



**Stevensville Town Council Meeting
Agenda for
THURSDAY, APRIL 23, 2026
6:30 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - a. Budget Workshop Meeting Minutes 04/08/2026
5. Approval of Bi-Weekly Claims
6. Correspondence
 - a. Memo from Ms. Linda Henning
7. New Business
 - a. Discussion/Decision: Approval and Acceptance of the Montana State Fund Workers' Compensation Quote
 - b. Discussion/Decision: Approval to Close Town Hall on 04/29/2026 for Training Purposes
 - c. Discussion/Decision: Appointment of Austin Kirkland as a Volunteer Firefighter Recruit for the SFD
 - d. Discussion/Decision: Appointment of Jared Colton Johnston as a Volunteer Firefighter Recruit for the SFD
 - 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
8. Board Reports
 - a. Sewer & Water Advisory Committee Meeting Minutes 04/07/2026
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. Budget Workshop Meeting Minutes 04/08/2026

Stevensville Budget Workshop FY2026/2027 Meeting Minutes

for WEDNESDAY, APRIL 08, 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 Talon has an excused absence.

2. Discussion on the Following Items

a. Discussion: Salaries & Wages

Mayor Crews: introduced discussion item Salaries & Wages.

Robert Underwood: what I am going to do is show you the format, what we are thinking and look at what it costs us. We used to use budget prep and payroll to get this done. We got rid of those and went to Netchex and so we had to develop our own way of doing this. I built this spreadsheet and I will work you through it. (Robert referenced the spreadsheet and what the columns represented). We also have health coverage, workmen's comp and what fund they come out of. Last portion is the wage allocation, I am going to start there first, it what the percentage is of the wage out of each fund. General fund, building, airport, water and sewer.

Gina Crowe: the percentages are actually based on the amount of time that each person spends in that particular fund, you will see like at the top line I have 25% general fund, 5% building, water and sewer each 35%. That is because I do a lot in all of the funds. That is how that is determined.

Robert Underwood: Police and Fire come out of general fund. Public works supervisor, general, water and sewer. Cody is 50% in each water and sewer and then it goes down the line for the others. We just learned this; we had the council coming out of the general fund no one ever thought that you guys oversee water and sewer and the airport. The airport has no money so we will not take anything out of there, but you do oversee the water and sewer. That would be the recommended change this year which would put about \$8600.00 back to the general fund. That is how we are sitting right now and the biggest change in wage allocation.

Gina Crowe: when I went to the budget workshop in Helena we went over that and they said the best thing to do for the council is to do all of the different departments, they looked at all of our wage allocations and said that they looked pretty good.

Robert Underwood: the biggest thing to talk about is the health insurance. It has gone up \$1572.00 a year per each full-time employee. That reflects on who gets the health care, not everyone. I do not, lifeguards or those that get a stipend.

Councilmember Bailey: is that due to inflation or a different health plan that we are accepting.

Robert Underwood: MMIA, every year it has gone up. They have had four plans, then went to three and now they have added another plan. We have stayed with the same plan that we have been with for as long as I have been here.

Gina Crowe: we had a meeting today, they look at the claims for your different towns, some people went up 3% and some went up 6%. We only went up 3%. The increase for the health plan itself was \$34.00 a month per employee. That was better than last year, last year it was over \$100.00, and the dental and vision have not changed they are the same.

Robert Underwood: (referenced the cost-of-living adjustment.) When I put that percentage in there it changes it across all funds based on the funds. That is how we get those numbers.

Councilmember Bailey: cost of living you said was 1.25% how do you determine that.

Robert Underwood: we just started with an amount.

Councilmember Bailey: do you have a set amount?

Robert Underwood: no, whatever the budget can afford is the biggest, about 2% in the past. We did do some targeted raises in the past for the police officers we are really a lot lower, last year we raised them up to \$24.00 per hour, the county and Hamilton pay so much more.

Gina Crowe: to cost of living for this year based on the Social Security Administration is 2.8%.

Robert Underwood: (went through the positions on the spreadsheet). We just hired Ian in public works. We raised the lifeguard rate to \$13.50 last year so far I am not sure how many people have applied in the last week.

Gina Crowe: no one has applied for the lifeguard position.

Robert Underwood: we usually get the same batch every year but this year it did not carry over.

Mayor Crews: \$13.50 is not competitive with McDonalds.

Robert Underwood: not at all. That is how the system works. This is where we are at now, then we get with the mayor, we have not met with the mayor yet. (referenced the spreadsheet for amount out of the general fund). For the most part the general fund is doing okay, the big chunk is in water and sewer. I was going to open it up to talk about wages, mayor you have some thoughts on this, do you want to talk about this.

Mayor Crews: you and I should sit down and discuss it before we present it. obviously this little medical thing we are a bit behind, if we could sit down first and talk it out.

Robert Underwood: if anyone has any questions on positions or how we do it. The big thing that always comes up is the wage allocation, they are saying that we are stealing from water and sewer to pay wages, it is not the case. By account standards you are to base it on where you spend your time. The auditor comes in and looks at this, and this is about right by the number of bills that we pay, like Gina. I know the town does not believe that; they think that we are stealing.

Councilmember Bailey: what is the 2250 account.

Robert Underwood: that was the planning fund, it is broke. We used to have it pulled from there, but there is not enough money. in the past the general fund would give money to the planning fund. Some where in the past they did that as a short-term loan and during an audit we got a finding for not paying that loan back, we did pay that back last year so that we would not have a finding. The ones that you see are the ones that we can take wages out of.

Councilmember Bailey: 2394.

Robert Underwood: that is the building department, reporting to the state, filing permits, and most of that goes to Tim Netzley.

Mayor Crews: so, 2394 comes from building permits, so when we ride around town and we see something going on we need to pay attention to see if there is a building permit posted, they are generally not done. we found one today and they had major renovation going on, they had a building permit, but they did not have a business license. Where do the business license come into this.

Robert Underwood: general fund. Any business like the town, each employee has a list of things that they do. For example, violations, who does that, not one person. Out of the building code fund, most of that goes for the inspections. In the past when we had a building inspector it grew to big and that is when we got findings on it. You can only have so much money in the fund by law. That fund is

kind of tapped out, the airport fund is tapped out, they are limping along. What is left is water, sewer and general fund. Police and Fire are 100% out of general fund. And the pool is out of the general fund. This gives you a big overview on how we do this, there is a science to it, $1+2=3$ the art to it is where the cost of living and hourly wage comes in. Like the mayor said, the pool problem, we might not even be able to open the pool if they are not going to work for \$13.50 an hour, I can't say we wont open the pool, but we are already going to start scheduling swim lessons and if we get those swimming lessons and nobody wants to work at the pool. We always lose money on the pool, if we give them two more bucks that is a complete lose. I think I told you that the pool is about \$10,000 a year of loss in the general fund. Wages above that would be a loss, we are maxed out at our swim lessons based on the size of the pool. Every year we open up the pool and see what it is going to cost. It used to be just the cost of the maintance and now it is maintance and lifeguards. Have not had a chance to talk with the mayor on this and get his input, this gives you the basics on how this works, especially how it is broken out by allocation. It is double checked by the auditors, if someone was really stealing and taking everything out of water and sewer you would get nailed on that, and the same for the general fund.

Gina Crowe: we did not get any findings last year; they would have said something if it was.

Councilmember Smith: are we going to talk about money, revenue coming in, in this session.

Robert Underwood: no this is just wages. They are pretty consistent; we do not know about the property tax deal. I understand that this year about the same, next year is a different story. Until we get the sheet from the state we will just not know. We hear different things. It is all a guess. The state is pretty good on things like road funds, the county we are not sure. There is no big source of income changes coming up. The biggest thing to change is going to be the airport with fuel sales. The two strongest funds that we have is the water and sewer funds.

Councilmember Bailey: everyone below that are salary is that correct.

Robert Underwood: those are the stipend, set amount.

Councilmember Bailey: why do we not do the pool in the cost of living?

Robert Underwood: you could. They are part time a couple of months a year. They got a pretty good raise last year. This year if we only give them twenty cents it would not be very attractive.

Councilmember Bailey: is anyone salaried on our employee list.

Gina Crowe: no, it is hourly.

Councilmember Bailey: as far as anticipated overtime for the year is overtime anyone over 40 hours.

Robert Underwood: this budget only has overtime for water and sewer and on call. This is not budgeted overtime, for the police department it is a tricky thing, if you budget for overtime it will break the bank. We may have a little here and there.

Councilmember Bailey: so, the on-call pay is or isn't overtime.

Robert Underwood: we have that built into the budget, for the year.

Councilmember Bailey: and they are on call Monday-Friday evenings and weekends?

Robert Underwood: they go week-on-a-week off, two different ones. The average is 2080 hours, you will see the number that I put in there 2104, it is based on the holiday schedule. I bump it up to cover anyone that may have to work on a holiday.

Councilmember Bailey: so, there is a little bit of a cushion built in there.

Robert Underwood: the police department the last six years we say no overtime, but they have vacancy savings every year because someone leaves. That is not a way to budget, but that is what has prevented us from going over budget.

Councilmember Bailey: overtime is anything over 40 hours a week?

Robert Underwood: yes it is. Any other questions on how this works, a lot goes into this to get the final numbers. It has panned out well so far. It is up to you; we can meet and go through this new amount. At least you will understand when this all comes in front of you. One thing is workers' comp rate is changing (referred to the rate on the chart). We thought that it was going to go up and Gina found out that it is going down a little bit. MMIA used to be our workers' comp they are no longer doing that.

Gina Crowe: I will have the new rate by the end of April.

Robert Underwood: you look at the wages here we do have a pretty good health care program, and we pay for all of the health care. That is pretty good, if you look at it, this year everyone is getting a \$1500.00 raise just in health care. That is a good thing to do it in a benefit because we do not have to pay taxes on it. If someone has health care from their spouse, the town gives cash in lieu of health care, they get about 30% less of that rate. We have about 3-4 employees that do that.

Councilmember Bailey: the employee gets health care as an employee and \$660.00 in cash.

Robert Underwood: no, just the \$660.00 in cash if they have health insurance elsewhere.

Gina Crowe: in order to get that they have to provide a health insurance card to me.

Mayor Crews: I do not think we have; one veteran on the staff, when I worked I used my veteran health care and saved me a ton of money and saved my employer.

Robert Underwood: we have some employees that opt to take the lower plan, and the difference can help pay for their spouse. Then they get the full amount over to their spouse, they pay the difference for their spouse. If you decided to take the high-deductible plan.

Councilmember Bailey: how does PTO factor in; do you get PTO.

Robert Underwood: if you take, last year they changed how we account for PTO. Sick leave is paid out at 25%. Now they calculate how much time into the towns liability. There is no extra liability when taking PTO. What really affects us is when they leave and there is a payout.

Councilmember Bailey: you pay out at 100% on PTO.

Robert Underwood: 100% on vacation, 25% on sick.

Councilmember Bailey: I am sure that it is hard to anticipate unless they are retiring that year.

Robert Underwood: if it got close to the end of the year and we had a big pay out that fund would go over and we would have to do a budget amendment. We will talk about PERS, we are at about 9% that we pay and they pay about 7%.

Mayor Crews: I have a couple of questions, how much of our salary increase are being based on evaluations.

Robert Underwood: in the last, police officers that got that jump up and lifeguards, for the last two years it has been based on cost of living.

Gina Crowe: it has been like that for about five years.

Jenelle Berthoud: I have been here almost nine and it has only been cost of living.

Robert Underwood: I think Mayor Dewey did the last one, adjustments across the board.

Jenelle Berthoud: in 2019.

Gina Crowe: we also can get into a liability issue if we give one person without the other, you have to have a pretty solid merit-based system to do a merit raise.

Mayor Crews: so just cost of living raise.

Jenelle Berthoud: I can give an example in 2019 it was not off of merit; it was what the mayor at the time felt the value of the position was.

Mayor Crews: and it is not in our personnel policy right now.

Robert Underwood: one of the things that we have tried in the past is a pay chart, what it would be throughout the years, we keep bringing it up the problem comes is if you stick with that program and someone stays longer we many not have the money to fund that, it is hard to predicate the future.

Jenelle Berthoud: an example of that would be Robert can attest to it, when Chief Sosa was hired he came in with a lot of years and we had that chart but we could not pay him for that, he was being hired on was this chart on 25 years and brought him in around ninety some thousand and then they had to come back and say we cant pay that much and the chart went away after that. they came back with we can pay this much for the position.

Mayor Crews: I would like to see employee evaluations completed soon, they should play into the employees pay, and some goals. We need to have a follow-up on this, and I need to have individual conversations with department heads, and I think we can come back in two weeks from this.

Robert Underwood: this can be added back in with the next workshop.

Jenelle Berthoud: would you like to schedule the next workshop for April 22.

Mayor Crews: I am looking to the finance department to lead this thing.

Robert Underwood: I would talk about the general fund first.

Gina Crowe: we could do the court, fire and police.

3. Public Comment

Jim Basitti: thanks Robert and Gina, very comprehensive I learned a lot. The reason that I am here is because I am on the water and sewer committee to try and help reduce the water and sewer rates. It appears to me that if we reduce

the water and sewer bill, the less money coming in and we are going to have a problem with this part. First do you have any comment on that.

Robert Underwood: you are correct, the wages are our biggest expenses, lets go down to water and sewer, you are talking about a little over \$200,000 in salaries for each one that is one of our biggest expenses. You really can't change the rates for water and sewer until you pass the budget. The way that it works, whatever you spend you have to have 110% in revenue whenever they say lower rates, you start here to see if you can cut anything, if not that is where the expenses are.

Jim Basitti: I said at the last meeting, I proposed that I would write a grant to pay off the bonds, even if we paid them off, we would still run into the same problem.

Robert Underwood: we have three portions to it operational, loans and the asset replacement. You are right if you paid off the loans that portion would go off.

Jim Basitti: is reducing the water fiscally responsible.

Robert Underwood: it would be nice to do it, but everything has gone up in cost and that asset replacement, what is next. Example is we have to replace all the pipes in town because we cant prove that there was not lead and they tell us that we have to do that, we would hope that there would be some money to help, but where does our share come from, that is just one project of that asset replacement, just look at our storage tank, we have gone to many years not doing anything.

4. Adjournment

Councilmember Smith: I move to adjourn.

Councilmember Bailey: 2nd.

APPROVE:

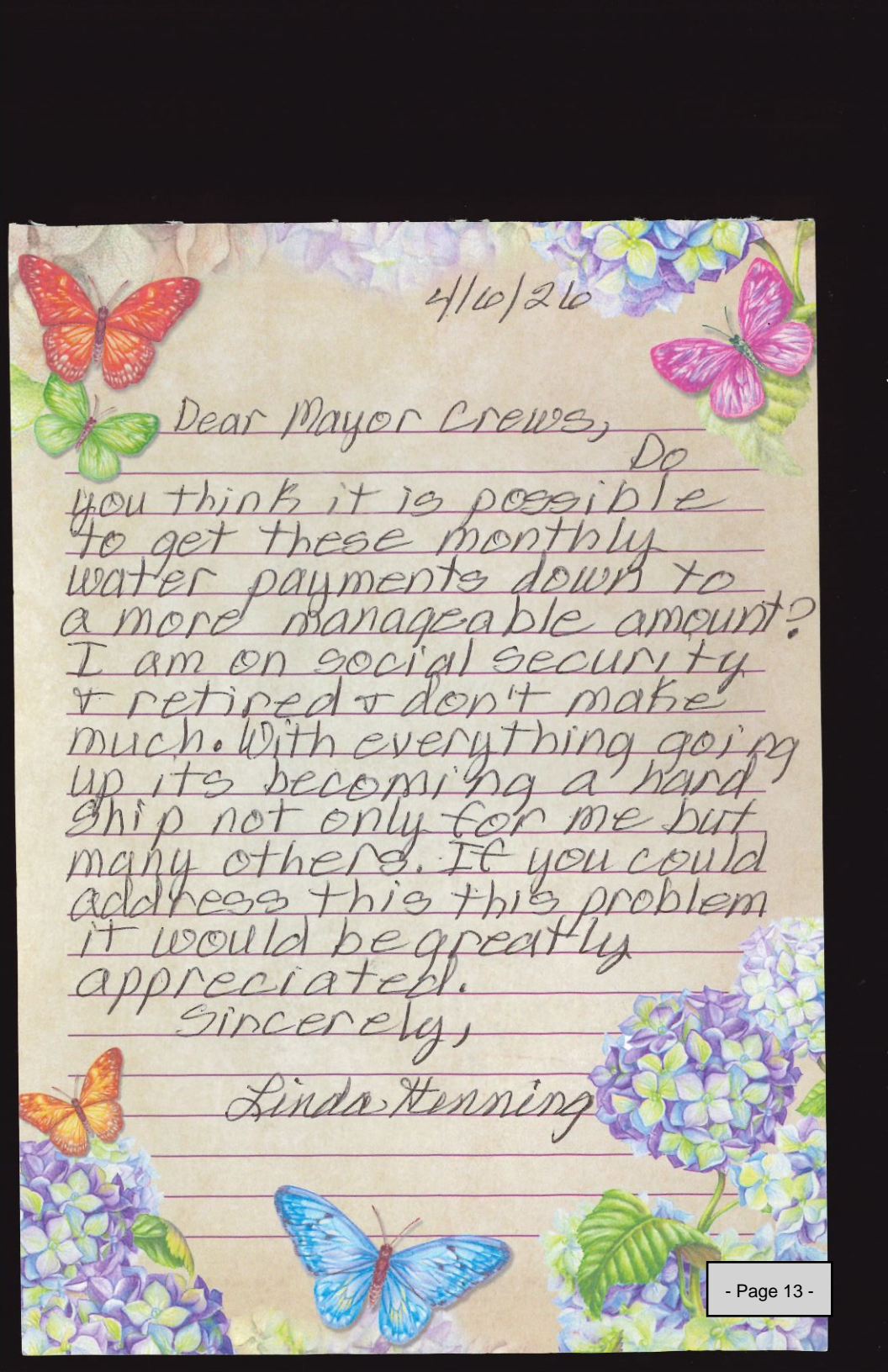
ATTEST:

James Crews, Mayor
Town Clerk

Jenelle S. Berthoud,

File Attachments for Item:

- a. Memo from Ms. Linda Henning

A decorative border surrounds the page, featuring several colorful butterflies (orange, green, pink, blue) and clusters of purple and blue hydrangea flowers.

4/16/26

Dear Mayor Crews,

Do you think it is possible to get these monthly water payments down to a more manageable amount? I am on social security & retired & don't make much. With everything going up its becoming a hard ship not only for me but many others. If you could address this this problem it would be greatly appreciated.

Sincerely,

Linda Henning

File Attachments for Item:

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



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, Finance Director
Second Person Submitting the Agenda Item:	
Submitter Title:	Department Head
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/23/2026
Agenda Topic:	Discussion/Decision: Approval and Acceptance of the Montana State Fund Workers' Compensation Quote
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/23/2026
Notes:	



855 Front Street | P.O. Box 4759 | Helena, MT 59604-4759
Phone 800-332-6102 or 406-495-5000 | Fax 406-495-5020
Fraud 888-MT-CRIME or 888-682-7463 | TDD/TTY 406-495-5030
montanastatefund.com | safemt.com

April 15, 2026

FRED THOMAS
MARSH MCLENNAN AGENCY STEVENSVILLE
316 MAIN ST
STEVENSVILLE MT 59870-2530

RE:	TOWN OF STEVENSVILLE
Policy No:	06-617103-7
Proposed Effective Date:	07/01/2026
Policy Type:	Reporting Plan Policy

I am pleased to enclose the Montana State Fund workers' compensation quote for coverage for the above referenced risk. Please take time to carefully review this quote. It is especially important to assure that the classification code(s) and the payroll estimate(s) for each classification code are accurate. The classification codes and estimated payrolls are the basis for the estimated premium. Payrolls that are incorrectly classified or underestimated may result in a significant additional premium due at the end of the policy term.

This quote is offered as a reporting plan policy. Payroll will be reported on a quarterly basis and premium billed based on each report. Please note, terrorism and catastrophe premium will not be billed until all payroll has been reported for the entire policy term. Terrorism and catastrophe premium should be accrued throughout the term so it is available at the end of the term.

Thank you for the opportunity to offer a quote. If the insured accepts the quote, please contact our office. Please note, Montana State Fund's rates change on July 1st of each year. I look forward to hearing from you.

Sincerely,

Taylor Sorheim
Premier Team
Operations Department



QUOTE PROPOSAL

Insured Name: TOWN OF STEVENSVILLE
Policy #: 06-617103-7

Date Issued: 04/15/2026
Proposed Effective Date: 07/01/2026

Employers Liability Limits:

- \$1,000,000 Bodily Injury By Accident, Each Accident
- \$1,000,000 Bodily Injury By Disease, Each Employee
- \$1,000,000 Bodily Injury By Disease, Policy Limit

Classification Codes and Estimated Cost:

Standard Premium for Period 07/01/2026 - 07/01/2027

INSURED: TOWN OF STEVENSVILLE
LOCATION: 206 BUCK ST - STEVENSVILLE MT 59870

Code	Description	Payroll	Rate	Remit Rate	Premium
7704-01	FIREFIGHTERS AND DRIVERS	\$4,400.00	\$6.421	\$6.167	\$282.52
7720-02	POLICE OFFICERS AND DRIVERS	\$132,146.00	\$2.262	\$2.173	\$2,989.14
8743-00	MUNICIPAL: PROFESSIONAL OR ADMINISTRATIVE	\$96,508.00	\$0.460	\$0.442	\$443.94
8810-01	CLERICAL OFFICE EMPLOYEES NOC	\$65,452.00	\$0.152	\$0.146	\$99.49
9410-00	MUNICIPAL: ADMINISTRATIVE OR NON-PROFESSIONAL	\$199,074.00	\$1.289	\$1.238	\$2,566.06

Description	Factor	Premium
Manual Premium		\$6,381.15
Employers Liability	1.0110	\$120.00
Subject Premium		\$6,501.15
Modified Premium		\$6,501.15
Scheduled Rating	0.9500	-\$325.06
Standard Premium		\$6,176.09

Term Premium 07/01/2026 - 07/01/2027

Description	Factor	Premium
Total Standard Premium		\$6,176.09
Expense Constant		\$180.00
Total Premium		\$6,356.09
Terrorism	0.0050	\$24.88
Catastrophe	0.0100	\$49.76

Final Premium **\$6,430.73**

Department of Labor & Industry (DLI) Assessments:

Occupational Safety and Health (OSH) Assessment – Assessment Percentage:	TBD*	TBD*
Workers Compensation Administrative (Admin) Assessment – Assessment Percentage:	TBD*	TBD*
Stay at Work/Return to Work (SAW/RTW) Assessment – Assessment Percentage:	TBD*	TBD*
Subsequent Injury Fund (SIF) Assessment – Assessment Percentage:	TBD*	TBD*

**To Be Determined: The Department of Labor & Industry has not yet notified us of the assessments effective for this policy term. They are typically between 1%-3% of your premium. We anticipate being notified of the assessments shortly and will send updated information including*



the specific percentages. Thank you!

By law, each policy is subject to regulatory assessments that are established by and paid to the Department of Labor & Industry. The assessments are a percentage of premium, are billed with premium and cancellation may occur for failure to pay assessments. These are the assessments for this policy period.

TOTAL ESTIMATED COST:	\$6,430.73
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File Attachments for Item:

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



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Jim Crews
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/23/2026
Agenda Topic:	Discussion/Decision: Approval to Close Town Hall on 04/29/2026 for Training Purposes
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/23/2026
Notes:	The Town of Stevensville is hosting a Mayor and Councilmember Training on 04/29/2026. The town clerk and deputy clerk will also be attending this training.

File Attachments for Item:

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



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Jim Crews
Second Person Submitting the Agenda Item:	Jeff Motley, Fire Chief
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/23/2026
Agenda Topic:	Discussion/Decision: Appointment of Austin Kirkland as a Volunteer Firefighter Recruit for the SFD
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/23/2026
Notes:	



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

Date: April 14, 2026

Fire Chief Jeff Motley has recommended the appointment of Austin Kirkland as a volunteer Firefighter Recruit to the Town of Stevensville Fire Department.

Mr. Kirkland has successfully completed all the necessary steps of the volunteer hiring process.

Respectfully submitted,

Jeff Motley, Chief
Stevensville Fire Department

je 4-16-26

File Attachments for Item:

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



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Jim Crews
Second Person Submitting the Agenda Item:	Jeff Motley, Fire Chief
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/23/2026
Agenda Topic:	Discussion/Decision: Appointment of Jared Colton Johnston as a Volunteer Firefighter Recruit for the SFD
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/23/2026
Notes:	



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

Date: April 14, 2026

Fire Chief Jeff Motley has recommended the appointment of Jared Colton Johnston as a volunteer Firefighter Recruit to the Town of Stevensville Fire Department.

Mr. Johnston has successfully completed all the necessary steps of the volunteer hiring process.

Respectfully submitted,

Jeff Motley, Chief
Stevensville Fire Department

JC 4-16-26

File Attachments for Item:

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



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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Jess Bundren, SHVFM
Second Person Submitting the Agenda Item:	
Submitter Title:	Citizen
Submitter Phone:	406-207-9425
Submitter Email:	steviHVFM@gmail.com
Requested Council Meeting Date for Item:	04/23/2026
Agenda Topic:	Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 05/02/2026
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/23/2026
Notes:	

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 - 02 - 2026 * Is this a multiple day event Yes X No ___

not multiday(ongoing)

*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. - term recurring event, not listed in ordinance.

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
(Recurring)

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

Highway or Street Closure? Yes X No ___

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

Event Staff X 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 X 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.

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 12th day of February 2026.

Town of Stevensville Application for a Special Event Permit

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

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)
<i>(Fee Waived and Good Faith Metering and Reimbursement)</i>		
Multiple electrical hookups ___ x \$20/day x # of Days ___ =-		_____
Special Event Fee \$125		_____
Special Event Fee (reoccurring event) \$15 every two weeks		_____ (Note 2) <i>(Fee Waived)</i>
<i>Term recurring is not listed in the ordinance (Note 2)</i>		
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)		_____
<u>Total event fee</u> _____		

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 ___

File Attachments for Item:

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



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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Jess Bundren, SHVFM
Second Person Submitting the Agenda Item:	
Submitter Title:	Citizen
Submitter Phone:	406-207-9425
Submitter Email:	steviHVFM@gmail.com
Requested Council Meeting Date for Item:	04/23/2026
Agenda Topic:	Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 05/16/2026
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/23/2026
Notes:	

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 - 16 - 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= _____

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Bonfire Permit Request Attached? Yes No

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

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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.

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Copy of Certificate of insurance attached? Yes X No ___

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

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Finance Officer Cost Estimate _____

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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.

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

File Attachments for Item:

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

Sewer and Water Advisory Committee Meeting

April 7th, 2026

Roll Call: Brinda, Bruce, Sue, Jim, Melissa

Item a. Discussion/Decision: Approval of Water and Sewer Committee Meeting minutes from 03.19.2026

Approval W&S Committee Meeting Minutes from 03.19.2026, work on typos. Motion to approve made by Brenda, Jim seconded. None opposed, motion passed.

Item b. Discussion/Decision: Approval of Water and Sewer Committee Bylaws

Members reviewed the drafted Bylaws and agreed with the draft as previous discussed. Members did make a motion to add changes to include membership within town limits and to have the meeting minutes posted within five days to the drafted Bylaws. Members had no other concerns and motioned for approval with the agreed upon changes. None opposed, motion passed.

Item c. Discussion: Prioritizing Goals

Members discussed the goals and questions that were identified at the March 19th meeting of the committee and discussed how to rate the order of importance. Members felt that of the list of goals and questions should focus first on a tour of the facility and well houses and at the next meeting have the finance department present on the current water rates.

Members then discussed the recent events of a power outage and water pressure issues for the Twin Creeks and a large number of homes in town. Brenda shared her experience of no water pressure and how she struggled to get ahold of an emergency contact for the town. She suggested that the emergency number be added to the town hall phone tree or to the water bills for ease of access in an urgent situation. She also recommended that some follow up be offered for those who call in with an urgent need. Members agreed with her suggestion. Melissa to discuss with the Mayor.

Sue made a motion to follow two main concerns as our first call to business, touring facilities and understanding finances for water and sewer. Jim second. None opposed. Motion passed.

Public Comment: None

Adjournment: 5:17pm

Action items:

Melissa to follow and Jim and Steve to arrange tours of water and sewer facilities

Melissa to follow up with Gina and Robert on presentation for finance at April 21st meeting

Members to arrange for tour of facilities well house once approved by mayor to be completed by members before the first meeting in May

Melissa to update Brinda's email on distribution list