



**Stevensville Town Council Meeting
Agenda for
THURSDAY, SEPTEMBER 24, 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
5. Approval of Bi-Weekly Claims
6. Guests
 - a. HDR Engineering
7. New Business
 - a. Discussion/Decision: Task Order 01, 2026 Engineering Plan Review Services & Misc. Projects
 - b. Discussion/Decision: Task Order 02, SCADA On-Call
 - c. Discussion/Decision: Task Order 03, General Services Miscellaneous Projects
 - d. Discussion/Decision: Resolution NO. 600 a Resolution of the Town Council of the Town of Stevensville, Montana, Authorizing an Interlocal Advance Between Funds
 - e. Discussion/Decision: Council to Decide Due to Safety Concerns of Banning Bicycle Riding in Lewis & Clark Park
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. Discussion/Decision: Task Order 01, 2026 Engineering Plan Review Services & Misc. Projects



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:	HDR Engineering, INC
Second Person Submitting the Agenda Item:	Eli Molloy, Project Manager
Submitter Title:	Engineer
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	09/24/2026
Agenda Topic:	Discussion/Decision: Task Order 01, 2026 Engineering Plan Review Services & Misc. Projects
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	09/24/2026
Notes:	

TASK ORDER 01
Amendment 01

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 01

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 and remove the Miscellaneous Projects portion of the Scope of Services contained in Part 2.0 of the original Task Order.

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

Part 2.0, Scope of Services to be Performed by Engineer on the Project, is hereby amended by deleting the section titled “Town of Stevensville Miscellaneous Projects” in its entirety. 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 \$20,000.00 to \$30,000.00, 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 Exhibit B Rate Sheet, plus reimbursable expenses times a factor of 1.05. The billing rates in Exhibit B 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”

BY: _____

NAME: _____

TITLE: _____

ADDRESS: _____

HDR ENGINEERING, INC.

“ENGINEER”

BY: _____

NAME: _____

TITLE: _____

ADDRESS: _____

File Attachments for Item:

b. Discussion/Decision: Task Order 02, SCADA On-Call



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:	HDR Engineering, INC
Second Person Submitting the Agenda Item:	Eli Molloy, Project Manager
Submitter Title:	Engineer
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	09/24/2026
Agenda Topic:	Discussion/Decision: Task Order 02, SCADA On-Call
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	09/24/2026
Notes:	

TASK ORDER 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: Two

PROJECT NAME: SCADA On-Call

PART 1.0 PROJECT DESCRIPTION:

The OWNER desires to hire ENGINEER as an independent contractor to provide on-call support and maintenance of the City’s SCADA control systems.

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

ENGINEER shall provide the specific services requested by the OWNER to accomplish the purpose stated above, provided the requested services are within Engineer’s professional abilities. This includes assistance with the SCADA system at the drinking water and wastewater facilities; remotes control and monitoring stations; and SCADA maintenance related items on such facilities. The OWNER shall provide access to facilities, review designs, and SCADA changes. If replacement hardware and/or software is needed it will be purchased by the OWNER separately from this contract.

PART 3.0 OWNER’S RESPONSIBILITIES:

See Terms and Conditions

PART 4.0 PERIODS OF SERVICE:

The period of service for this Task Order shall remain open until one party chooses to terminate the agreement. ENGINEER will notify OWNER when charges have reached 90% of the total fee amount, at which point both parties may discuss the need for a contract amendment for continued services.

PART 5.0 ENGINEER'S FEE:

The fee for this Task Order is on a time and material basis in an amount equal to the HDR billing rates included in Exhibit B Rate Sheet, plus reimbursable expenses times a factor of 1.05. The billing rates in Exhibit B 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. The total compensation payable under this Task Order, including reimbursable expenses, shall not exceed \$10,000.00 unless authorized in writing by OWNER through an amendment to this Task Order.

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

Town of Stevensville
"OWNER"

HDR ENGINEERING, INC.
"ENGINEER"

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

ADDRESS: _____

ADDRESS: _____

File Attachments for Item:

c. Discussion/Decision: Task Order 03, General Services Miscellaneous Projects



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:	
Second Person Submitting the Agenda Item:	
Submitter Title:	Engineer
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	09/24/2026
Agenda Topic:	Discussion/Decision: Task Order 03, General Services Miscellaneous Projects
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	09/24/2026
Notes:	

TASK ORDER 03

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: Three

PROJECT NAME: General Services Miscellaneous Projects

PART 1.0 PROJECT DESCRIPTION:

The purpose of this project is to provide on-call professional services, as requested, for municipality support as it relates to planning, GIS, public water, wastewater and storm water projects within the Town of Stevensville.

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

Misc. Projects

- Provide engineering services on miscellaneous tasks outlined by the Town on an as needed basis. These projects are assumed to be smaller in nature, billed on a quoted T&M, and do not require an individual Task Order.
- Coordinate with Town staff as required.
- Provide the Town with monthly invoice on respective misc. tasks and their associated task descriptions.

PART 3.0 OWNER’S RESPONSIBILITIES:

See Terms and Conditions

PART 4.0 PERIODS OF SERVICE:

The period of service for this Task Order shall remain open until one party chooses to terminate the agreement. ENGINEER will notify OWNER when charges have reached 90% of the total fee amount, at which point both parties may discuss the need for a contract amendment for continued services.

PART 5.0 ENGINEER'S FEE:

The fee for this Task Order is on a time and material basis in an amount equal to the HDR billing rates included in Exhibit B Rate Sheet, plus reimbursable expenses times a factor of 1.05. The billing rates in Exhibit B 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. The total compensation payable under this Task Order, including reimbursable expenses, shall not exceed \$10,000.00 unless authorized in writing by OWNER through an amendment to this Task Order.

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

Town of Stevensville
"OWNER"

HDR ENGINEERING, INC.
"ENGINEER"

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

ADDRESS: _____

ADDRESS: _____

File Attachments for Item:

d. Discussion/Decision: Resolution NO. 600 a Resolution of the Town Council of the Town of Stevensville, Montana, Authorizing an Interlocal Advance Between Funds



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:	Robert Underwood
Submitter Title:	Finance and Assistant Finance Officer
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	09/24/2026
Agenda Topic:	Discussion/Decision: Resolution NO. 600 a Resolution of the Town Council of the Town of Stevensville, Montana, Authorizing an Interlocal Advance Between Funds
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	09/24/2026
Notes:	

RESOLUTION NO. 600

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE, MONTANA, AUTHORIZING AN INTERFUND ADVANCE BETWEEN FUNDS

WHEREAS, the Stevensville Town Council adopted the budget for Fiscal Year 2026-2027 by Resolution No. 574A; and

WHEREAS, the town maintains separate funds for accounting purposes. The Sewer Capital Asset Fund approved an interfund advance to the General Fund the amount of \$80,000.00 during the 2026-2027 budget to purchase a Stevensville Police Department Vehicle; and

WHEREAS, the town has identified and intends to purchase the truck at an actual cost of \$38,150.00; and

WHEREAS, the actual purchase price is less than the amount originally budgeted for the interfund loan; and

WHEREAS, the town and the town council have determined that the General Fund requires an advance from the Sewer Capital Asset Fund in order to provide sufficient cash for the authorized expenditure.

WHEREAS, this transaction is NOT intended to constitute a permanent transfer of funds between the Sewer Capital Asset Fund and the General Fund; and

WHEREAS, the Sewer Capital Asset Fund will record the advance as an Advance Receivable from the General Fund and the General Fund shall record the advance of \$38,150.00 as an Advance Payable to the Sewer Capital Asset Fund; and

WHEREAS, the loan is for five (5) years, repayment terms are 4%, with an annual payment of \$8,569.52. Estimated total repayment is \$42,847.60 with principal of \$38,150.00 and interest of \$4,697.60 and there are no early payoff penalties; and (see Exhibit A)

WHEREAS The Stevensville Police Department will continue their fundraising efforts to repay the interfund advance.

NOW THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville, hereby adopts the interfund advance from the Sewer Capital Asset Fund to the General Fund in the amount of \$38,150.00.

PASSED AND ADOPTED: by the Town Council of the Town of Stevensville the 24th day of September 2026.

APPROVED:

James Crews, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

EXHIBIT A, 5-Year Amortization Schedule

Amount	38,150.00
Annual Interest Rate	4%
Years	5
Payments per year	1

Year	Beginning Balance	Yearly Payment	Principal Paid	Interest Paid	Ending Balance
1	38,150.00	8,569.52	7,043.52	1,526.00	31,106.48
2	31,106.48	8,569.52	7,325.27	1,244.26	23,781.21
3	23,781.21	8,569.52	7,618.28	951.25	16,162.93
4	16,162.93	8,569.52	7,923.01	646.52	8,239.93
5	8,239.93	8,569.52	8,239.93	329.60	
		<u>42,847.60</u>	38,150.01	4,697.63	

File Attachments for Item:

e. Discussion/Decision: Council to Decide Due to Safety Concerns of Banning Bicycle Riding in Lewis & Clark Park



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:	Chief John Boe
Second Person Submitting the Agenda Item:	Mayor Crews
Submitter Title:	Department Head
Submitter Phone:	406-777-5271 xt 5
Submitter Email:	policechief@townofstevensville.com
Requested Council Meeting Date for Item:	09-24-26
Agenda Topic:	Discussion/Decision - Council to decide due to safety concerns of banning bicycle riding in Lewis and Clark Park.
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	9-24-26
Notes:	Several parents have complained of safety issues with bicycles in the park and Skate park. Bicycles and scooters are already banned in the skate park. However, use continues and safety issues have arisen.