



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, MAY 28, 2026  
6:30 PM  
206 Buck Street, Town Hall**

*2 Councilmembers in Person, 1 Councilmember Telephonic*

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.](#) Budget Workshop Meeting Minutes 04/22/2026
  - [b.](#) Town Council Meeting Minutes 04/23/2026
5. Approval of Bi-Weekly Claims
  - [a.](#) Claims #20375-#20410
6. New Business
  - [a.](#) Informational: Stevensville Pool Lifeguard Update
  - [b.](#) Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 05/30/2026
  - [c.](#) Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 06/13/2026
7. Board Reports
8. Town Council Comments
9. Executive Report
10. Adjournment

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

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

## **Guidelines for Public Comment**

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

**Thank you for observing these guidelines.**

**File Attachments for Item:**

a. Budget Workshop Meeting Minutes 04/22/2026

**Stevensville Budget Workshop Minutes FY 2026/2027 for  
WEDNESDAY, APRIL 22, 2026, 5:15 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 an excused absence.

2. Discussion on the Following Items

a. Salaries & Wages

Mayor Crews: introduced tonight's budget workshop meeting.

Robert Underwood: got a chance to talk with the mayor about wages and cost of living adjustment and this is what we have come up with. Here is the spreadsheet and what we have added, for our work comp we have a factor and here are the costs, it is all added into the employee. I am going to start out with the wage allocation, based upon time and money spent in those funds. The biggest change is the finance officer spends most of her time with water and sewer, the most bills paid, most of the claims are water and sewer. The other change since the last time you saw this is the allocation for Stephen Lassiter, 20% coming out of the general fund for streets. I will have you look at those allocations before I go on if you have any questions. You can see how we come up these amounts. Talking with the mayor the inflation is 2.8%.

Gina Crowe: that is the standard rate for this year.

Robert Underwood: you can see what this does, it raises it to this. I added two more lines to this; these are increases based on certifications that you do for the job. Example would be if the town clerk gets a certification she would get a dollar raise. Same with the public works personnel. It is written in their contract so I wanted to show it here, not saying that everyone is getting this, the clerk might not get hers until next June, and for the water and sewer certifications they have to pass their tests. We tried to matrix that out, but it just did not pass, it was hard to say if you stay here for 25 years you will make this much. It is just not feasible. One thing that we have not talked about is the pool employees, they are at \$13.50 right now and we also have only had one applicant.

Gina Crowe: she is the manager that has applied and is requesting \$17.00 or \$18.00 per hour, I am not sure if we can handle that. When I talked to her I let her know that to have the pool open we have to have eight lifeguards for sure, if we do not have eight we will not have any. If those eight can only work certain hours then we will have to have nine or ten. The pool makes all of their money from

swim lessons. Even if we had just three lifeguards and no lessons, I do not think that we could keep the pool open. You have to have so many lifeguards on duty. Stephen do you know what the requirements are?

Stephen Lassiter: they have to change out every fifteen minutes. I think that it is 10-15 kids per lifeguard. Eight is the minimum so you really need ten. They go on vacation, have camps to go to.

Mayor Crews: right now, do we have anyone that is pool operator certified?

Stephen Lassiter: yes, I came here with that.

Robert Underwood: pool wise you can see our dilemma. Something that we used to do was reimburse the kids for lifeguard certification. And we used to have them come back for two years, right now we have no one certified and if they were to go out and get it, it would be \$350.00. That is basically their first months check to pay for it. one of the suggestions was that we paid for the certification, once again this is a deficit, the pool is a deficit. We can look at this when we talk about the general fund budget, it is a loss every year. The pool is a loss every year.

Jenelle Berthoud: how long will you take to decide if the pool is going to open, and the reason that I am asking that we are forwarding emails over to Gerry because they want swim lessons. I was going to sign up my granddaughter for swim lessons, also if this is not going to happen I also do not want to miss another location.

Mayor Crews: you might want to go to Hamilton.

Jenelle Berthoud: exactly, I do not want to miss out if Hamilton has an opening right now but not in three weeks, please keep that in mind and let Andrena and I know.

Mayor Crews: what is the cut off date if we had a full set of lifeguards, what is the cut off date to open the pool?

Stephen Lassiter: June 10<sup>th</sup> or 12<sup>th</sup>.

Mayor Crews: how long does it take to train lifeguards?

Stephen Lassiter: it is a one-day course. I really feel that if we do not reimburse them.

Mayor Crews: can we scrape together \$3,000 to pay for this.

Robert Underwood: that was the last number that I had. This is something for the future, Hamilton Pool has money from the county coming in, not sure if they have

a district for it. People like to come to Stevensville; the greater Stevensville area uses the pool, and the taxpayers of Stevensville are paying for the pool.

Mayor Crews: if we do not have enough by the end of May that should be our deadline.

Councilmember Smith: we have one right now?

Gina Crowe: yes, and she only wants to be manager.

Mayor Crews: lets postpone conversation on opening the pool until May 15<sup>th</sup>, if we do not have lifeguards we will not open the pool.

Jenelle Berthoud: recertification for YMCA is \$210.00.

Mayor Crews: how many days?

Jenelle Berthoud: one day.

Mayor Crews: I find it interesting that we hire lifeguards do we know if they know how to swim and know CPR.

Stephen Lassiter: that is what they do the class for.

Mayor Crews: Jeff do you have a comment?

Jeff Motley: what do you get for the \$210.00, to be a lifeguard.

Jenelle Berthoud: certification, first aid and CPR.

Robert Underwood: I see what you are saying I have asked this before, what do we do to know that they can teach.

Mayor Crews: that was my question, do we check these kids as lifeguards that they know how to swim and CPR.

Stephen Lassiter: that is why they have to take the test to get the certification.

Olivia says that it is \$90.00.

Jenelle Berthoud: it has gone up.

Robert Underwood: I think that the mayor is correct. There is a program that they follow.

Stephen Lassiter: and the kids have to pass that level to move on, that is why they come back every year.

Mayor Crews: lets put it on our schedule for May 15<sup>th</sup>.

Stephen Lassiter: I think that it too late.

Jenelle Berthoud: the next class is May 16<sup>th</sup>.

Robert Underwood: I think that we need to advertise that we will be paying for certification and then this wage. If we don't do anything we are not going to get anyone.

Councilmember Smith: is there a minimum age for a lifeguard?

Stephen Lassiter: 15 as far as I know. If we late to long to make a decision and then don't have the lessons to pay for opening the pool.

Robert Underwood: they fill up.

John Boe: why can't we take reservations and then if something happens we will reimburse monies.

Stephen Lassiter: we would not have to reimburse because we do not take money until the first day of lessons, and that is what I have been telling them and now that Gerry is taking over we are going to start scheduling them with the warning that it might not happen.

Mayor Crews: what is the deadline down in Hamilton, Jenelle do you know.

Jenelle Berthoud: I do not know, I was waiting for tonight's meeting to make a decision.

Mayor Crews: we do not want to get into a situation promise swim lessons, then we can't do it and then there is no room down south.

Stephen Lassiter: that is what I am afraid of.

Mayor Crews: I think that we need to speak to this at a special town council meeting.

Gina Crowe: when do the kids get out of school? Last year the kids did not come in until the last couple of weeks.

Councilmember Smith: how many lifeguards and teachers just to do the swim lessons?

Gina Crowe: eight, but it depends. The first year that I was here there were thirteen lifeguards and they were busy they could have done more lessons last year, but we only had eight lifeguards.

Mayor Crews: and they have to be able to rotate out.

Robert Underwood: eight is defiantly the number that we need, are we going to commit to paying for their certifications.

Mayor Crews: that is a question for the council, spending \$3,000.00.

Councilmember Bailey: I think I would like some more time to dig into this a little bit. What I am understanding is that our lifeguards are doubling as swim instructors and maybe we could raise their rate of pay if they are swim instructors. How many do we actually get enrolled. Maybe a special town council meeting next week should be in order.

Jenelle Berthoud: water safety certification would be on top of their lifeguard certification.

Councilmember Bailey: if they did all of that, they would still be getting \$13.50 an hour. It is nice to get the certification, and they can use it other places at the same time they are still getting \$13.50.

Gina Crowe: it was \$11.50 last year.

Councilmember Bailey: it is \$13.50 this year, they still have to dedicate their time to get these certifications and that is them not getting compensated for that, they get their cert for free, but it is a Saturday to go out to Missoula to get certified to be qualified for us for \$13.50 an hour. Is that an attractive offer for anyone if you can go to Super One for \$18.00 per hour.

Robert Underwood: I think it would be good to bring the pool back and just talk about the pool.

Councilmember Bailey: and operating costs for the pool. If we operate at a loss, how much is that loss each year.

Mayor Crews: 6<sup>th</sup> of May.

Jenelle Berthoud: I will be in Billings, but I can set this up for you or have a special meeting next week.

Mayor Crews: I am gone Thursday and Friday. We could do it Wednesday.

Karen Wandler: I cannot make it.

Mayor Crews: how about the 28<sup>th</sup>, 6:30pm.

Karen Wandler: I think a lot of the problem for the lifeguards is the certification, we cant get these kids interested if they have to pay for their certification.

Mayor Crews: I guess I come from a different branch of the world, if I wanted a job I paid for my own training. I do understand that these are kids and this might be their first attempt at a job in the real world. We have to also look at the economy right now, gas at almost \$4.00 a gallon.

Jeff Motley: how about a partial reimbursement?

Mayor Crews: that is something that council should consider, that is a good idea.

Jeff Motley: even if you looked at a payment plan, if they could pay back whatever that portion over the summer, another thing that could happen is we cover the cost , they are here for a month and now they are gone.

Councilmember Bailey: there would have to be some sort of retention agreement, just like we do for the police. We pay for their training, and they are obligated to give us some many hours.

Karen Wandler: if we have the kids sign we have to have the parents sign.

Mayor Crews: this is all contingent on people wanting to sign up to be lifeguards.

Councilmember Smith: Jeff do you have any fireman that could help out?

Jeff Motley: you mean volunteers that have a day job already.

Councilmember Smith: I do not know what their day jobs are. There would not be any certification there.

Mayor Crews: well, you have to understand that fireman normally do have a day job and their employers are gracious enough to allow them to respond to a call. I would love to see the chief at our training next week, but if he takes off from his job he losses a day of pay.

Councilmember Bailey: not related to the pool, step up in an hour in the pay raise is that included, are we anticipating them to get their certifications and each person is due to get one.

Robert Unnderwood: if they get their certs.

Councilmember Bailey:” and they will in this fiscal year?

Robert Underwood: if they do, it is built in. if they do get it, it is in there.

Stephen Lassiter: so, you have Ian in there with no change?

Robert Underwood: he just got hired.

Stephen Lassiter: is that fare.

Robert Underwood: you don't when you first get hired. I am not sure if it is right or wrong. I see where you are coming from, we do the COLA to keep the rate adjusted. Whatever that base rate is, each year. The problem with that pay matrix. Ian worked for us before; he is at \$22.00 an hour when that usually starts at \$20.00. any questions on how these figures work. This is how we put in the

wages and the benefits into the budget. Come across here to the funds, here is how much comes out of each fund per person. In the general fund, this is where it breaks out per the accounts. Mayor, council, court.

Mayor Crews: can you explain the cash in lieu of health care.

Robert Underwood: when someone comes along, a couple of things. If you are a veteran and have veteran health care, or you are married and that spouse has great health care, but they still have to pay into that program for their spouse, we give them cash in lieu of. What we would pay them, it is not the whole amount, there is a factor, we have to pay SS and PERS, they do not get a benefit, and we do not have to pay that out. Right now, we pay for the employee \$946.00 cost to the town. When you add that across with PERS, Medicare, unemployment we have to pay that all when we give them cash in lieu of and they have to pay taxes on it. They do not get the full amount, and that is the number that we came up with this year.

Mayor Crews: how many employees do we have getting that.

Gina Crowe: three.

Jeff Motley: do we pay 100% of their insurance?

Robert Underwood: yes, for the full-time employee. Some times MMIA changes the package, we keep the same plan. age, we keep the same plan.

Jeff Motley: we pay the 100%, my company I have to pay a percentage of mine.

Mayor Crews: this is the first company that I have ever seen where we do cash in lieu.

Gina Crowe: I have seen it several places in the private sector, if a company is paying their employee and half of their spouse. It is set up to help pay for that spouse.

Mayor Crews: more and more companies are moving for the employees to pay for their health coverage.

Gina Crowe: I do not see that at all, you couldn't recruit anybody if you didn't pay for it.

Mayor Crews: Jeff's company does it.

Jeff Motley: I pay \$45.00 per month for my health plan, my company pays almost \$790.00 of my health plan it is a great deal.

Gina Crowe: you company pays for it, if your company did not pay for your insurance that would be tough.

Jeff Motley: the teachers pay for some of their health plan.

Robert Underwood: that would be something to look at, one thing about pay benefits is the town does not pay all of that other portion of it, PERS, taxes. The benefit of a raise it does save the town, you don't want to say that it is part of their pay, but it is that we the town do not pay taxes on that. and one of the good things about working here is that we pay for this compared to the wages that we pay.

Councilmember Bailey: public works assistant number 3, we are currently hiring for that position.

Robert Underwood: that position is not being hired, we used to hire two kids to mow and then we had one guy that did 30 hours and now we have a parks person. I kept that on there because there is always that option that we might have to.

Gina Crowe: we want it to be there incase you have to hire, and it is in the budget. If you take it off it would not be there if it needed to be filled.

Jeff Motley: does that person get a raise.

Councilmember Bailey: would the on call be in there also for that position.

Robert Underwood: well, they might just be the mower.

Gina Crowe: or they could be wastewater certified. If they are wastewater certified that \$22.00 goes up to \$30.00.

Robert Underwood: we would have to bring that back for approval.

Councilmember Bailey: we right now have a wastewater and a public works 1 listed on the website. It looks like we have two positions, but we are not sure if we have any.

Gina Crowe: the public works assistant should not be up, but it is closed. We do have a wastewater operator position open.

Councilmember Bailey: are we building that into the budget or we would bring that back. Would that person all take call.

Robert Underwood: we would then divide that by three. It is one person budgeted and then split.

Gina Crowe: it is budget at \$160.00 and that number does not change.

Robert Underwood: when all of the numbers are thrown in here and the revenue is put in, and this is pretty solid, and if something came up we would maybe have to relook at it.

c. Court

Robert Underwood: in front of you will see this, I highlighted areas that are not put in yet, Black Mountain and our Insurance. The actual department heads do not have a say in it; we just have to plug those numbers in. I plugged in the wages here based off of what you just saw for Jessica half time court. (continued to review past budget amounts compared to current, historical knowledge) Went through each line item. I need to talk about this one, the judge has asked for a raised bench each year, it is in MCA code. We have not passed that for the past six years.

Mayor Crews: she has been asking since 2016.

Robert Underwood: it is in MCA, but our court room is shared with the council. It would be a raised bench. On a side note, Hamilton has an old, raised bench system that they are looking to get rid of. You might want to talk mayor to mayor about that. (continued to go through line items, postage) One new thing, the judges contract is coming up this June. She did get a pretty large increase during the last negotiation. We will need to look at a contract, that number could change. Training is for both the clerk and the judge that go to two conferences. The judge has to go to both of them and the clerk goes to one.

Mayor Crews: we are looking at \$3,000.00 for four nights.

Robert Underwood: actually, eight nights.

Gina Crowe: the reason for that is that the conferences are on different days, so they cannot travel together.

Mayor Crews: we are talking \$3,000.00 for hotel fees. How many nights does the judge have to be away.

Gina Crowe: judge is gone for three or four nights and Jessica is three.

Mayor Crews: so, ten nights at \$300.00 at the Fairmount, maybe we should not be staying at the Fairmount.

Jeff Motley: that is where the conference is at.

Mayor Crews: does not mean that you have to stay there.

Gina Crowe: they give you a special rate if you go somewhere else the rate is higher.

John Boe: plus, there is no other place to stay up there.

Gina Crowe: that could go down, we do estimate on the higher side.

Mayor Crews: as long as we know that is our limit.

Robert Underwood: look at what we have spent last year. I don't think that it is going to go over. Jury fee is the next one, if you have a jury trial you have to pay the jurors. If you have a trial the cost goes up. We have spent so far this year \$58,000 and now they are budgeting \$82,000. They have really tightened their budget up; this is a preliminary budget until we have that contract for the judge. This is what they have asked for, when we come back there will be somethings on the side that we know about, you guys will decide. On a side note, if you have a police force you have to have a court, you can't base the revenue on the police and the court. Over the years the revenue has gone down.

Mayor Crews: so, I need to go down to Hamilton and talk to the mayor about that bench.

Councilmember Bailey: publicity negative \$125.00.

Robert Underwood: I owe you an answer to that one, publicity number.

Councilmember Bailey: what is it normally for.

Robert Underwood: when you have these codes, and change the name of the code, we have had an issue with this publicity code, and I will have to get you an answer.

Gina Crowe: we have so many things that are annual payments, I am going to start to track those differently because every department has annual fees.

Councilmember Bailey: printing budgeted last year for \$1,000 and now budgeting for \$400.

Robert Underwood: that was last year the printer and now they have traded that.

Councilmember Bailey: software, computers.

Robert Underwood: we try to break out the computers and software, they have Zoom.

Gina Crowe: I can tell you why it is \$150.00. Two years ago, we were charged two times for Zoom and it took me two years to get a refund on that.

Councilmember Bailey: you are basing that on one software should we add more.

Gina Crowe: that is going to keep changing until we get the final numbers.

Councilmember Bailey: salaries and wages for the court, we are budgeting that amount.

Robert Underwood: you guys need to worry about the 1000 fund; this is just the accounts. If you have a line that spends over and another one goes under you are still okay it is within that number.

b. Airport

Councilmember Bailey: on the airport budget salaries, the two salaries that would come out of that are going to be the airport manager and the mayor 5% where is the other 5%.

Brian Germane: it is mayor and finance.

Councilmember Bailey: what is 5%.

Brian Germane: about \$3500.00.

Robert Underwood: if you look over here it is Brian, mayor and finance. Any questions about the airport. Lets go down to the bottom of this report. We are jumping up a bit because of the sale of fuel. They sell more fuel this number goes up. You can see last year current budget and Brian has done a good job breaking this down. Postage for sending out leases.

Gina Crowe: there are the subscriptions in there also.

Brian Germane: thank you for putting that in there.

Robert Underwood: there are legal expenses. We do not know for sure, if you end up spending over one million in grant money this year we have to get a federal audit and that audit costs us \$45,000.00. This year we are going to build that into the grant.

Gina Crowe: the threshold is one million dollars right now we do not have any federal grants on the table, if we do it could be like this year.

Brian Germane: we do have three inspections a year, so this could be a little high. Every four months.

Robert Underwood: there is nothing that we can do about that, a government program that we got and had to abide to it.

Brian Germane: that is our weather system, if you do not maintain it you lose it.

Robert Underwood: so, you have to do it for the length of the contract.

Brian Germane: we always want to have an AWOS, we have seven years on it. the low bid is what got us this one, but it turned out to be the most expensive in the end to run.

Robert Underwood: we are going to talk about debt, the airport got a loan from Montana Aeronautics, and this is our last payment, and we are going to pay it early and we will bring it back as a budget amendment for the airport to refund this year and last year for the loan payment out of the TEDD money. It is an accounting glitch, the auditor said to reimburse the airport from the TEDD fund. They have gone up and the airport will be over budget and that is because of the fuel, there will be a budget amendment coming forth to correct this.

Brian Germane: we expected to sell 10 thousand gallons, and we are probably going to sell about 17,000 gallons.

Robert Underwood: airport project fund, this is for the airport, money that comes in from the feds to pay for projects we either get this money from the feds or Montana Aeronautics. Right now, in the master plan, fed and MA is going to be billed to them for \$19,000 for the master plan. We have the taxi way. Engineering cost at about \$80,000 and construction is about \$340,000. All in all, if you look at it, we already have federal funds over \$400,000 this year. If we get another grant we are going to get another audit so that is why we are going to build that into the grant.

Gina Crowe: make sure that Tyler knows about that.

Robert Underwood: the airport owes \$2,600 and that is what they owe on the master plan, 5%.

Jenelle Berthoud: is the tractor grant part of this fiscal year or next fiscal year?

Brian Germane: 2026/2027 those will be grant funds that we will receive in July. \$57,000.

Robert Underwood: you can see how that money comes up. Next meeting we will be doing the rest of the general fund, then water/sewer public works. somewhere in there we will do the revenue.

Mayor Crews: when is the next meeting.

Robert Underwood: you guys need to determine when is the next meeting.

(side conversations took place about possible dates for the next budget workshop meeting)

Robert Underwood: I would propose that we send out the general fund in an email to show you the numbers.

Mayor Crews: that sounds good to me.

Councilmember Bailey: I am available April 27<sup>th</sup> for the pool meeting.

Councilmember Wandler: 6:00pm?

Mayor Crews: 6:30pm. I am sure when we post that we will have some people show up.

3. Public Comment

NONE

4. Adjournment

Councilmember Bailey: make a motion to adjourn.

Councilmember Smith: 2<sup>nd</sup>.

**APPROVE:**

**ATTEST:**

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**James Crews, Mayor  
Town Clerk**

**Jenelle S. Berthoud,**

**File Attachments for Item:**

b. Town Council Meeting Minutes 04/23/2026

## Stevensville Town Council Meeting Minutes

for THURSDAY, APRIL 23, 2026, 6:30 PM 206 Buck Street, Town Hall

### 1. Call to Order and Roll Call

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

### 2. Pledge of Allegiance

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

John Snebigger: I have sent all of you some information on fire seasons. I am going to read you an article about climates and fire seasons. (read the article to the council also stated that he sent this article to the council).

Mayor Crews: I would like to add to that, we have had some fires in Red Lodge and in the Atlantic coast in Georgia there is one that is impacting that area, my brothers home is being impacted. I believe that it is due to increased populations and mismanagement of water resources.

John Snebigger: I would agree.

Steven Jackman: I have been here 10 years now, (gave some background to where he has lived and his health) I ride my bike I ride every other day, for the past 10 years I have been riding my bike on the bike path, into River Park and inside on the trails. I did not know until last week that it is not legal to ride a bike inside the Stevensville River Park. There are no signs down there that would let people know what things are allowed. In my opinion it should be open to bikes. I am asking you to take on that idea to legally ride bikes on the trail. I encourage you to look into this. Until we change the law, you will not see me riding in the trails. I am asking you to look at this municipal code.

Mayor Crews: Steven and I know each other from riding bikes.

Steven Jackman: I see him all of the time, cycling is my life and I think it is his also.

Mayor Crews: I encouraged Steven to come down and ask the council to change the ordinance to ride bikes in the park. I have talked with Gerry our parks manager to look at this park. Our park is not being used by everyone, and it should. One thing that I am talking to Gerry about is if we can work on this project and I am going to come to council and suggest that we change the ordinance and allow bicycles in River Park. I would also to see that Lee Metcalf, but they do

not realize that bicycles have low impact. I hope more people come forth about this.

#### 4. Approval of Minutes

##### a. Budget Workshop Meeting Minutes 04/08/2026

Mayor Crews: introduced Budget Workshop Meeting Minutes 04/08/2026.

Councilmember Smith: I move to accept Budget Workshop Meeting Minutes 04/08/2026.

Councilmember Wandler: 2<sup>nd</sup>.

Mayor Crews: motion and a 2<sup>nd</sup>. any discussion on this, public comment. Jenelle take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: okay.

##### b. Town Council Meeting Minutes 04/09/2026

Mayor Crews: introduced town council meeting minutes 04/09/2026.

Councilmember Smith: move to accept town council meeting minutes 04/09/2026.

Councilmember Ross: 2<sup>nd</sup>.

Mayor Crews: motion and a 2<sup>nd</sup>. any questions from the council, public comment. Jenelle take the vote.

Councilmember Wandler: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Councilmember Bailey: aye.

Mayor Crews: okay.

#### 5. Approval of Bi-Weekly Claims

##### a. Claims #20327-#20345 & #20348-#20351

Mayor Crews: introduced claims, #20327-#20345 & #20348-#20351

Councilmember Smith: I move to accept claims #20327-#20345 & #20348-#20351

Councilmember Wandler: 2<sup>nd</sup>.

Mayor Crews: motion and a 2<sup>nd</sup>. Council discussion?

Councilmember Wandler: 20349, we had discussed previously about soliciting bids from people for repairs to our vehicles. Is that done?

Mayor Crews: Jenelle we have submitted that, right.

Jenelle Berthoud: you got sick and that is where it ended.

Mayor Crews: I apologize we will need to bring that back up.

Councilmember Wandler: okay.

Councilmember Wandler: what is 20350 for.

Gina Crowe: Civic Plus is something that Jenelle uses. Codifications, website, minutes, agendas. This one is for codification.

Jenelle Berthoud: to hold our town code on the website we pay to have that service on the website.

Mayor Crews: any other questions, public comments? Jenelle, take the vote.

Councilmember Ross: aye.

Councilmember Smith: aye.

Councilmember Bailey: aye.

Councilmember Wandler: aye.

Mayor Crews: motion carries 4-0

## 6. Correspondence

a. Memo from Ms. Linda Henning

Mayor Crews: read correspondence. (Included in the agenda packet.)

Councilmember Bailey: May 19<sup>th</sup> will be our next meeting, to discuss the bills and the rates.

Mayor Crews: and you have a tour coming up.

Councilmember Bailey: that is on the 5<sup>th</sup>.

Mayor Crews: how many councilmembers are going to be able to make that tour?

## 7. New Business

a. Discussion/Decision: Approval and Acceptance of the Montana State Fund Workers' Compensation Quote

Mayor Crews: introduced new business item a, Approval and Acceptance of the Montana State Fund Workers' Compensation Quote.

Gina Crowe: MMIA are phasing out and they were undercut by Montana State Fund,(MSF). MSF took on all of the bigger cities and so that forced MMIA to close their worker's compensation program as of June 30<sup>th</sup> they will not be providing anybody worker's comp to anyone in the state. I went out and did some research on who we could secure for our worker's compensation and MSF was the only one that would give us a quote. The others either do not cover municipalities or we are too small. We are left with MSF and actually we have a pretty good rate, and it is less than what we were paying with MMIA. I am sure as time goes on it will go up but we are pretty good as our work comp claims, we do not have any things out there or outstanding. What this does is secure us, it will take them a bit to put their stuff in there for us.

Mayor Crews: any questions from the council?

Councilmember Bailey: this is just good for one year and then reevaluate our rates for the next fiscal year.

Gina Crowe: it is really hard with a municipality as small as us, we can look but normally it is kind of hard to secure another one.

Councilmember Bailey: sure, I was just curious if they were going to raise their rates next year.

Gina Crowe: if they do we will ask.

Councilmember Bailey: just making sure that we would not be in a contract.

Gina Crowe: it all depends on their rates, I have not seen anything, they are not going to give us a three-year contract that is just not how they work. They will evaluate at the end of the year and see where we are, MMIA did the same thing.

Mayor Crews: any more questions from the council. Public comment.

Councilmember Smith: I move to approve and accept the Montana State Fund Workers' Compensation Quote.

Councilmember Ross: 2<sup>nd</sup>.

Mayor Crews: motion and a 2<sup>nd</sup>. Any further council discussion. Jenelle take the vote.

Councilmember Smith: aye.

Councilmember Bailey: aye.

Councilmember Wandler: aye.

Councilmember Ross: aye.

Mayor Crews: thank you motion carries 4-0

b. Discussion/Decision: Approval to Close Town Hall on 04/29/2026 for Training Purposes

Mayor Crews: introduced new business item b, approval to close town hall on 4/29/26 for training purposes. We have requested MMIA to come down and provide training to the town and any other town. We have had Alberton respond and they will be coming. We have also requested that department heads attend, so we are going to have Stephen and John along with Jenelle and Andrena. Jessica will not be here because of court, right.

Jenelle Berthoud: yes, all day.

Mayor Crews: I have invited the department heads because I think that it is important that they know how government works. it is one thing to be out in the field all of the time and come in and say I need to get this and that and find out that there is a process, they need to know why there is a process and how it gets done, that is why I have asked the department heads to come. It is free training and they should not be turning it down.

Councilmember Bailey: how much does the training cost for them to come out?

Mayor Crews: \$1,500 is that right.

Jenelle Berthoud: yes.

Councilmember Bailey: and that is for an unlimited amount of people to attend.

Mayor Crews: I have asked the other towns if they come they can contribute if they want, the town is going to provide pizza for lunch and Cindy, and I are going

to provide a meat and cheese platter and veggie tray and cookies. It will be a good event, and you will learn a lot. Talon will you be able to attend.

Councilmember Ross: I should be able to attend.

Mayor Crews: public comment?

Councilmember Wandler: I move to approve the closure of town hall on 4/29/26 for training purposes.

Councilmember Smith: 2<sup>nd</sup>.

Mayor Crews: motion and a 2<sup>nd</sup>. The reason that we have to do this is because the mayor's office cannot close town hall, it takes the council and we have to provide public notice that a quorum of the council will be convened, and no business will be conducted only for training purposes.

Councilmember Wandler: you said to close town hall, does that mean everything.

Mayor Crews: the clerks office, the police department, fire department, court and public works will still be open. It is mainly the clerks office

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

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: okay.

c. Discussion/Decision: Appointment of Austin Kirkland as a Volunteer Firefighter Recruit for the SFD

Mayor Crews: introduced new business item c, Appointment of Austin Kirkland as a Volunteer Firefighter Recruit for the SFD.

Austin Kirkland: I am 21 years old I moved out her last June to apprentice under my father as a barber, I figure that volunteer fire department is a good way to give back to my community. I have experienced lots of car accidents and things of that nature in high school and middle school and friends passing. Anything that I can do to help out of prevent or mitigate from that damage that occurred I will gladly take that opportunity.

Mayor Crews: thank you, I hope that things work out that we never have to see you getting a life saving award but if you do I welcome you to be one of the ones to receive it.

Councilmember Smith: do you have any certifications that you are bringing with you.

Austin Kirkland: none, but I have been going to the trainings with the rest of the fire department to start practicing and have been talking to me about driving the engine, that is one of the first things that they are going to train me to do. After that I will be doing fire fighter one and EMT.

Mayor Crews: any questions from the council, public comment.

#### PUBLIC COMMENT

Tamara Ross: both volunteer recruitments on the agenda tonight, I want to thank you for your time and commitment as well as donating your time and we know that time is precious and whatever time you are taking away from to give your public duty or public volunteer time is much appreciated.

Mayor Crews: any further discussion, public comment.

Councilmember Bailey: I move that we appoint Austin Kirkland as a Volunteer Firefighter Recruit for the SFD.

Councilmember Smith: 2<sup>nd</sup>.

Mayor Crews: motion and a 2<sup>nd</sup>. any further council discussion. Jenelle, please call for the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Mayor Crews: motion carries 4-0

d. Discussion/Decision: Appointment of Jared Colton Johnston as a Volunteer Firefighter Recruit for the SFD

Mayor Crews: introduced new business item d, Appointment of Jared Colton Johnston as a Volunteer Firefighter Recruit for the SFD.

Councilmember Wandler: do we have any information on him.

Mayor Crews: I do not but he has been recommended by the fire chief and that is good enough for me.

Councilmember Bailey: I move that we approve the Appointment of Jared Colton Johnston as a Volunteer Firefighter Recruit for the SFD.

Councilmember Wandler: 2<sup>nd</sup>.

Mayor Crews: motion and a 2<sup>nd</sup>. discussion from the council. Public comment? Jenelle, please take the vote.

Councilmember Smith: aye.

Councilmember Ross: aye.

Councilmember Bailey: aye.

Councilmember Wandler: aye.

Mayor Crews: motion carries 4-0

Mayor Crews: introduced new business item e.

Councilmember Smith: can I make a motion to combine items e and f.

e. Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 05/02/2026

f. Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 05/16/2026

Mayor Crews: motion on the floor to combined e and f.

Councilmember Wandler: 2<sup>nd</sup>.

Mayor Crews: motion and a 2<sup>nd</sup> to combined items e and f as one item, comments from the public and council discussion. Can I get a vote please.

Councilmember Wandler: aye.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: okay.

Mayor Crews: back to those items, approval of SHVFM for 05/02/2026 and 05/16/2026. Questions from the council?

Councilmember Ross: my question is why are we voting on this because it is not an ongoing event it is a reoccurring event. And we had a discussion about this.

Mayor Crews: yes we have, first off the permit had not been approved because they just got their 501C-3 and got their business license and now we can approve their event. The discussions with farmers market, the town attorney and the mayors office included that they would come back every two weeks and ask for renewal of this for this year as a curtesy because our town ordinance says it. we are trying to comply with our ordinance we did give some leeway on the pricing, but we are sticking to our guns on the two-week reoccurring event per our town ordinance.

Councilmember Ross: that is fine I just think that it takes up a lot of time and the ordinance states ongoing events and it is not.

Mayor Crews: you have to look at the literal definitions of reoccurring and ongoing. If you read the definitions of them they are pretty similar.

Councilmember Ross: yes, but they are not the same. And you and I have had a discussion about this and you agreed that it was a reoccurring and not an ongoing, so to me we are wasting a lot of town time, and farmers market time to do something that I believe is not necessary. To me we should, we approved the permit we should be good to go we are not violating the ordinance and that is my opinion and based on our discission they are reoccurring not ongoing.

Mayor Crews: thank you.

Councilmember Smith: since this has been taken to the town attorney and all of that I am more inclined to go with that until we change the town code.

Councilmember Bailey: what is the definition of reoccurring versus ongoing. How are we defining those as different.

Mayor Crews: it is kind of weird because reoccurring would be an individual event occurring again, again and again, versus ongoing that an event starts here and it continues, without a break. This event has been approved for every Saturday for 23 weeks, but there is a week between each day, so it is kind of a hybrid. Farmers market is okay with it, the clerks office, mayor and town attorney are fine with it. Jess suggested that they would do the two-week renewal, we know that we have to change the ordinance. Once we can do that we can eliminate it.

Councilmember Ross: to me there is no need to change it if we are seeing it as a reoccurring because we have spent way more money with the attorney discussing something that we are not going to make that much money in a year. To now say that we are going to change the ordinance that is going to cost people more money. we are wasting time and money on something that happens every Saturday that is reoccurring. We are not approving it to be every day for the next two weeks we are approving it to happen once, then reoccur again next week. We are spending a lot of time, and I understand that they have offered to do this I am just stating we have already spent a lot of money.

Mayor Crews: as a reoccurring event are they separate or is it a continuous event.

Councilmember Ross: they would be separate events.

Mayor Crews: so, do we charge them a special event fee for every event.

Councilmember Ross: we have approved them by their permit, how we have approved the permit is with a one-time fee.

Mayor Crews: is it a reoccurring event?

Councilmember Ross: it was approved for all of those days. It reoccurs every Saturday.

Mayor Crews: so, we are in that zone in our ordinance that we are darned if we do and darned if we don't. this is a good compromise that it is going to come back every two weeks, it does not take much time to do.

Councilmember Ross: there are sometimes that it does not line up and then we have to approve two at a time and then. I understand that this is a current solution I am just saying that we are going down a dark whole spending more money and we have brought in a fifth of what we are spending for this specific permit and I think its unnecessary and I think that ongoing is intended to be "hey you have the rodeo in town for a month and half way through the town comes to us and says that we are having a hard time with parking because of this ongoing event and that gives us the council an opportunity to say hey we are here to approve you for this second two weeks but for us to do that you need to fix your parking problem." not this is something that is happening once a week reoccurring every week.

Councilmember Bailey: what is the cost to the town to update the ordinance.

Jenelle Berthoud: upwards of \$500-\$800.

Councilmember Ross: and how much have we spent on attorney fees.

Jenelle Berthoud: \$3,000.00.

Councilmember Ross: and we are bringing in \$500 for the year.

Mayor Crews: this year.

Jenelle Berthoud: between all of the special events that you have heard of or given approval to is about \$500-\$550.

Councilmember Bailey: I think the language in the ordinance is vague enough that it would be worth it to us to clean it up and clarify and really spend time to get it perfect so that we do not have to come back and spend more attorney fees.

Mayor Crews: I want to enlighten you a little bit too, we change the ordinance the attorney has to review it.

Councilmember Bailey: if there are different and before it did not make sense and now that you have explained it, it does make sense.

Mayor Crews: that was the big dilemma, whether it was 23 separate events which would have been a lot of money or is it an ongoing event over 23 separate days that is where this all came together at, we reached a compromise that has worked and that is why we are bringing it back. Lets get this done, next week is their event.

Councilmember Bailey: in an event that has more than 1,000 people has to come to council?

Mayor Crews: that is the other question is it an individual day or a communitive event. At the minimum it is 250 per day, times 23 days more than 1,000. There are several ordinances that we need to clean up.

Councilmember Wandler: why can't we just have them have one application for this year saying specific dates and we approve it.

Councilmember Ross: we tried that. and I am advocating on not approving I just am pointing out a flaw.

Mayor Crews: it is a flaw; the government is not perfect right now. We will work through it.

Councilmember Bailey: I think that we also need to review the ordinance, the resolution, the rates and the application. In tandem so that we understand how these documents work, we really need to shore this up sooner than later.

Mayor Crews: I think that the correct answer might be to minimize how much of the special event permit is covered in the ordinance and do it by resolution and

will not cost us as much as resolution. In the ordinance we say that a special event permit is changed by a resolution.

Councilmember Bailey: we can change a resolution easier.

Mayor Crews: state law, they have repealed so many laws lately. A bike is now considered a vehicle. Any further comment by council?

Councilmember Bailey: I do have a question as far as metering, and how they plan to do that.

Mayor Crews: what the farmers market is going to do, is they are going to go to the pole and take a date and time picture in the am and in the pm and send it to us.

Councilmember Bailey: and what is the rate that they will be charged for power usage.

Mayor Crews: whatever we are getting charged right now. The interesting thing is there is a base rate we may run into something with that.

Councilmember Smith: do we have a contingency if they might forget to take the picture.

Mayor Crews: we will hope they are more diligent than that.

Councilmember Smith: but what if, this is all new.

Councilmember Ross: there is still the base rate in the permit that we can charge them.

Councilmember Bailey: we can refer back to the resolution on that.

Councilmember Wandler: so, what are they paying. How much are they paying for use this year.

Mayor Crews: \$125.00 for the special event permit and we will look at the power; at the end of the year, they will take it to their board and bring it back to us and you the council will decide.

Councilmember Wandler: so, they will pay \$150.00 for all of it.

Mayor Crews: it depends on what they use.

Councilmember Wandler: forget the meter, just for the usage.

Councilmember Ross: yes they will pay the \$125.00 for the permit.

Councilmember Wandler: I see in red fee waived; they did pay already.

Mayor Crews: they did get their 501 C-3. They have paid their \$125.00.

Jenelle Berthoud: they have paid their \$125.00 for the car show as well.

Councilmember Bailey: make a motion that we approve the SHVFM for 05/02/2026 and 05/16/2026.

Councilmember Ross: 2<sup>nd</sup>.

Mayor Crews: motion and a 2<sup>nd</sup>. further discussion, Jenelle please take the vote.

Councilmember Ross: aye.

Councilmember Wandler: aye.

Councilmember Smith: aye.

Councilmember Bailey: aye.

Mayor Crews: thank you.

## 8. Board Reports

### a. Sewer & Water Advisory Committee Meeting Minutes 04/07/2026

Councilmember Bailey: I kind of already gave it, meeting on the 5<sup>th</sup> to take a tour and on the 19<sup>th</sup> to meet with Robert and Gina about the finances.

Mayor Crews: your bylaws.

Councilmember Bailey: they were approved at the last meeting and will come to you soon.

Mayor Crews: everyone understands that the mission is to look at what is going on and try to get a resolution.

Councilmember Bailey: 6 members now.

## 9. Town Council Comments

NONE

## 10. Executive Report

Mayor Crews: not a lot to report this week, still recovering Doctor gave a good report he said that he surgery was successful.

## 11. Adjournment

Councilmember Smith: make a motion to adjourn.

Councilmember Ross: 2<sup>nd</sup>.

**APPROVE:**

**ATTEST:**

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**James Crews, Mayor**  
**Town Clerk**

**Jenelle S. Berthoud,**

**File Attachments for Item:**

a. Claims #20375-#20410

\* ... 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 ( 5/26) ****								
20375	E	85 CENTURYLINK	105.42					
Century Link - 9556 - Phone/Internet for the AWOCS system and Fuel Tank Billing from May 8th to June 7th 2026.								
		9556-0526 05/30/26 AWOCS System	60.69*			5610 430300	345	101000
		9556-0526 05/30/26 Fuel Tank	44.73*			5610 430300	345	101000
*** Claim from another period ( 5/26) ****								
20376		2032 APPAREL EMBROIDERY, INC	438.00					
Uniforms for the PD								
		23827 05/04/26 Uniforms - PD	438.00			1000 420100	226	101000
*** Claim from another period ( 5/26) ****								
20377		180 Montana Law Enforcement Academy	2,340.00					
Academy training for Otis Baugh Jan 26th through April 21th 2026								
		26102 04/21/26 Academy training Otis Baugh	2,340.00			2810 420100	380	101000
*** Claim from another period ( 5/26) ****								
20378		1961 Osburn Irrigation Inc	12.70					
Solonoid for irrigation valve								
		138517 05/18/26 Supplies	12.70*			1000 460430	230	101000
*** Claim from another period ( 3/26) ****								
20379	C	2108 EnergiSystems, LLC	26,441.00					
AIP 3-30-0044-022-2025 - Self Serve Fuel Station RFR #6. Pay Application #3. This project is 100% paid for by the FAA and MT Aeronautics.								
		033126 03/31/26 Airport Fuel Station - FAA	26,441.00*			5620 430300	950	6 101000
*** Claim from another period ( 3/26) ****								
20380	E	206 MONTANA DEPARTMENT OF REVENUE	267.08					
1% Gross Receipts Tax for EnergiSystem for the Self Serve Fuel station -AIP 3-30-044-022-2025								
		033126 03/31/26 1% Gross Receipts Tax	267.08*			5620 430300	950	6 101000
*** Claim from another period ( 5/26) ****								
20381		2003 TALL TIMBER CLIMBING &	9,400.00					
Draw for pruning & removal of windstorm damaged trees along College, Church, Buck Street This will be reimbursed from the Disaster Funds								
		051626 05/15/26 College	1,200.00*			1000 460437	350	101000
		051626 05/15/26 Buck	5,200.00*			1000 460437	350	101000
		051626 05/15/26 Church	3,000.00*			1000 460437	350	101000
*** Claim from another period ( 5/26) ****								
20382	E	1957 Netchex	414.24					
Netchex monthly service fee for Payroll Software. This is deducted automatically on the 15th of the month or the Friday before if the 15th falls on a weekend.								
		2026055395 05/15/26 Netchex fees - Council	78.89*			1000 410100	333	101000
		2026055395 05/15/26 Netchex fees - Mayor	19.73*			1000 410200	333	101000
		2026055395 05/15/26 Netchex fees - Court	9.86			1000 410360	333	101000
		2026055395 05/15/26 Netchex fees - Admin	59.17*			1000 410550	333	101000
		2026055395 05/15/26 Netchex fees - PW Admin	19.73			1000 430100	333	101000

05/26/26  
16:59:38

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 6/26

Page: 2 of 9  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		2026055395 05/15/26 Netchex fees - PD	59.17			1000 420100	333	101000
		2026055395 05/15/26 Netchex fees - FD	49.31*			1000 420410	333	101000
		2026055395 05/15/26 Netchex fees - Water	49.33			5210 430510	333	101000
		2026055395 05/15/26 Netchex fees - Sewer	49.33*			5310 430610	333	101000
		2026055395 05/15/26 Netchex fees- Airport	19.72			5610 430300	333	101000
		*** Claim from another period ( 5/26) ****						
20383	C	858 MILLER LAW OFFICE, PLLC	1,500.00					
		Working on Water Right-continued work on Well 1 change app, review preliminary determinations grant by DNRC. Follow up on Burnt Fork Estates. Services are for						
		April of 2026.						
		1407 05/15/26 Water Rights Svcs	900.00*			5210 430530	352	101000
		1407 05/15/26 BFE - Legal Svcs	600.00			1000 411100	352	101000
		*** Claim from another period ( 4/26) ****						
20384		16 Montana Environmental Lab LLC	1,495.30					
		Montana Environmental Lab Testing for Water & Sewer						
		2602675 03/31/26 Lab Testing - Sewer	267.10			5310 430640	355	101000
		2602869 04/07/26 Lab Testing - Sewer	267.10			5310 430640	355	101000
		2603147 04/15/26 Lab Testing - Sewer	426.90			5310 430640	355	101000
		2603425 04/23/26 Lab Testing - Sewer	267.10			5310 430640	355	101000
		2603640 04/28/26 Lab Testing - Sewer	267.10			5310 430640	355	101000
		*** Claim from another period ( 5/26) ****						
20385		348 Snow Mountain Electric	101.60					
		Radio repair and fuse - Fire Department						
		4022 05/05/26 Radior repair/fuse	101.60			1000 420460	360	101000
		*** Claim from another period ( 5/26) ****						
20386		1714 Big Bear Sign Company Inc	828.00					
		Decals & installation for apparatuses						
		2026-647 05/11/26 Decals for Fire Truck	828.00*			1000 420460	220	101000
		*** Claim from another period ( 5/26) ****						
20387	C	1907 Jenelle Berthoud	519.40					
		Travel to Municipal Conference in Billings May 2026						
		051526 05/18/26 Mileage reimbursement	519.40*			1000 410550	370	101000
20388	C	1702 DE Lage Landen Finance Services,	82.00					
		Printer Lease-PD for June 2026						
		597183810 06/01/26 PD-Printer Lease	82.00*			1000 420100	320	101000
		*** Claim from another period ( 5/26) ****						
20389	C	2101 Fisher's Technology	25.01					
		Service Agreement that covers, labor, parts and toner for May 2026						
		1670217 05/11/26 Printing services	5.01			1000 410550	320	101000
		1670217 05/11/26 Printing services	10.00			5210 430510	320	101000
		1670217 06/11/26 Printing services	10.00			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
20390	E	2000 RICOH USA Inc		133.70				
		Printer Lease for Town Hall for period 06/05/26-- 07/04/26						
		110043558 06/05/26 Printer Lease-Mayor	6.68*			1000 410100	320	101000
		110043558 06/05/26 Printer Lease - Council	6.69*			1000 410200	320	101000
		110043558 06/05/26 Printer Lease - Court	3.34			1000 410360	320	101000
		110043558 06/05/26 Printer Lease - Admin	20.06			1000 410550	320	101000
		110043558 06/05/26 Printer Lease - Bldg	13.37*			2394 420531	320	101000
		110043558 06/05/26 Printer Lease - Water	40.11			5210 430510	320	101000
		110043558 06/05/26 Printer Lease - Sewer	40.11			5310 430610	320	101000
		110043558 06/05/26 Printer Lease - Airport	3.34			5610 430300	320	101000
		*** Claim from another period ( 5/26) ****						
20391		87 MSU LOCAL GOVERNMENT CENTER		1,908.08				
		In-person training with Dan Clark MSU Local Government Center						
		2776 05/13/26 Training-Council	1,090.36*			1000 410100	380	101000
		2776 05/13/26 Training-Mayor	272.58*			1000 410200	380	101000
		2776 05/13/26 Training-Admin	272.57*			1000 410550	380	101000
		2776 05/13/26 Training-PW	272.57*			1000 430100	380	101000
		*** Claim from another period ( 5/26) ****						
20392		1929 MISSOULA MOTOR PARTS CO.		117.02				
		Windshield washer & black tire magic for PD. Oil filter, fuel hose and coolant for mower. Sensor for PW -work truck and trailer lights plug						
		941295 05/04/26 Supplies - PD	6.54*			1000 420100	220	101000
		944391 05/18/26 Supplies - PD	7.44*			1000 420100	220	101000
		941725 05/06/26 Sensor - PW	34.35			1000 430100	230	101000
		941725 05/06/26 Sensor - PW	34.34			5210 430510	230	101000
		944732 05/20/26 Trailer lights	34.35			5310 430610	230	101000
		*** Claim from another period ( 5/26) ****						
20393	C	728 HDR ENGINEERING, INC.		26,367.90				
		Working on water system control screens & programing, troubleshoot emergency call out alarms & working with Neeley Electric on closeout items. From March to						
		May 2026						
		1200826020 05/14/26 Water Leak Repair Proj	18,871.30			5230 430550	900	2 101000
		1200826021 05/14/26 Water Leak Repair Proj	7,496.60			5230 430550	900	2 101000
		*** Claim from another period ( 5/26) ****						
20394	C	728 HDR ENGINEERING, INC.		1,002.50				
		Repair Storm drain at Heritage & Smith. This is in the budget under the BARSA Funds						
		1200826022 05/14/26 Storm Drain Repair	1,002.50			2820 430200	950	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 ( 4/26) ****								
20395		1436 Maureen M. O'Connor	992.70					
		Courts of Limited Jurisdiction Fall Conference 2026 in Billings						
	042326	04/23/26 Conference - meals	52.50			1000 410360	377	101000
	042326	04/23/26 Conference - Mileage	556.80			1000 410360	370	101000
	042326	04/23/26 Conference - Hotel	383.40			1000 410360	376	101000
*** Claim from another period ( 4/26) ****								
20396		34 STEVENSVILLE HARDWARE AND RENTAL	467.75					
		Supplies for the Town						
	CC-672	04/01/26 Stevi Hardware - 16291710	7.19			1000 202200		101000
		Paper tag with ring			CC Accounting: 1000-	-420100-210		
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-672	04/01/26 Stevi Hardware - 2008428	3.58			1000 202200		101000
		Single cut key			CC Accounting: 1000-	-420100-220		
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-678	04/29/26 Stevi Hardware-16297501	22.03			5210 202200		101000
		Plumbing parts			CC Accounting: 5210-	-430550-220		
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-678	04/28/26 Stevi Hardware-16297429	11.69			1000 202200		101000
		Duct Tape			CC Accounting: 1000-	-430100-220		
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-678	04/24/26 Stevi Hardware -16296532	22.49			1000 202200		101000
		Allen wrench set			CC Accounting: 1000-	-430100-220		
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-678	04/20/26 Stevi Hardware -16295611	8.54			5210 202200		101000
		Blue Paint			CC Accounting: 5210-	-430550-220		
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-678	04/20/26 Stevi Hardware -16295611	13.48			5310 202200		101000
		STEVENSVILLE HARDWARE AND RENTAL INC			CC Accounting: 5310-	-430640-220		
	CC-678	04/17/26 Stevi Hardware -16294903	29.68			1000 202200		101000
		Flour Light bulbs			CC Accounting: 1000-	-430100-210		
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-683	04/08/26 Stevi Hardware-16292993	20.24			1000 202200		101000
		Park Signs			CC Accounting: 1000-	-460430-230		
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-683	04/08/26 Stevi Hardware-16293003	52.16			1000 202200		101000
		Sign Posts			CC Accounting: 1000-	-460430-230		
		STEVENSVILLE HARDWARE AND RENTAL INC						
	CC-686	04/10/26 Stevi Hardware-16293602	4.49			1000 202200		101000
		STEVENSVILLE HARDWARE AND RENTAL INC			CC Accounting: 1000-	-420100-210		
	CC-686	04/07/26 Stevi Hardware-16292798	8.95			1000 202200		101000
		STEVENSVILLE HARDWARE AND RENTAL INC			CC Accounting: 1000-	-460430-220		
	CC-698	04/28/26 Stevi Hardware-Airport	45.68			5610 202200		101000
		repair supplies			CC Accounting: 5610-	-430300-230		
		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
	CC-700	04/24/26 Stevi Hardware-16296551	13.52			1000 202200		101000
	L&C Supplies					CC Accounting: 1000-	-460430-230	
	STEVENSVILLE	HARDWARE AND RENTAL INC						
	CC-700	04/24/26 Stevi Hardware-16296573	3.18			1000 202200		101000
	L&C Supplies					CC Accounting: 1000-	-460430-230	
	STEVENSVILLE	HARDWARE AND RENTAL INC						
	CC-701	04/30/26 Stevi Hardware-16297880	12.58			1000 202200		101000
	Sink Parts					CC Accounting: 1000-	-411201-230	
	STEVENSVILLE	HARDWARE AND RENTAL INC						
	CC-702	04/13/26 Stevi Hardware-16294085	13.49			1000 202200		101000
	STEVENSVILLE	HARDWARE AND RENTAL INC				CC Accounting: 1000-	-430100-220	
	CC-702	04/13/26 Stevi Hardware- 16294085	13.49			5210 202200		101000
	STEVENSVILLE	HARDWARE AND RENTAL INC				CC Accounting: 5210-	-430510-220	
	CC-702	04/13/26 Stevi Hardware- 16294085	13.49			5310 202200		101000
	STEVENSVILLE	HARDWARE AND RENTAL INC				CC Accounting: 5310-	-430610-220	
	CC-703	04/14/26 Stevi Hardware-16294346	9.43			5310 202200		101000
	STEVENSVILLE	HARDWARE AND RENTAL INC				CC Accounting: 5310-	-430630-230	
	CC-703	04/15/26 Stevi Hardware- 16294529	90.87			5310 202200		101000
	STEVENSVILLE	HARDWARE AND RENTAL INC				CC Accounting: 5310-	-430630-230	
	CC-704	04/13/26 Stevi Hardware-16294125	16.18			1000 202200		101000
	STEVENSVILLE	HARDWARE AND RENTAL INC				CC Accounting: 1000-	-460437-230	
	CC-685	04/08/26 Stevi Hardware-16293061	13.04			1000 202200		101000
	Park Signs					CC Accounting: 1000-	-460430-230	
	STEVENSVILLE	HARDWARE AND RENTAL INC						
	CC-685	04/08/26 Stevi Hardware-16293089	7.50			1000 202200		101000
	Park Signs					CC Accounting: 1000-	-460430-230	
	STEVENSVILLE	HARDWARE AND RENTAL INC						
	CC-685	04/09/26 Stevi Hardware-16293252	10.78			1000 202200		101000
	Parks					CC Accounting: 1000-	-460430-230	
	STEVENSVILLE	HARDWARE AND RENTAL INC						
		*** Claim from another period ( 5/26) ****						
20397		150 Association of Montana Troopers	90.00					
		Legislative Books for the PD						
	5582	05/03/26 Legislative Guide Books	90.00*			1000 420100	210	101000
		*** Claim from another period ( 5/26) ****						
20398		2121 Real Steele Automitive LLC	345.00					
		Unity LED Spotlight						
	1029	05/05/26 Spotlight R&R	345.00*			1000 420100	220	101000
		*** Claim from another period ( 4/26) ****						
20399		1929 MISSOULA MOTOR PARTS CO.	126.96					
		Oil & filter for work truck. Fuel hose,coolant and filter for mower.						
	937447	04/15/26 Operating Supplies-PW	2.45*			1000 460430	230	101000
	937570	04/16/26 Operating Supplies-PW	3.41*			1000 460430	230	101000
	937735	04/17/26 Operating Supplies-PW	15.87*			1000 460430	230	101000
	937735	04/17/26 Operating Supplies-PW	15.00*			1000 430900	230	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	936906	04/13/26 Operating Supplies-PW	30.08			1000 430100	230	101000
	936906	04/13/26 Operating Supplies-PW	30.08			5210 430510	230	101000
	936852	04/13/26 Operating Supplies-PW	30.07			5310 430610	230	101000
		*** Claim from another period ( 5/26) ****						
20400		289 MONTANA DEQ	60.00					
		DEQ Renewal Fee Water for Cody Anderson and Stephen Lassiter						
	5R2601094	05/01/26 Renewal fee-Water C. Anders	30.00			5210 430510	335	101000
	5R2601451	05/01/26 Renewal fee-S. Lassiter	30.00			5210 430510	335	101000
		*** Claim from another period ( 5/26) ****						
20401		689 Stevensville Firemen's Relief	6,061.00					
		Funds for the Stevensville Firefighters Relief Association - Insurance						
		Apportionment for FY 25-26. Funds were deposited 5/18/2026.						
	12301848	05/15/26 FF Relief Association	6,061.00			7120 510300	780	101000
		*** Claim from another period ( 5/26) ****						
20402		23 VALLEY DRUG AND VARIETY	49.26					
		Map for Cemetery and Business cards for the mayor. Charger for PW phone.						
		Return shipping for PD.						
	820289	04/30/26 Office Supplies	1.50*			1000 410200	210	101000
	820289	04/30/26 Office Supplies	7.00*			1000 430100	210	101000
	823782	05/19/26 Charger	12.99*			1000 430100	210	101000
	822841	05/13/26 Return shipping-PD	27.77*			1000 420100	311	101000
		*** Claim from another period ( 4/26) ****						
20403		108 BITTERROOT STAR	361.00					
		Audit Publication and Chili Cook Off advertisement						
	44225	04/15/26 Audit Publication	171.00			1000 410550	330	101000
	43728	04/01/26 Chili Cook Off	190.00*			1000 420100	330 8	101000
		*** Claim from another period ( 4/26) ****						
20404	E	1659 CHS Mountain West CO-OP	263.60					
		Fuel for Town						
	VM0817	04/13/26 Fuel - PW	61.90			1000 430100	231	101000
	VM3297	04/20/26 Fuel - PW	61.90			5210 430510	231	101000
	VM4483	04/23/26 Fuel - PW	61.90			5310 430610	231	101000
	180074	04/06/26 Fuel-PD	77.90			1000 420100	231	101000
		*** Claim from another period ( 5/26) ****						
20405	E	2055 DTS Truck Repair, LLC	654.33					
		Service brakes on engine #2510						
	SO-HD-1347	05/11/26 Brakes on #2510	654.33			1000 420460	360	101000
		*** Claim from another period ( 4/26) ****						
20406	C	690 Core & Main LP	4,426.36					
		Supplies for the water line and water meters. Supplies for water line repair at the airport.						
	Y825825	04/09/26 Waterline repairs	163.04*			5210 430550	220	101000
	Y692625	04/09/26 Water meters	2,824.66			5210 430550	238	101000
	Y889712	05/01/26 Water meters	230.31			5210 430550	238	101000
	Y915919	04/23/26 Repair supplies-airport	105.89*			5610 430300	230	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	Y957619	05/01/26 Repair supplies-airport	1,102.46*			5610 430300	230	101000
		*** Claim from another period ( 5/26) ****						
20407		6 Eastside Ace Hardware	37.38					
		Drip irrigation supplies for Veterans Park and hand soap for L&C bathroom						
	034985	05/06/26 Supplies	18.22			1000 460430	220	101000
	035104	05/21/26 Supplies	19.16*			1000 460430	230	101000
		*** Claim from another period ( 5/26) ****						
20408		1282 Valley Irrigation	16.18					
		Ball valvu for L&C restrooms						
	120341	05/05/26 Supplies	16.18*			1000 460430	230	101000
		*** Claim from another period ( 5/26) ****						
20409	C	20 Skagit Farmers Supply	49.99					
		Grass seed for new sump						
	44658	05/21/26 Grass Seed	49.99			1000 430200	220	101000
		*** Claim from another period ( 5/26) ****						
20410	E	2111 USDA Water and Sewer Loans	23,378.00					
		Automatic deduction from bank account						
		Water Bond Payment - (7,584.00)						
		Sewer Bond Payment - Series 2016A, 2016B (1,337.00+2,376.00=\$3,713.00)						
		Sewer Bond Payment - Series 2000A, 2000B. 2011, (3,663.00+5,625.00+2,793.00=\$12,081.00)						
	05/26	05/31/26 W-Payment - Principle	2,658.42			5210 490200	610	101000
	05/26	05/31/26 W-Payment - Interest	4,925.58			5210 490200	620	101000
	05/26	05/31/26 S-Payment - Principle	633.87			5310 490200	610	101000
	05/26	05/31/26 S-Payment - Interest	703.13			5310 490200	620	101000
	05/26	05/31/26 S-Payment - Principle	1,126.00			5310 490200	610	101000
	05/26	05/31/26 S-Payment - Interest	1,250.00			5310 490200	620	101000
	05/26	05/31/26 S-Payment - Principle	715.01			5310 490200	610	101000
	05/26	05/31/26 S-Payment - Interest	2,077.99			5310 490200	620	101000
	05/26	05/31/26 S-Payment - Principle	935.40			5310 490200	610	101000
	05/26	05/31/26 S-Payment - Interest	2,727.60			5310 490200	620	101000
	05/26	05/31/26 S-Payment - Principle	1,436.43			5310 490200	610	101000
	05/26	05/31/26 S-Payment - Interest	4,188.57			5310 490200	620	101000
		<b># of Claims</b>	<b>36</b>					
		<b>Total:</b>	<b>110,878.46</b>					
		<b>Total Electronic Claims</b>	<b>85,630.53</b>			<b>Total Non-Electronic Claims</b>	<b>25247.93</b>	

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<b>Fund/Account</b>	<b>Amount</b>
1000 GENERAL	
101000 Cash - Operating	17,328.94
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	13.37
2810 POLICE TRAINING & PENSION	
101000 Cash - Operating	2,340.00
2820 GAS APPORTIONMENT TAX / BARSAA	
101000 Cash - Operating	1,002.50
5210 WATER	
101000 Cash - Operating	12,031.83
5230 ARPA WATER LEAK REPAIR	
101000 Cash - Operating	26,367.90
5310 SEWER	
101000 Cash - Operating	17,642.33
5610 AIRPORT	
101000 Cash - Operating	1,382.51
5620 AIRPORT PROJECT	
101000 Cash - Operating	26,708.08
7120 FIREMEN'S DISABILITY	
101000 Cash - Operating	6,061.00
<b>Total:</b>	<b>110,878.46</b>

05/26/26  
16:59:38

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
For the Accounting Period: 6 / 26

Page: 9 of 9  
Report ID: AP100A

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

\_\_\_\_\_  
Melissa Bailey, Councilmember

\_\_\_\_\_  
Talon Ross, Councilmember

\_\_\_\_\_  
Karen Wandler, Councilmember

\_\_\_\_\_  
Wallace Smith, Councilmember

\_\_\_\_\_  
Jim Crews, Mayor

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

**File Attachments for Item:**

- a. Informational: Stevensville Pool Lifeguard Update



## 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>	Gerry Gaylor
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Parks Manager
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	parksmanager@townofstevensville.gov
<b>Requested Council Meeting Date for Item:</b>	05/28/2026
<b>Agenda Topic:</b>	Informational: Stevensville Pool Lifeguard Update
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	05/28/2026
<b>Notes:</b>	Parks Manager Gerry Gaylor will give an update on the number of lifeguard applications and updates with onboarding of lifeguards.

**File Attachments for Item:**

b. Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 05/30/2026



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Jess Bundren, SHVFM
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Citizen
<b>Submitter Phone:</b>	406-207-9425
<b>Submitter Email:</b>	steviHVFM@gmail.com
<b>Requested Council Meeting Date for Item:</b>	05/28/2026
<b>Agenda Topic:</b>	Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 05/30/2026
<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>	05/28/2026
<b>Notes:</b>	

**Town of Stevensville Application for a Special Event Permit**

Received Date \_\_\_-\_\_\_-\_\_\_ Time \_\_\_\_\_ Received by \_\_\_\_\_

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

Name of Organization Stevensville Harvest Valley Farmers Market

Address 905 Middle Burnt Fork Rd

Town/City Stevensville State MT Zip Code 59870

Responsible Person (Print Name) Jess Bundren

Address 905 Middle Burnt Fork Rd

Town/City Stevensville State MT Zip Code 59870

Phone Number (406) 207-9425 Alternate Phone Number \_\_\_\_\_

Email Address SteviHVFM@gmail.com

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

Single Event Date 05 - 30 - 2026 \* Is this a multiple day event Yes  No

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

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

Location Requested (please select one)

**Lewis & Clark Park Veterans Park Father Ravalli Park Creamery Park**

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

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

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

Highway or Street Closure? Yes  No

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? 0 x \$25= \_\_\_\_\_

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

Bonfire Permit Request Attached? Yes  No

**Town of Stevensville Application for a Special Event Permit**

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

Is overnight camping requested? Yes \_\_\_ No X

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

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

N/A

Do you have insurance? Yes X No \_\_\_ Insurance On File Yes X No \_\_\_

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

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

Copy of Certificate of insurance attached? Yes X No \_\_\_

Will Security be required? Yes \_\_\_ No X

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

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

Finance Officer Cost Estimate \_\_\_\_\_

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

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

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

**Town of Stevensville Application for a Special Event Permit**

**To be completed by Town of Stevensville Staff**

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

**Council Approval Required by number of attendees? Yes \_\_\_ No \_\_\_**

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

(Fee Waived and Good Faith Metering and Reimbursement)

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

Special Event Fee \$125 \_\_\_

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

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

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

Alcohol fee \$200 Alcohol Fee \_\_\_

Pavillion Rental \$40 \_\_\_

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

Deposit (Applicable to alcohol events only) \_\_\_

**Total event fee** \_\_\_\_\_

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

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_ - \_\_\_ - \_\_\_

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

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_ - \_\_\_ - \_\_\_

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

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_ - \_\_\_ - \_\_\_

**Alcohol Use Request Form approved by Town Council?**

Council Meeting Date \_\_\_ - \_\_\_ - \_\_\_ Approved Yes \_\_\_ No \_\_\_

**Road Closure and Traffic Control approved?**

Council Meeting Date \_\_\_ - \_\_\_ - \_\_\_ Approved Yes \_\_\_ No \_\_\_

Note 1-If portable power meters are available, actual usage fees may be determined vs a 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 12<sup>th</sup> day of February 2026.

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

Meeting Date \_\_\_-\_\_\_-\_\_\_ Approved Yes\_\_\_ No\_\_\_

Approved by the Mayor Yes\_\_\_ No\_\_\_

\_\_\_\_\_ Date \_\_\_-\_\_\_-\_\_\_

**Permit Issued by the Stevensville Town Clerk**

Signed \_\_\_\_\_ Date \_\_\_-\_\_\_-\_\_\_

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

**Deposit Refunded when approved by Public Works Inspection**

Public works inspection Satisfactory \_\_\_ Unsatisfactory \_\_\_

Inspection by \_\_\_\_\_ Date \_\_\_-\_\_\_-\_\_\_

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

Deposit refunded on \_\_\_-\_\_\_-\_\_\_ Check Number \_\_\_\_\_

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

Clerks Initial when received \_\_\_\_\_

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

**File Attachments for Item:**

c. Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 06/13/2026



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Jess Bundren, SHVFM
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Citizen
<b>Submitter Phone:</b>	406-207-9425
<b>Submitter Email:</b>	steviHVFM@gmail.com
<b>Requested Council Meeting Date for Item:</b>	05/28/2026
<b>Agenda Topic:</b>	Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 06/13/2026
<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>	05/28/2026
<b>Notes:</b>	

**Town of Stevensville Application for a Special Event Permit**

Received Date \_\_\_-\_\_\_-\_\_\_ Time \_\_\_\_\_ Received by \_\_\_\_\_

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

Name of Organization Stevensville Harvest Valley Farmers Market

Address 905 Middle Burnt Fork Rd

Town/City Stevensville State MT Zip Code 59870

Responsible Person (Print Name) Jess Bundren

Address 905 Middle Burnt Fork Rd

Town/City Stevensville State MT Zip Code 59870

Phone Number (406) 207-9425 Alternate Phone Number \_\_\_\_\_

Email Address SteviHVFM@gmail.com

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

Single Event Date 06 - 13 - 2026 \* Is this a multiple day event Yes  No

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

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

Location Requested (please select one)

**Lewis & Clark Park Veterans Park Father Ravalli Park Creamery Park**

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

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

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

Highway or Street Closure? Yes  No

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? 0 x \$25= \_\_\_\_\_

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

Bonfire Permit Request Attached? Yes  No

**Town of Stevensville Application for a Special Event Permit**

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

Is overnight camping requested? Yes \_\_\_ No X

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

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

N/A

Do you have insurance? Yes X No \_\_\_ Insurance On File Yes X No \_\_\_

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

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

Copy of Certificate of insurance attached? Yes X No \_\_\_

Will Security be required? Yes \_\_\_ No X

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

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

Finance Officer Cost Estimate \_\_\_\_\_

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

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

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**Town of Stevensville Application for a Special Event Permit**

**To be completed by Town of Stevensville Staff**

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

**Council Approval Required by number of attendees? Yes \_\_\_ No \_\_\_**

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

(Fee Waived and Good Faith Metering and Reimbursement)

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

Special Event Fee \$125 \_\_\_\_\_

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

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

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

Alcohol fee \$200 Alcohol Fee \_\_\_\_\_

Pavillion Rental \$40 \_\_\_\_\_

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

Deposit (Applicable to alcohol events only) \_\_\_\_\_

**Total event fee** \_\_\_\_\_

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

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_ - \_\_\_ - \_\_\_

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

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_ - \_\_\_ - \_\_\_

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

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_ - \_\_\_ - \_\_\_

**Alcohol Use Request Form approved by Town Council?**

Council Meeting Date \_\_\_ - \_\_\_ - \_\_\_ Approved Yes \_\_\_ No \_\_\_

**Road Closure and Traffic Control approved?**

Council Meeting Date \_\_\_ - \_\_\_ - \_\_\_ Approved Yes \_\_\_ No \_\_\_

Note 1-If portable power meters are available, actual usage fees may be determined vs a 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.

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

Meeting Date \_\_\_ - \_\_\_ - \_\_\_ Approved Yes \_\_\_ No \_\_\_

Approved by the Mayor Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Date \_\_\_ - \_\_\_ - \_\_\_

**Permit Issued by the Stevensville Town Clerk**

Signed \_\_\_\_\_ Date \_\_\_ - \_\_\_ - \_\_\_

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

**Deposit Refunded when approved by Public Works Inspection**

Public works inspection Satisfactory \_\_\_ Unsatisfactory \_\_\_

Inspection by \_\_\_\_\_ Date \_\_\_ - \_\_\_ - \_\_\_

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

Deposit refunded on \_\_\_ - \_\_\_ - \_\_\_ Check Number \_\_\_\_\_

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

Clerks Initial when received \_\_\_\_\_

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