  
OF  
THE STEVENSVILLE  
PLANNING AND ZONING BOARD

ARTICLE I – NAME, MEMBERSHIP AND TERMS

SECTION 1. Name

- a. The official name of the organization shall be "The Stevensville Planning and Zoning Board"

SECTION 2. Membership

- a. Members are appointed by the Mayor of the Town, with Town Council concurrence.
- b.. Membership shall be as specified in Montana Codes Annotated 76-1-221 consisting of not less than seven members appointed as follows:
- (1) one member from Town Council membership
  - (2) one member appointed who may in the discretion of the <sup>town</sup> council be an employee or hold public office in the town or county in which the town is located.
  - (3) one member to be appointed upon the designation by the county commissioners of Ravalli County.
  - (4) two citizen members who are resident freeholders within the Town limits.
  - (5) two citizen members who are resident freeholders within the extended zoning jurisdictions of the Town.
  - (6) in addition, with input from the Planning and Zoning Board Chairman, and when deemed to be in the best interest of the Town, up to two additional members from within the Town's zoning jurisdictions may be appointed to the Board as full members.

### SECTION 3. Terms

- a.. Terms of membership shall be for three (3) years based upon calendar years and ending in staggered intervals, excepting the Town Council member who shall be appointed by Town Mayor for one year term. Members may be re-appointed to consecutive terms.

## ARTICLE II – OFFICERS

### SECTION 1. Officers.

The elective officers of the Planning and Zoning Board shall consist of a Chairman, Vice Chairman, and Secretary.

### SECTION 2. Nomination and election of officers.

Nomination of elective officers shall be made at the annual election meeting which shall be held at the election meeting in January. The election shall follow immediately thereafter. Officers shall be nominated and elected from the appointed members only. A nominee receiving a majority vote of those present at the election meeting shall be declared elected.

### SECTION 3. Terms of officers.

The elective officers shall take office immediately upon election in January and shall serve for a term of one year.

### SECTION 4. Vacancies in office.

Vacancies in elective offices shall be filled immediately by regular election procedures for the unexpired portion of the term.

### SECTION 5. Duties of officers.

- a. Chairman: The chairman shall preside at all meetings and public hearings of the Planning and Zoning Board and shall call special meetings when he/she deems it necessary or is required to do so. The Chairman shall certify the expenditures of the Planning and Zoning Board funds and shall sign the minutes of the board meetings and all official papers and plans involving the authority of the Planning and Zoning Board which are transmitted to the Town Council. The Chairman shall have the privilege of discussing all matters before the Board and voting thereon. The Chairman shall have all the duties normally conferred by parliamentary usage on such officers and shall perform such other duties as may be ordered by the Board, except as otherwise provided in these by-laws, in other Board resolutions, or in Town Ordinances.

- b. ~~Vice-Chairman~~: The ~~Vice-Chairman~~ shall assume the duties and powers of the ~~Chairman~~ in his/her absence. If the ~~Chairman~~ and ~~Vice-Chairman~~ are both absent, the board members shall elect a temporary ~~chairman~~ by a majority vote of those present at the regular, recessed, or special meeting, who shall assume the duties and powers of the ~~Chairman~~ or ~~Vice-Chairman~~ during their absence.
- c. Secretary: The Secretary shall keep the minutes of the regular, recessed, and special meetings of the Board. Such minutes shall be approved by the Board and signed by the ~~Chairman~~. The Secretary shall also keep the minutes of the Board committee meetings when requested to do so. He/she shall give notice of all regular and special meetings to Board members, shall prepare the agenda of regular and special meetings, shall serve proper and legal notice of all public hearings, and shall serve draft and sign the routine correspondence of the Board. The secretary shall maintain a file of all studies, plans, reports, recommendations, and official records of the Board and shall perform such other duties as the Board may determine.

#### SECTION 6. Order of business – Regular meetings.

- a. Call to order by the ~~Chairman~~
- b. Roll call
- c. Approval of minutes of preceding meeting
- d. Public hearings
- e. Regular business
- f. Petitions and communications from audience
- g. Written communications
- h. Reports from Planning and Zoning Board members and committees
- ~~i. Staff reports~~
- j. Adjourn

#### SECTION 7. Public hearing procedure.

- a. Chairman reviews the application orally. Assigned committee chairman adds related and background information. Planning and Zoning Board members permitted to ask relevant questions on the application. Public hearing opened. Any petitions and data shall be presented at this time.
- b. Proponents or opponents in audience given an opportunity to speak in favor or against application. Information submitted should be factual, relevant, and not merely duplication of previous presentation. A reasonable time shall be allowed. Each person speaking shall give name, address, and nature of interest in the matter.
- c. Other interested parties allowed commenting briefly or making inquiries. Planning staff presents technical analysis, reviews planning considerations and basic policy, cites possible alternatives, and makes recommendations, if any.
- d. Brief rebuttal for proponents and opponents heard separately and consecutively, with presentation limited to their spokesman.
- e. Public hearing closed. Planning and Zoning Board members voice other significant considerations, pose any relevant questions.



f. Motion for disposition.

SECTION 8. Quorum.

A majority of the members of the Planning and Zoning Board shall constitute a quorum for the transaction of business and the taking of official action.

SECTION 9. Attendance.

The failure to attend three consecutive regular meetings shall be construed as a resignation from the Planning and Zoning Board. The chairman shall notify the appropriate governing body of the vacancy.

SECTION 10. Vacancies.

The Mayor, with Town Council concurrence, shall fill a vacancy occurring on the Planning and Zoning Board within 90 days after notification.

SECTION 11. Motions.

The Chairman shall restate motions before a vote is taken. The name of the members making and seconding a motion shall be recorded in the minutes of the meeting.

SECTION 12. Voting.

Any action taken by the majority of those present, when those present constitute a quorum, at any regular, recessed, or special meeting of the Planning and Zoning Board shall be deemed and taken as action of the Board. All matters requiring a public hearing before the Board and all matters referring to the Planning and Zoning Board by the Town Council shall be by roll call vote and the vote of each member shall be recorded in the minutes of the meeting.

SECTION 13. Reports.

On all matters considered by the Planning and Zoning Board, the report and recommendations, if any, of the board staff or appropriate committees shall be presented to the board and shall be recorded in the minutes of the meeting.

Section 14. Parliamentary procedure.

Parliamentary procedure in Planning and Zoning Board meetings shall be governed by the Roberts Rules of Order, Revised, unless it is specifically provided otherwise in these by-laws, in other Planning and Zoning Board resolutions or in Town Ordinances.

SECTION 15. Public nature of meetings and records.

All regular, recessed, and special meetings, hearings, records, and accounts shall be open to the public.

ARTICLE III – MEETINGS

SECTION 1. Regular meetings: Time and place.

A regular quarterly meeting shall be held within the first full week of January, April, July, and October at ~~7:00 P.M.~~ <sup>a reasonable time</sup> in the Town Hall. Legal public notice of time and date shall be posted.

SECTION 2. Recessed meetings.

Any regular meeting may be recessed to a definite time and place by a majority vote of the Planning and Zoning Board members present at the meeting.

SECTION 3. Special meetings.

The Chairman may call special meetings of the Planning and Zoning Board or by any two members upon written request to the secretary. The secretary shall send to all members, at least two days in advance of a special meeting, a written notice fixing the time and place of the meeting.

SECTION 4. Notice of meetings.

~~Written~~ <sup>N</sup> notice of all meetings and special meetings shall be given by the secretary to the members of the Planning and Zoning Board. ~~Notice of all meetings shall be postmarked at least two days (48 hours) prior to the meeting.~~ The notice shall state the time and place of the meeting.

ARTICLE IV – COMMITTEES

SECTION 1. Establishment of committees.

The Board may establish such standing or special committees as it deems advisable and assign each committee specific duties or functions. No standing or special committee shall have the power to commit the Board to the endorsement of any plan or program without its submission to the body of the Board.

SECTION 2. Appointment and terms of committee members.

The Chairman of the Planning and Zoning Board shall appoint the members of each standing or special committee and shall name the chairman of each committee. The members of each standing committee shall be appointed at the first regular meeting in January. Special committees may be appointed at such times and for such purposes and terms as the Board approves.

SECTION 3. Committee vacancies.

Vacancies on committees shall be filled immediately by the Chairman of the Board.

SECTION 4. Meetings of committees.

All committees shall meet at the call of the committee chairman provided that the chairman of the Board shall also have the opportunity to call a special meeting of any committee at any time and upon such notice as the Chairman may specify.

SECTION 5. Quorum and voting.

A majority of the members appointed shall constitute a quorum of all committees. The affirmative vote of a majority of the committee membership shall be required for the adoption of a matter before the committee.

ARTICLE V – AMENDMENTS

SECTION 1. Amendments.

a. These by-laws may be amended at any regular meeting by the affirmative vote of members of the Planning and Zoning Board provided that the proposed amendments have submitted in writing at a previous meeting.

b. Final approval of these amendments is required by a majority vote of the Town Council.

PASSED AND ADOPTED AS AMENDED BY THE STEVENSVILLE PLANNING AND ZONING BOARD THIS 11<sup>th</sup> DAY OF JULY, 2012.

[Signature]  
Board Chairman

ATTEST: [Signature]  
Board Secretary

APPROVED BY STEVENSVILLE TOWN COUNCIL THIS 26<sup>th</sup> DAY OF July, 2012

[Signature]  
Mayor

ATTEST [Signature]  
Town Clerk.

# **BY-LAWS**

## **STEVENSVILLE PLANNING AND ZONING BOARD**

### **ARTICLE I - NAME, MEMBERSHIP AND TERMS**

#### **SECTION 1. Name**

- a. The official name of the organization shall be "The Stevensville Planning and Zoning Board"

#### **SECTION 2. Membership**

- a. Members are appointed by the Mayor of the Town and affirmed by a vote of the Town Council.
- b. Membership shall be as specified in Montana Codes Annotated 76-1-221 consisting of not less than seven members appointed as follows:
  - (1) one member from Town Council membership
  - (2) one member appointed who may, at the discretion of the Town Council, be an employee or hold public office in the town or county in which the town is located
  - (3) one member to be appointed upon the designation by the county commissioners of Ravalli County
  - (4) two members who are resident freeholders within the Town limits
  - (5) two members who are resident freeholders within the extended zoning jurisdictions of the Town
  - (6) in addition, with input from the Planning and Zoning Board Chair, and when deemed to be in the best interest of the Town, up to two additional members from within the Town's zoning jurisdictions may be appointed to the Board as full members

#### **SECTION 3. Terms**

a. Terms of membership shall be for three (3) years based upon calendar years and ending in staggered intervals, excepting the Town Council member who shall be appointed by Town Mayor for one year term. Members may be re-appointed to consecutive terms.

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### **SECTION 2. Nomination and election of officers.**

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### **SECTION 4. Vacancies in office.**

Vacancies in elective offices shall be filled immediately by regular election procedures for the unexpired portion of the term.

### **SECTION 5. Duties of officers.**

#### **a. Chair**

The Chair shall preside at all meetings and public hearings of the Planning and Zoning Board and shall call special meetings when he/she deems it necessary or is required to do so. The Chair shall certify the expenditures of the Planning and Zoning Board funds and shall sign the minutes of the board meetings and all official papers and plans involving the authority of the Planning and Zoning Board which are transmitted to the Town Council. The Chair shall have the privilege of discussing all matters before the Board and voting thereon. The Chair shall have all the duties normally conferred by parliamentary usage on such officers and shall perform such other duties as may be ordered by the Board, except as



otherwise provided in these by-laws, in other Board resolutions, or in Town Ordinances.

b. Vice-Chair

The Vice-Chair shall assume the duties and powers of the Chair in his/her absence. If the Chair and Vice-Chair are both absent, the board members shall elect a temporary Chair by a majority vote of those present at the regular, recessed, or special meeting, who shall assume the duties and powers of the Chair or Vice-Chair during their absence.

c. Secretary

The Secretary shall keep the minutes of the regular, recessed, and special meetings of the Board. Such minutes shall be approved by the Board and signed by the Chair. The Secretary shall also keep the minutes of the Board committee meetings when requested to do so. He/she shall give notice of all regular and special meetings to Board members, shall prepare the agenda of regular and special meetings, shall serve proper legal notice of all public hearings, and shall serve draft and sign the routine correspondence of the Board. The secretary shall maintain a file of all studies, plans, reports, recommendations, and official records of the Board and shall perform such other duties as the Board may determine.

SECTION 6. Attendance.

The failure to attend three consecutive regular meetings shall be construed as a resignation from the Planning and Zoning Board. The Chair shall notify the appropriate governing body of the vacancy.

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## **ARTICLE III – MEETINGS**

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## SECTION 4. Notice of meetings.

Notice of all meetings and special meetings shall be given by the secretary to the members of the Planning and Zoning Board. The notice shall state the date, time, and place of the meeting.

## SECTION 5. Order of business - Regular meetings.

- a. Call to order by the Chair
- b. Roll call
- c. Approval of minutes of preceding meeting
- d. Public comments
- e. Regular business
- f. Written communications
- g. Reports from Planning and Zoning Board members and committees
- j. Adjourn

## SECTION 6. Public hearing procedure.

- a. Chair reviews the application orally. Assigned committee Chair adds related and background information. Planning and Zoning Board members permitted to ask relevant questions on the application. Public hearing opened. Any petitions and data shall be presented at this time.
- b. Proponents or opponents in audience given an opportunity to speak in favor or against application. Information submitted should be factual, relevant, and not merely duplication of previous presentation. A reasonable time shall be allowed. Each person speaking shall give name, address, and nature of interest in the matter.
- c. Other interested parties allowed to comment or make inquiries. Planning staff presents technical analysis, reviews planning considerations and basic policy, cites possible alternatives, and makes recommendations, if any.

- d. Brief rebuttal for proponents and opponents heard separately and consecutively, with presentation limited to their spokesman.
- e. Public hearing closed. Planning and Zoning Board members voice other significant considerations, pose any relevant questions.
- f. Motion for disposition.

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A majority of the members of the Planning and Zoning Board shall constitute a quorum for the transaction of business and the taking of official action.

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## **ARTICLE IV – COMMITTEES**

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#### SECTION 2. Appointment and terms of committee members.

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Vacancies on committees shall be filled immediately by the Chair of the Board.

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### **ARTICLE V – AMENDMENTS**

#### SECTION 1. Amendments.

- a. These by-laws may be amended at any regular meeting by the affirmative vote of members of the Planning and Zoning Board provided that the proposed amendments have submitted in writing at a previous meeting.
- b. Final approval of these amendments is required by a majority vote of the Town Council.

PASSED AND ADOPTED AS AMENDED BY THE STEVENSVILLE PLANNING AND ZONING BOARD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signed by Planning and Zoning Board Chair

ATTEST: \_\_\_\_\_  
Board Secretary

Approved by Stevensville Town Council this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

ATTEST: \_\_\_\_\_  
Town Clerk

**File Attachments for Item:**

b. Discussion/Decision: Medical Director Agreement between Marcus Daly Corporation, d/b/a Bitterroot Health and the Stevensville Fire Department



## 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).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Chief Jeff Motley
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/11/2025
<b>Agenda Topic:</b>	Discussion/Decision: Medical Director Agreement between Marcus Daly Corporation, d/b/a Bitterroot Health and the Stevensville Fire Department
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	12/11/2025
<b>Notes:</b>	The Medical Director Agreement is needed to keep the license current. This agreement will need signatures and be completed prior to the end of the year.

## **Medical Director Agreement**

This agreement is made by and between MARCUS DALY MEMORIAL HOSPITAL CORPORATION, d/b/a Bitterroot Health ("Hospital"), the STEVENSVILLE FIRE DEPARTMENT and STEVENSVILLE RURAL FIRE DISTRICT ("Fire Districts") effective as of \_\_\_\_\_.

Whereas, the Fire Districts are a political subdivision of the State of Montana, which operates quick response units in the Stevensville rural fire district of Ravalli County, and;

Whereas, the Hospital is a charitable organization under section 501(c)(3) of the Internal Revenue Code which operates an ambulance service in Ravalli County, Montana and;

Whereas, the Emergency Medical Service Medical Director for the hospital is employed by the hospital and is licensed in the State of Montana to provide medical director services, and;

Whereas, both parties desire to enter into a cooperative agreement to provide emergency medical services in the State of Montana. The Parties hereby agree as follows:

The hospital agrees to provide medical director services for Fire Districts by allowing the Emergency Medical Service Medical Director to operate as the Medical Director of the Fire Districts as an employee of the hospital. The duties of which include but are not limited to:

1. Providing online and offline medical control.
2. Reviewing patient charts forwarded to him/her for review by the Fire Districts.
3. Provide medical assurances to the State of Montana for purposed of renewing the licenses of both the Quick Response Unit ("QRU") and its members.

Fire Districts agrees to:

1. Respond to medical emergencies and treat patients according to Montana State Board of medical examiners treatment protocols and local protocol addendums set forth by the Emergency Medical Service Medical Director.
2. Work with the Emergency Medical Service Medical Director to develop existing and new protocols.
3. Provide copies of patient care reports for review as requested or needed.

This agreement supersedes and replaces all previous written agreements between the parties hereto relating to the subject matter hereof.

This agreement may be revised as necessary upon both parties agreeing to the revisions.



This agreement may be terminated by either party upon 30 days written notice.

Marcus Daly Memorial Hospital,  
d/b/a Bitterroot Health

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

Stevensville Fire Department

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

Stevensville Rural Fire District

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

**File Attachments for Item:**

c. Discussion/Decision: Resolution No.576 a Resolution of the Stevensville Town Council  
Declaring Certain Town Property as Sold



## Stevensville Town Council Meeting

### Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Jeff Motley and Stephen Lassiter
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/11/2025
Agenda Topic:	Discussion/Decision: Resolution No.576 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Sold
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/11/2025
Notes:	

**RESOLUTION NO. 576**

**A RESOLUTION OF THE STEVENSVILLE  
TOWN COUNCIL DECLARING CERTAIN  
TOWN PROPERTY AS SOLD**

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

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

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

**NOW THEREFORE, BE IT RESOLVED** that the following items be sold:

1. 1985 Pierce 55' Quint Ladder Truck (fire department vehicle) Mileage: 106,564
2. 1998 Dodge Ram 1500 V6 Magnum 3.9 liter, 2-wheel drive (public works vehicle) Mileage: 179,644
3. 1996 GMC 1500 V6 4.3 liter, 2-wheel drive (public works vehicle) Mileage: 214,669

DATED this 11<sup>th</sup> day of December 2025, after motion and second at a regular meeting of the Stevensville Town Council.

**Approved:**

**Attest:**

---

**Bob Michalson, Mayor**

---

**Jenelle S. Berthoud, Town Clerk**