



**Stevensville Town Council Meeting
Agenda for
THURSDAY, AUGUST 14, 2025
6:30 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - [a.](#) Budget Workshop Meeting Minutes 07/09/2025
 - [b.](#) Town Council Meeting Minutes 07/24/2025
5. Approval of Bi-Weekly Claims
 - [a.](#) Claims #19818, #19820, #19822-#19854, #19856-#19871
6. Administrative Reports
 - [a.](#) Airport
 - [b.](#) Building Department
 - c. Finance
 - [d.](#) Fire Department
 - e. Police Department
 - [f.](#) Public Works
7. New Business
 - [a.](#) Discussion/Decision: To Approve a Stevensville City Court Prosecutor
 - [b.](#) Discussion/Decision: Resolution No. 572 a Resolution Establishing Mill Levies for the Town of Stevensville, Montana Fiscal Year 2025-2026
8. Board Reports
9. Town Council Comments
10. Executive Report
11. Adjournment

Welcome to Stevensville Town Council Chambers

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

Guidelines for Public Comment

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

Thank you for observing these guidelines.

File Attachments for Item:

a. Budget Workshop Meeting Minutes 07/09/2025

Stevensville Budget Workshop Minutes
for WEDNESDAY, JULY 09, 2025,
6:00 PM 206 Buck Street, Town Hall

1. Call to Order and Roll Call

Mayor Michalson called the meeting to order. Councilmembers Barker, Brown, Bragg and Smith were all present.

2. New Business

a. Fiscal Year 2025/2026

Mayor Michalson: introduced new business item a. Fiscal Year 2025/2026.

Robert Underwood: we were going to do the airport tonight; there are a few things that we need to go over so Brian and I will meet next week. We will get that ARPA out of the way, it is just what we have left to spend and then we need to spend it down.

Mayor Michalson: isn't that SCADA project part of that.

Robert Underwood: yes, \$186,000.00 so that is what is left of that money. Introduced water and sewer revenue and expenditure. Went over what is left and what is needed of reserve, water sold and permits. For a grand total of revenue, \$827,000.00. One thing that we did last year, in years past all of our revenue, you could never tell what went into base rate sales, what was meter sales and over the base rate, so we fixed it. so here is the base rate that everyone pays and here is the over base rate, about \$90,000.00. what got me today is late fees, we made about \$14,000 last year and one of those accounts was about \$5,000.00 so I put that about \$8,000.00. Robert went over bond amounts and then the interest at \$27,000.00.

Councilmember Barker: DEQ fee why was it \$1,800 and now it is up to \$5,000.

Robert Underwood: that has gone up.

Mayor Michalson: what do we do with that investment money, \$27,000?

Robert Underwood: that money goes back into that account every year. There are six accounts that get that money, general, water, water asset, sewer, sewer asset and the airport.

Councilmember Barker: so, it is split between?

Robert Underwood: no this is the share for that fund. This is the water asset fund, about \$187,000 in that fund. Went over how the fund is broken down. We are making those funds "good" now. Assets fund and capital fund. We started the asset fund this last year. Before last year it just built up in the bond fund.

Councilmember Barker: but there was money being put in there at one time and it was going to be used for a water tank.

Robert Underwood: it was going just into operations. For years we were collecting more in the bond fund. Because of that we had operational money sitting in the wrong fund. Now at the end of the year, this is the amount that will be available to build our tanks and fix our lines.

Mayor Michalson: any project is around a million dollars.

Robert Underwood: now we have it and once that we spend this it will take about 5 years to build that back up. You can plan for the future and to take care of an emergency.

Mayor Michalson: can you back up a second Robert, where you were talking about the asset, street equipment capital asset.

Robert Underwood: that is what we talked about last night when we are going to set up the fund with 25%. We are going to ask the council to do a budget amendment from last year to move the money. When someone used to pay for a hook up it just went in the water fund, now it will go into the asset fund for improvements.

Mayor Michalson: I see what you are saying, those of us that are already here don't have the burden of the new homes coming in.

Robert Underwood: yes. Asset account for the sewer and the transfer just like the water. That is the income portion of it.

Stephen Lassiter: similar to last year.

Robert Underwood: the first one up is the water budget, (introduced the last year and current year amounts). You guys can read through them.

Councilmember Brown: on 201 it is zero.

Robert Underwood: they don't really have office supplies, at one time someone put in a wrong number, and it will stay on there until next year. The biggest increase is the cyber security thing.

Mayor Michalson: Gina emailed MMIA today for guidance around cyber security. And if so why can't we put more of that into water and sewer.

Robert Underwood: it is already broken out between all departments. All of the first call bills have been divided out.

Councilmember Barker: item number three postage and rent, you got from last year \$300 and this year \$1,000.

Robert Underwood: so, last year the mayor walked around and handed out the CCR we have to budget for the actual mailing of it.

Jenelle Berthoud: postage is going up again, so we already purchased our stamps at the lower rate.

Robert Underwood: memberships and fees, this is a new code for this year. 335, new code and it is what we have to have for water, American water works, etc.

Councilmember Brown: as they get their license in water each person, that will go up.

Robert Underwood: we pay for their training. They do their continuing education classes to keep those current. It is designed to give them credit to keep current.

Mayor Michalson: Steve computer questions.

Stephen Lassiter: I have some news on that, \$18,000.00 to upgrade the sewer computer system, new computer, upgrade the system. Right now, they are not communicating with each other. The guy that built that system said to me "It is so close to crashing."

Mayor Michalson: then we should put this in the budget.

Stephen Lassiter: if that system crashes we are in big trouble. I have to manually restart the computer system at least three times a day. The system is a direct line to have everything running. He could not believe that the current system had not crashed already.

Councilmember Brown: so, we have that money in our water and sewer fund now?

Robert Underwood: in our sewer fund, yes. This is why we have the money set aside for things like this. We have the money to do; we just need the okay.

Stephen Lassiter: that is the cost from HDR. The number one thing that you can do is replace and upgrade the system. The other thing is when the bulbs down there are running correctly we will also reduce our electrical bill. Bulbs are \$6,000 to replace. And there is also a dryer that needs to be priced out, possibly \$10,000. We hold the record for the longest lasting equipment. We have to take

care of our system. It can take upwards of three employees to replace and move the equipment. Bulbs possibly around \$20,000 per bank?? Have to check that.

Robert Underwood: any other things in water?

Stephen Lassiter: this is for sewer. Leak detection is additional.

Robert Underwood: this does not include fixing/repairing the leaks.

Stephen Lassiter: it is not that it is really expensive to repair the leak it is time and manpower. Our equipment down there is on year 25 of a 20-year life span.

Mayor Michalson: it is what George told me things are going to start breaking down because you are at the 20-year point, thank god we did raise our rates, because we can now fix these things. Before what are we going to do.

Stephen Lassiter: I have people coming in and can't believe that we are still running. Right now, we are running the one bank of lights 24 hours a day. We are good now with DEQ, but we could be fined at any time if this system goes down. We had a finding when the blower went down we did not get fined, but we did lose our discount.

Jenelle Berthoud: DEQ states in Montana that they can go off of the federal standards of \$1,000 per day. That is just sewer not even our water.

Robert Underwood: when we come back around we have all this added to it. We will need some authorization to get this approved to spend.

Mayor Michalson: finally, we can do something about fixing the leaks if we come across them instead of not doing anything about it.

Jenelle Berthoud: we have been very fortunate that the town had Ed and Geroge and everyone that has taken care of everything to get it to 25 years and you guys take care of this new one and you might get it to 30 years.

Stephen Lassiter: yep, with preventive maintenance we keep this going and this will last us.

Councilmember Brown: I thought we were not supposed to be adding to the budget.

Robert Underwood: that is the general fund, it is the tight one. this is the asset accounts for water and sewer.

Stephen Lassiter: we have to have these capital accounts to replace things like a truck.

Robert Underwood: we will add this, computers, pumps and bulbs.

Mayor Michalson: you should get those quotes going.

Mayor Michalson: is it okay that I touch on the training. Steve do your employees; Cody is working on his wastewater, you are, Kevin needs his wastewater, is anyone else interested?

Stephen Lassiter: no, he is doing great.

Mayor Michalson: so, for sure we have to put in three for Great Falls, and Andrena. Should we put in some more for training this year?

Stephen Lassiter: maybe, some of them like what we had here was \$60.00.

Mayor Michalson: three people, three nights, lodging, fuel.

Robert Underwood: the other thing that we need to break down here is the \$25,000 for water rights.

Mayor Michalson: Mr. Reeves property/ponds.

Robert Underwood: we have about \$50,000 in legal services for our water rights. Expenditures for water questions?

Mayor Michalson: how many more years does the help for you have to be on there?

Robert Underwood: until it falls off the list. Anything that jumps out at you on the expenditures for sewer?

Councilmember Brown: Glenn, this is a possible chance, when is the next Great Falls?

Stephen Lassiter: that is next spring.

Robert Underwood: Glenn is costing us about \$10,000.

Stephen Lassiter: the goal is to get past that.

Mayor Michalson: utility services, do we want to bump that up a little? Northwest upped their rates, 15%

Robert Underwood: yeah, last year \$3,000 and upped it to \$4,000. That is the admin portion of the utility services.

Mayor Michalson: since we are on utilities Jenelle could you share the experience about the solar.

Jenelle Berthoud: we have had a lot of permits come through for homeowners doing solar installs and putting that back to the grid with Northwest Energy.

Sam Bragg: for us it is not going to really reduce it, it is going to keep it where it is.

Jenelle Berthoud: thank you for breaking that down, about a year and a half ago, Steve Rebkey came in and mentioned where the town needs to look at a solar farm and what would that look like with grants, DNRC. We need to have those discussions about this.

Mayor Michalson: it is something to look at, we have the land at the sewer plant and at the well field.

Councilmember Smith: with maintance comes costs.

Sam Bragg: mine are guaranteed for 25 years. If anything happens they come and replace it.

Robert Underwood: sewer electrical bill is about \$50,000.

Councilmember Barker: fuel 231. We have nothing in there.

Robert Underwood: this was a mistake from last year, fuel (showed where it should come from). another thing to talk about is the rates, you cant talk about it unless you look at the numbers and the requirements, it is a great idea but if it doesn't match with the numbers and requirements you cant do it. This is the first time that we have not had a finding when it comes to our rates. The way to lower your rates is to lower your expenses. How do we lower expenses?

Mayor Michalson: make repairs.

Robert Underwood: one of the things to look at in this budget is what we are spending, and we need to have 10% above that. We may not have to do another raise and we at the same time could be to low, we won't know that until we do this part of the budget.

Councilmember Brown: I remember reading that we had to have a certain amount.

Robert Underwood: 110%, we are supposed to be making the bare minimum of 10%.

Mayor Michalson: we would not be able to lower the rates, but we may not have to raise them for a while.

Robert Underwood: just like Bobbi said we have to look at the rates, the numbers and the budget. I am thinking that we are pretty dead on, but I can't say that until the budget is done.

Mayor Michalson: that is another thing, the price of everything goes up every year.

Stephen Lassiter: the companies know this, and I just can't go and get a part at the hardware store.

Councilmember Brown: I was looking at our water rates and the amount that we pay for sprinkling and the amount that a sprinkler uses.

Stephen Lassiter: (spoke about the cemeteries watering).

Jenelle Berthoud: a man came into town hall to talk about his water bill. I had to remind him that this is the first bill for sprinkling that has both rate increases on it also this person did not know that each of his three zones were running an hour a piece. That is education back to them about the time and the rates.

Robert Underwood: it is not that you can help them out by giving them more water it costs more to make more water. Last year it cost us three tenths of a cent to make our pumps are at capacity right now. You have to be educated on the numbers before you can change the rate. As an elected official you have to also make sure that you are taking care of the system, you cannot go in the negative, at anytime that you are in the negative a citizen can sue the town. It has happened all over the place.

Mayor Michalson: if we increase the usage for them we still have to pay for it, if you give them more they are going to use it. if it is free I am going to use it. if you put 900 users on that.

Jenelle Berthoud: it is an additional 5.4 million gallons a month.

Stephen Lassiter: our reservoir is sitting at 4.2.

Robert Underwood: it has to be at 5 to fight a fire.

(side discussions took place on the number of gallons being pumped a day)

Stephen Lassiter: over one million gallons of water produced a day and 10 gallons of chlorine a day. About \$480.00 in five days during the summer.

Robert Underwood: now we can go back over this and when we come back we should have everything ready for the rates and where they should fall.

3. Adjournment

Councilmember Smith: motion to adjourn.

Councilmember Barker: 2nd.

APPROVE:

Bob Michalson, Mayor
Clerk

ATTEST:

Jenelle S. Berthoud, Town

File Attachments for Item:

b. Town Council Meeting Minutes 07/24/2025

Stevensville Town Council Meeting Minutes

for THURSDAY, JULY 24, 2025, 6:30 PM 206 Buck Street, Town Hall

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Michalson: called the meeting to order. Councilmembers Baker, Brown and Smith were present. Councilmember Bragg has an excused absence.

2. Pledge of Allegiance

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

Jeff Motley: want to give you a quick head up about fire activity up Lost Horse Creek, we have sent 6 guys and a command.

Sue Devlin: something happened at the last town council meeting, it was Councilmember Barker accusing Councilmember Smith of falling asleep at a budget workshop meeting. Part 10 sec 2 while the. Thank you councilmember Brown for calling point of order I am sure that was distressing to you.

4. Approval of Minutes

a. Town Council Meeting Minutes 06/26/2025

Mayor Michalson: introduced town council meeting minutes for 6/26/25.

Councilmember Smith: I move to accept town council meeting minutes for 06/26/2025.

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd. Discussion on the minutes? Public comment, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: abstain.

Councilmember Smith: aye.

Mayor Michalson: 2-0, 1 abstain.

b. Budget Workshop Meeting Minutes 07/08/2025

Mayor Michalson: introduced budget workshop meeting minutes 07/08/2025

Councilmember Smith: I move to accept budget workshop meeting minutes 07/08/2025.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council? Public comment, Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

5. Approval of Bi-Weekly Claims

a. Claims #19789-#19816

Mayor Michalson: introduced bi-weekly claims #19789-#19816.

Councilmember Smith: I move to approve bi-weekly claims #19789-#19816.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council?

Councilmember Brown: claim on our water right #19790. How are we coming along on our water rights.

Mayor Michalson: this has to do with Jared Bean, consulting on the water rights.

Councilmember Brown: 19809, new airport system that seems a little bit high, is that going to be the norm. wait that is for civic plus.

Gina Crowe: this is the admin support that Jenelle uses for the website.

Councilmember Smith: #19793 and #19799, Glenn. I am aware of and am not contesting that, how long ago was that issued.

Gina Crowe: back in October but the thing is we have to have somebody.

Councilmember Smith: I know that, so October of this year.

Mayor Michalson: no last year.

Councilmember Barker: mailbox, Post office box #19813, started out as \$246.00 and now we owe \$260.00, was this resolved.

Gina Crowe: we paid the claim and dropped the check off at the post office on Friday and then got it on Monday, I went in and talked to them, and they said that they did not get it until the 12th and that we had to pay the new rate.

Councilmember Barker: why can't we bring all mail to town hall.

Gina Crowe: we are looking at that, but it is going to take a lot of time, all of our water and sewer bills go there all of our invoices go there and they do not forward a business address. We will look into that next year, and I am not sure that the little box out there would hold all of our mail.

Mayor Michalson: any other comments on the claims from the council. Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

6. Unfinished Business

a. Discussion/Decision: Awarding Bid for IT Services

Mayor Michalson: introduced unfinished business item a, Awarding Bid for IT Services. This was tabled at the last meeting and Gina got more information about the cyber security.

Councilmember Barker: make a motion to award bid for IT services

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd to award the bid for IT services to First Call. Discussion from the council.

Councilmember Smith: thank you for reaching out and clarifying.

Mayor Michalson: thank you council for tabling. Comments from the public? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

7. New Business

a. Discussion: Cash Report

Mayor Michalson: introduced new business item a, cash report.

Robert Underwood: \$3.8 million in the bank, the general fund is staying at about \$200,000.00 it is low and has been low for a while now. The big one is the TIFDT fund but can only be used in the district over there by the tracks. Water fund, going to use some of that money to repair some leaks. The concerning one is the airport fund; it is the lowest it has been in five years. They have a pretty good budget coming forth.

b. Discussion: Budget vs. Actual

Mayor Michalson: introduced new business item b, budget vs. actual.

Robert Underwood: we spent about 84% of the budget. The planning fund, we do a pass through with HDR for engineering services and that is why it is in the negative. The ones that we are going to have to do a budget amendment on building fund and that is because we had more inspections than we thought. The BARSA. The water and the sewer and this is because of the cost of things going up. Airport 123% because we had to do the fuel purchase. It is coming back in with the fuel sales.

Vicki Motley: is this saying that there is zero money left in the Jean Thomas fund?

Robert Underwood: yes they spent it.

Jeff Motley: so, the general fund we are underspent by \$82,000 so departments did a good job on tightening the belt.

Robert Underwood: a lot of that is the police officers going down from four.

c. Discussion/Decision: Resolution No. 570 a Resolution of the Stevensville Town Council to Dispose of Certain Town Property

Mayor Michalson: introduced new business item c, Resolution No. 570 a Resolution of the Stevensville Town Council to Dispose of Certain Town Property. This has to do with the old street sweeper that we had. We got the new one and was brought back by Jeff's Towing. He has agreed to take this from us; we take all of the stuff we need off of it. We got an invoice for towing for \$1,100 and Jeff

has agreed to take \$600.00 off of that for the street sweeper. I talked to George Thomas and the town originally bought this for \$600.00 so they got their use out of it.

Councilmember Brown: I move that we approve Resolution No. 570 a Resolution of the Stevensville Town Council to Dispose of Certain Town Property.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council? This did go on our surplus sale last year and no one bid on it. Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

d. Discussion/Decision: Permission to Bid on a Sewer Jet Unit

Mayor Michalson: introduced new business item d, permission to bid on a sewer jet unit. When Steve and I were down there looking at the street sweeper that we purchased we saw this unit sitting there. I talked to them about it, the one that we have is on a truck, well used. This was originally on their surplus sale for \$40,000 and nobody bid on it so they dropped it down to \$25,000. Did some online checking and we did some looking and we can use our sewer asset money. the number one liability for a town is sewer backups. We just had a sewer back up on 5th Street and MMIA settled with them, and it was over \$50,000.00

Councilmember Barker: I make a motion to approve to bid on a sewer jet unit.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council?

Councilmember Smith: can I address the public works director, please inform us what would it take to rehabilitate the sewer sweeper that we have right now.

Stephen Lassiter, Public Works Supervisor: it runs, and it works, it is 36 years old if we needed to use it right now we could use it. it is not a matter of repairing it right now it is running, and it is old. This one is only 13 years old and there are a lot of advantages with getting this on a trailer, number one is that you do not have to have a CDL to drive it because you can pull it behind the truck and number two is it has one motor instead of two. Less chances of break down this one has less

hours on it. It makes sense to get one that is more user friendly it also holds 100 more gallons than we can. It is easier to maneuver, the back swivels. You do not have to have a CDL, you just hook it up to the truck. Maintenance and upkeep is easier and when we are all said and done we will have a newer piece of equipment. The one that we have cranks; it may go another ten years and then it will be 46.

Councilmember Brown: this is coming out of our money from the water and sewer?

Mayor Michalson: sewer, capital asset account.

Councilmember Brown: with us not having our budget finalized yet and knowing the problems that we have with our sewer plant and having to replace the computer down there and Steve told us at the last meeting that they turn off and on the computer to keep it working, I just don't know.

Mayor Michalson: we are in a time frame, this is an auction, and it closes on the 8th. Further discussion from the council?

Gina Crowe: to address your concern for the budget, on that sewer SCADA project we are looking at anywhere between \$180,000 to \$200,000 and we are waiting on the bid for that. Currently we were talking about that, and we do have over \$600,000.00. Am I correct Stephen that this one does give us a better view.

Stephen Lassiter: it can maneuver better.

Gina Crowe: I did look at the budget, and I have been dealing with the sewer claim, and when I talked to Stephen about this new jet truck and that he could see further down and more clarity. Am I mistaken on that?

Stephen Lassiter: between the jet truck and the camera, but still this one is just a one-man operation and with the truck you need two.

Gina Crowe: explain what that jet does.

Stephen Lassiter: it has a big water pump on it and blows out the line, will sometimes even take out tree roots. To Cindy's point we have leftover funds from the water funds.

Gina Crowe: the SCADA we do have some.

Stephen Lassiter: this one will not be the \$180,000 the quote that I got, we do not need everything down at the plant like at the well house, down there it is the brains of the operation and a quote of \$18,000.00

Gina Crowe: that is just a band aide.

Stephen Lassiter: no, HDR was out there and looked at every communication point and it looks good.

Gina Crowe: I had a different discussion with Eli.

Stephen Lassiter: I just talked to the guys about this.

Gina Crowe: I just talked to Eli yesterday, so. I just wanted to give you a little history on what that jet can do, and we have put that in the budget to cover that. The lowest bid is \$25,000 and we want to bid \$26,000 because if someone bids \$25,001 then we lose it.

Mayor Michalson: further comments?

Councilmember Smith: if approved how would this one get to the town?

Mayor Michalson: they can go down and pick it up with a truck it is on a trailer. There is a picture of it in your packet and then we could surplus our truck out. This is upgrading the equipment. Public comment? Jenelle would you please take the vote.

Councilmember Barker: no

Councilmember Brown: no

Councilmember Smith: no.

Mayor Michalson: motion fails 3-0

e. Discussion/Decision: Scheduling Budget Workshops

Mayor Michalson: introduced new business item e, scheduling budget workshops. How does 8/7/25 work for everyone.

Councilmember Brown: 8/7/25 at 6:00 pm

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Public comment?

PUBLIC COMMENT

Vicki Motley: just so you know Jeff will not be at that meeting we will be out of town.

Mayor Michalson: thank you, any other comments? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

8. Board Reports

NONE

9. Town Council Comments

Councilmember Brown: I would like to request that the mayor call a special meeting, an executive closed door for the council to discuss councilmember issues and conflicts.

Mayor Michalson: would you like that executive closed session?

Councilmember Brown: yes please.

Mayor Michalson: we can do that.

Councilmember Brown: July 31 @ 6:00 pm.

Mayor Michalson: so, you would like an executive closed session next Thursday at 6:00 pm.

Councilmember Brown: yes.

Councilmember Smith: I would like to make a comment, I had a personnel issue the week, I wanted to commend Jeff and the first responders. I just wanted to thank the team. I am a little bit questioning why we did not have the minutes to the 7/10 meeting; we should have something like that.

10. Executive Report

Mayor Michalson: 7/16/25 I met with Eli Malloy and the XYZ water leak detection. Tui started yesterday and working with Steve and Cody. Met with Bobbi, Gina and Andrena and talked about why we can lower the water rates. 7/21/2025 MRL replaced the crossing on 2nd Street, the growth policy is coming along nicely. I will be attending an MMIA meeting August 13th and 14th and councilmember Brown will be the acting mayor during that mayor.

11. Adjournment

Councilmember Smith: motion.

Councilmember Brown: 2nd.

APPROVE:

ATTEST:

**Bob Michalson, Mayor
Town Clerk**

Jenelle S. Berthoud,

File Attachments for Item:

a. Claims #19818, #19820, #19822-#19854, #19856-#19871

08/12/25
16:45:17

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 8/25

Page: 1 of 18
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
*** Claim from another period (7/25) ****								
19818	E	85 CENTURYLINK	73.83					
9846	-	Phone/Internet for WWTP July 22 to Aug 21 2025						
		072225 07/22/25 Phone/Internet MBF	73.83*			5210 430510	345	101000
*** Claim from another period (7/25) ****								
19820	E	85 CENTURYLINK	64.42					
5489	-	Phone/Internet Well House July 22nd to Aug 21 2025						
		5489-07222 07/22/25 Phone/Internet Well House	64.42*			5210 430510	345	101000
*** Claim from another period (7/25) ****								
19822	E	85 CENTURYLINK	68.99					
3247	-	Phone at Sewer Plant July 22 to Aug 21 2025						
		3247-07222 07/22/25 Phone	68.99*			5310 430610	345	101000
19823	C	1702 DE Lage Landen Finance Services, Printer Lease-PD	82.00					
		591073599 07/18/25 PD-Printer Lease	82.00			1000 420100	320	101000
*** Claim from another period (7/25) ****								
19824	C	1711 Office Solutions & Service	30.00					
		Printer charges for leased printer for July 2025						
		138281 07/25/25 Printer charges -PD	30.00			1000 420100	320	101000
*** Claim from another period (7/25) ****								
19825		6 Eastside Ace Hardware	169.20					
		Umbrella for Pool, Trimmer Line and Safety Classes, Bungee Cords, Paint for Park Bathroom, Tire Plug Kit						
		33116/2 07/22/25 Umbrella for Pool	44.99*			1000 460445	220	101000
		33156/2 07/25/25 Trimmer Line -Parks	15.99*			1000 460430	220	101000
		33156/2 07/25/25 Safety Glasses	28.45*			1000 430100	220	101000
		33105/2 07/21/25 Bungee Cords	14.24*			1000 460430	220	101000
		33146/2 07/24/25 Paint for Park Bathroom	46.54*			1000 460430	220	101000
		33151/2 07/25/25 Tire Plug	18.99*			1000 430100	232	101000
*** Claim from another period (7/25) ****								
19826		1929 MISSOULA MOTOR PARTS CO.	53.35					
		Supplies for Public Works						
		884732 07/10/25 Mower Anti-Freeze-Parks	8.69*			1000 460430	230	101000
		884732 07/10/25 Mower Anti-Freeze-Cemetery	8.69*			1000 430900	230	101000
		884456 07/09/25 Coolant for Toro Mower-Cemeter	17.99*			1000 430900	230	101000
		884456 07/09/25 Coolant for Toro Mower-Parks	17.98*			1000 460430	230	101000
19827	E	2000 RICOH USA Inc	133.70					
		Printer Lease for Town Hall for period 8/5/25 - 9/4/25						
		109348141 08/05/25 Printer Lease-Mayor	6.68*			1000 410100	320	101000
		109348141 08/05/25 Printer Lease - Council	6.69*			1000 410200	320	101000
		109348141 08/05/25 Printer Lease - Court	3.34*			1000 410360	320	101000
		109348141 08/05/25 Printer Lease - Admin	20.06*			1000 410550	320	101000
		109348141 08/05/25 Printer Lease - Bldg	13.37*			2394 420531	320	101000

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		109348141 08/05/25 Printer Lease - Water	40.11*			5210 430510	320	101000
		109348141 08/05/25 Printer Lease - Sewer	40.11*			5310 430610	320	101000
		109348141 08/05/25 Printer Lease - Airport	3.34*			5610 430300	320	101000
		*** Claim from another period (7/25) ****						
19828		1912 Newsom Tire	1,180.00					
Town new Street Sweeper from Three Forks to Stevensville								
		072325 07/22/25 Towing services	1,180.00*			2820 430200	360	101000
		*** Claim from another period (6/25) ****						
19829	C	2088 Wills Psychological Services LLC	755.00					
Psychological Evaluation for new Police Officer								
		TOS001 06/28/25 Psych Eval	755.00			1000 420100	350	101000
		*** Claim from another period (7/25) ****						
19830	C	2079 CityServiceValcom	1,000.00					
Rental of Fuel Tank at the Airport for the month of July.								
		W255802 07/23/25 Fuel Tank Rental	1,000.00*			5610 430300	530	101000
19831		1436 Maureen M. O'Connor	3,000.00					
Judge services for Aug 2025								
		080125 08/01/25 Judge Services	3,000.00*			1000 410360	350	101000
		*** Claim from another period (7/25) ****						
19832		2090 Alpine Signs	300.00					
Sign for the Pool Entrance								
		11922 07/18/25 Pool entrance sign	300.00*			1000 460445	360	101000
		*** Claim from another period (7/25) ****						
19833	C	2080 SYN-TECH SYSTEMS	110.00					
Replacement Lock & Key and Card Reader Cleaner								
		317754 07/09/25 Key & Card Reader Cleaner	110.00*			5610 430300	230	101000
		*** Claim from another period (7/25) ****						
19834	E	2044 First Security Bank VISA	5,433.48					
Visa bill for the month of July 2025								
		CC-500 07/01/25 Docking Station for PD Tough B	242.37			1000 202200		101000
4725042					CC Accounting: 1000-	-420100-220		
AMAZON								
		CC-502 06/24/25 Postage for Aiirport	49.38			5610 202200		101000
U.S Postal Service								
		CC-503 07/01/25 Bitter Root Disposal Town Hall	2.34			1000 202200		101000
Bitterroot Disposal - 5411-88931								
		CC-503 07/01/25 Bitter Root Disposal Town Hall	9.36			1000 202200		101000
Bitterroot Disposal - 5411-88931								
		CC-503 07/01/25 Bitter Root Disposal Town Hall	2.34			1000 202200		101000
Bitterroot Disposal - 5411-88931								
		CC-503 07/01/25 Bitter Root Disposal Town Hall	2.34			1000 202200		101000
Bitterroot Disposal - 5411-88931								
		CC-503 07/01/25 Bitter Root Disposal Town Hall	2.34			2394 202200		101000
Bitterroot Disposal - 5411-88931								
					CC Accounting: 2394-	-420531-340		

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		CC-503 07/01/25 Bitter Root Disposal Town Hall	14.04			5210 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting: 5210-		-430510-340		
		CC-503 07/01/25 Bitter Root Disposal Town Hall	14.04			5310 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting: 5310-		-430610-340		
		CC-504 07/01/25 Bitter Root Disposal Water/WWT	258.30			1000 202200		101000
		BITTERROOT DISPOSAL 5411-88770		CC Accounting: 1000-		-430200-340		
		CC-504 07/01/25 Bitter Root Disposal Water/WWT	258.30			5310 202200		101000
		BITTERROOT DISPOSAL 5411-88770		CC Accounting: 5310-		-430610-340		
		CC-505 07/15/25 Ravalli Electric-Fuel Tank	42.28			5610 202200		101000
		RAVALLI ELECTRIC CO-OP		CC Accounting: 5610-		-430300-340		
		CC-505 07/15/25 Ravalli Electric - Airport Lig	57.20			5610 202200		101000
		RAVALLI ELECTRIC CO-OP		CC Accounting: 5610-		-430300-340		
		CC-505 07/15/25 Ravalli Electric - Well	54.97			5610 202200		101000
		RAVALLI ELECTRIC CO-OP		CC Accounting: 5610-		-430300-340		
		CC-505 07/15/25 Ravalli Electric - Airport Gat	44.59			5610 202200		101000
		RAVALLI ELECTRIC CO-OP		CC Accounting: 5610-		-430300-340		
		CC-505 07/15/25 Credit Autopay-Paperless Bill	-1.00			5610 202200		101000
		RAVALLI ELECTRIC CO-OP		CC Accounting: 5610-		-430300-340		
		CC-505 07/15/25 Power of Change	0.96			5610 202200		101000
		RAVALLI ELECTRIC CO-OP		CC Accounting: 5610-		-430300-340		
		CC-506 07/09/25 T-Mobile-PD	195.57			1000 202200		101000
		T-Mobile		CC Accounting: 1000-		-420100-345		
		CC-506 07/09/25 T-Mobile - Water	33.87			5210 202200		101000
		T-Mobile		CC Accounting: 5210-		-430510-345		
		CC-506 07/09/25 T-Mobile - WWTP	33.87			5310 202200		101000
		T-Mobile		CC Accounting: 5310-		-430610-345		
		CC-506 07/09/25 T-Mobile - Airport	34.72			5610 202200		101000
		T-Mobile		CC Accounting: 5610-		-430300-345		
		CC-506 07/09/25 T-Mobile PD Credit	-0.48			1000 202200		101000
		T-Mobile		CC Accounting: 1000-		-420100-345		
		CC-511 07/01/25 Annual Conference-Admin	150.00			1000 202200		101000
		Montana League of Cities and Towns		CC Accounting: 1000-		-410550-380		
		CC-514 07/08/25 Supplies for PD	44.13			1000 202200		101000
		2568245		CC Accounting: 1000-		-420100-220		
		AMAZON						
		CC-515 07/04/25 Home Depot-Sink for Bathroom	79.00			1000 202200		101000
		WN24684070		CC Accounting: 1000-		-460430-235		
		HOME DEPOT						
		CC-516 07/04/25 Amazon-Soap Dispenser	56.30			1000 202200		101000
		2211449		CC Accounting: 1000-		-460430-235		
		AMAZON						
		CC-517 07/09/25 Costco-Stamps	218.25			5610 202200		101000
		1209507178		CC Accounting: 5610-		-430300-311		
		Costco Wholesale						
		CC-518 07/09/25 Costco-Stamps	72.75			1000 202200		101000
		1209497859		CC Accounting: 1000-		-410550-311		
		Costco Wholesale						

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	CC-518	07/09/25 Costco-Stamps	18.19			1000 202200		101000
1209497859				CC Accounting: 1000-		-420100-311		
Costco Wholesale								
	CC-518	07/09/25 Costco-Stamps	18.19			1000 202200		101000
1209497859				CC Accounting: 1000-		-420410-311		
Costco Wholesale								
	CC-518	07/09/25 Costco-Stamps	18.19			1000 202200		101000
1209497859				CC Accounting: 1000-		-430100-311		
Costco Wholesale								
	CC-518	07/09/25 Costco-Stamps	291.00			5210 202200		101000
1209497859				CC Accounting: 5210-		-430510-311		
Costco Wholesale								
	CC-518	07/09/25 Costco-Stamps	291.00			5310 202200		101000
1209497859				CC Accounting: 5310-		-430610-311		
Costco Wholesale								
	CC-518	07/09/25 Costco-Stamps	18.19			1000 202200		101000
1209497859				CC Accounting: 1000-		-460430-311		
Costco Wholesale								
	CC-518	07/09/25 Costco-Supplies	3.50			1000 202200		101000
1209497859				CC Accounting: 1000-		-410550-210		
Costco Wholesale								
	CC-518	07/09/25 Costco-Supplies	0.87			1000 202200		101000
1209497859				CC Accounting: 1000-		-420100-210		
Costco Wholesale								
	CC-518	07/09/25 Costco-Supplies	0.87			1000 202200		101000
1209497859				CC Accounting: 1000-		-420410-210		
Costco Wholesale								
	CC-518	07/09/25 Costco-Supplies	14.00			5210 202200		101000
1209497859				CC Accounting: 5210-		-430510-210		
Costco Wholesale								
	CC-518	07/09/25 Costco-Supplies	14.00			5310 202200		101000
1209497859				CC Accounting: 5310-		-430610-210		
Costco Wholesale								
	CC-518	07/09/25 Costco-Supplies	0.87			1000 202200		101000
1209497859				CC Accounting: 1000-		-460430-210		
Costco Wholesale								
	CC-518	07/09/25 Costco-Supplies	0.87			1000 202200		101000
1209497859				CC Accounting: 1000-		-430100-210		
Costco Wholesale								
	CC-519	07/09/25 Costco-Stamps	72.75			1000 202200		101000
1209497859				CC Accounting: 1000-		-410550-311		
Costco Wholesale								
	CC-519	07/09/25 Costco-Stamps	18.19			1000 202200		101000
1209497859				CC Accounting: 1000-		-420100-311		
Costco Wholesale								

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-519 07/09/25	Costco-Stamps	18.19			1000 202200		101000
1209497859				CC Accounting: 1000-		-420410-311		
Costco Wholesale								
	CC-519 07/09/25	Costco-Stamps	18.19			1000 202200		101000
1209497859				CC Accounting: 1000-		-430100-311		
Costco Wholesale								
	CC-519 07/09/25	Costco-Stamps	291.00			5210 202200		101000
1209497859				CC Accounting: 5210-		-430510-311		
Costco Wholesale								
	CC-519 07/09/25	Costco-Stamps	291.00			5310 202200		101000
1209497859				CC Accounting: 5310-		-430610-311		
Costco Wholesale								
	CC-519 07/09/25	Costco-Stamps	18.19			1000 202200		101000
1209497859				CC Accounting: 1000-		-460430-311		
Costco Wholesale								
	CC-519 07/09/25	Costco-Supplies	1.98			1000 202200		101000
1209497859				CC Accounting: 1000-		-410550-210		
Costco Wholesale								
	CC-519 07/09/25	Costco-Supplies	0.50			1000 202200		101000
1209497859				CC Accounting: 1000-		-420100-210		
Costco Wholesale								
	CC-519 07/09/25	Costco-Supplies	0.50			1000 202200		101000
1209497859				CC Accounting: 1000-		-420410-210		
Costco Wholesale								
	CC-519 07/09/25	Costco-Supplies	8.00			5210 202200		101000
1209497859				CC Accounting: 5210-		-430510-210		
Costco Wholesale								
	CC-519 07/09/25	Costco-Supplies	8.00			5310 202200		101000
1209497859				CC Accounting: 5310-		-430610-210		
Costco Wholesale								
	CC-519 07/09/25	Costco-Supplies	0.50			1000 202200		101000
1209497859				CC Accounting: 1000-		-460430-210		
Costco Wholesale								
	CC-519 07/09/25	Costco-Supplies	0.50			1000 202200		101000
1209497859				CC Accounting: 1000-		-430100-210		
Costco Wholesale								
	CC-528 07/11/25	ADOBE - Admin	23.99			1000 202200		101000
ADOBE				CC Accounting: 1000-		-410550-331		
	CC-528 07/11/25	ADOBE - PD	23.99			1000 202200		101000
ADOBE				CC Accounting: 1000-		-420100-331		
	CC-528 07/11/25	ADOBE - Water	11.99			5210 202200		101000
ADOBE				CC Accounting: 5210-		-430510-331		
	CC-528 07/11/25	ADOBE - Sewer	12.00			5310 202200		101000
ADOBE				CC Accounting: 5310-		-430610-331		
	CC-529 07/11/25	USA Flag-50014094	69.97			1000 202200		101000
Flag				CC Accounting: 1000-		-411201-230		
USA Flag Co.								

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	CC-530	06/26/25 MRWS-Workshop for S. Lassiter 3Workshop Montana Rural Water Systems, Inc.	61.80			5210 202200		101000
				CC Accounting: 5210-		-430510-380		
	CC-532	07/04/25 AMAZON 6841809 Chairs for Pool AMAZON	629.99			1000 202200		101000
				CC Accounting: 1000-		-460445-220		
	CC-533	07/04/25 AMAZON - 9244217 Shade-kit AMAZON	75.57			1000 202200		101000
				CC Accounting: 1000-		-460445-220		
	CC-533	07/04/25 AMAZON - 9244217 Paint,Signs,Hooks,Mirror AMAZON	368.32			1000 202200		101000
				CC Accounting: 1000-		-460430-220		
	CC-534	07/04/25 AMAZON 6841809 Baby Changing Table AMAZON	121.60			1000 202200		101000
				CC Accounting: 1000-		-460430-220		
	CC-535	07/15/25 Cardio Partners-SS776994 Electrode Cardio Partners	100.00			1000 202200		101000
				CC Accounting: 1000-		-420730-220		
	CC-536	07/23/25 Amazon-5326649 Screen Protector AMAZON	5.96			1000 202200		101000
				CC Accounting: 1000-		-420100-210		
	CC-536	07/23/25 Amazon-5326649 Mirror-Hooks AMAZON	24.97			1000 202200		101000
				CC Accounting: 1000-		-460430-220		
	CC-536	07/23/25 Amazon-5326649 Phone Case AMAZON	13.99			1000 202200		101000
				CC Accounting: 1000-		-410200-210		
	CC-531	07/30/25 040125-Spectrum Admin Spectrum Spectrum	53.32			1000 202200		101000
				CC Accounting: 1000-		-410550-345		
	CC-531	07/30/25 040125-Specturm-FD Spectrum Spectrum	27.50			1000 202200		101000
				CC Accounting: 1000-		-420410-345		
	CC-531	07/30/25 040125-Specturm-Court Spectrum Spectrum	27.50			1000 202200		101000
				CC Accounting: 1000-		-410360-345		
	CC-531	07/30/25 040125-Specturm-Water Spectrum Spectrum	80.85			5210 202200		101000
				CC Accounting: 5210-		-430510-345		
	CC-531	07/30/25 040125-Specturm-WWTP Spectrum Spectrum	80.85			5310 202200		101000
				CC Accounting: 5310-		-430610-345		
	CC-531	07/30/25 040125-Specturm-PD Spectrum Spectrum	119.98			1000 202200		101000
				CC Accounting: 1000-		-420100-345		

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		CC-531 07/30/25 040125-Pool Spectrum	49.99			1000 202200		101000
		Spectrum		CC Accounting: 1000-		-460445-345		
		CC-531 07/30/25 040125-WWTP Office Spectrum	39.99			5310 202200		101000
		Spectrum		CC Accounting: 5310-		-430610-345		
*** Claim from another period (6/25) ****								
19835	C	858 MILLER LAW OFFICE, PLLC	1,100.00					
Working on Water Rights, and continued negotiations with Reeve's on potential easement purchase for access to the Mitigation Ponds. Services are for June								
10-23 2025. Claim is Split due to part of the work took place in FY 24-25 and the other part in FY 25-26.								
		1381 08/01/25 Professional Svcs FY 24-25	1,100.00*			5210 430530	352	101000
*** Claim from another period (7/25) ****								
19836	C	858 MILLER LAW OFFICE, PLLC	1,100.00					
Working on Water Right, and continued negotiations with Reeve's on potential easement purchase for access to the Mitigation Ponds. Services are for July &								
Aug 1st 2025. Claim is Split due to part of the work took place in FY 24-25 and the other part in FY 25-26.								
		1381 08/01/25 Professional Svcs FY 25-26	1,100.00*			5210 430530	352	101000
*** Claim from another period (7/25) ****								
19837		1874 Allegra	133.21					
EMS Data Collection Sheets - This is split with Rural Fire								
		85155 07/31/25 Data Sheets	133.21			1000 420730	220	101000
*** Claim from another period (7/25) ****								
19838		53 SUPER 1 FOODS	323.84					
1 Pallet of Water Bottles								
		02503 07/15/25 Water Pallet	323.84			1000 420460	220	101000
*** Claim from another period (7/25) ****								
19839		34 STEVENSVILLE HARDWARE AND RENTAL	493.47					
Stevensville Hardware								
		CC-520 07/07/25 Stevi Hardware-16240123	5.84			1000 202200		101000
Liquid Drain Cleaner								
STEVENSVILLE HARDWARE AND RENTAL INC								
		CC-520 07/08/25 Stevi Hardware-16240423	2.69			5210 202200		101000
Galv Elbow								
STEVENSVILLE HARDWARE AND RENTAL INC								
		CC-520 07/03/25 Stevi Hardware-16239434	8.53			1000 202200		101000
Cutoff wheel metal dual								
STEVENSVILLE HARDWARE AND RENTAL INC								
		CC-520 07/09/25 Stevi Hardware-16239434	53.08			5310 202200		101000
Steel Hose Hanger								
STEVENSVILLE HARDWARE AND RENTAL INC								
		CC-520 07/09/25 Stevi Hardware-16240786	14.84			1000 202200		101000
Roter Sprinkler								
STEVENSVILLE HARDWARE AND RENTAL INC								

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	CC-520	07/10/25 Stevi Hardware-16240902	8.76			1000 202200		101000
	Nuts & Bolts			CC Accounting: 1000-		-430200-230		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-520	07/10/25 Stevi Hardware-16240895	15.96			1000 202200		101000
	Nuts & Bolts			CC Accounting: 1000-		-430200-230		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-520	07/09/25 Stevi Hardware-16240690	10.79			1000 202200		101000
	Drain Cleaner-Pool			CC Accounting: 1000-		-460445-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-521	07/18/25 Stevi Hardware-16242903	14.38			5310 202200		101000
	Multipurpose Grease			CC Accounting: 5310-		-430640-231		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-521	07/17/25 Stevi Hardware-16242705	14.84			1000 202200		101000
	Sprinkler			CC Accounting: 1000-		-460430-230		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-522	07/14/25 Stevi Hardware-162241908	7.91			5210 202200		101000
	Red Bulb			CC Accounting: 5210-		-430550-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-522	07/15/25 Stevi Hardware-16242182	8.54			1000 202200		101000
	Chain Oil			CC Accounting: 1000-		-460430-231		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-522	07/16/25 Stevi Hardware-16242381	29.69			1000 202200		101000
	Sfty Glasses			CC Accounting: 1000-		-430100-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-522	07/17/25 Stevi Hardware-16242697	14.84			1000 202200		101000
	Sprinkler			CC Accounting: 1000-		-460430-230		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-522	07/17/25 Stevi Hardware-16242643	10.16			1000 202200		101000
	Caution Tape			CC Accounting: 1000-		-430200-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-522	07/17/25 Stevi Hardware-16242664	12.58			1000 202200		101000
	Snaplink			CC Accounting: 1000-		-460445-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-523	07/09/25 Stevi Hardware-16240652	31.04			1000 202200		101000
	Shovel			CC Accounting: 1000-		-460430-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-523	07/09/25 Stevi Hardware-16240652	31.04			1000 202200		101000
	Shovel			CC Accounting: 1000-		-430900-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-523	07/09/25 Stevi Hardware-16240652	31.04			5210 202200		101000
	Shovel			CC Accounting: 5210-		-430510-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-523	07/09/25 Stevi Hardware-16240652	31.04			5310 202200		101000
	Shovel			CC Accounting: 5310-		-430610-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							

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	CC-524	07/23/25 Stevi Hardware-16244231	7.16			1000 202200		101000
	Single Cut Key			CC Accounting: 1000-		-460430-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-524	07/22/25 Stevi Hardware-16244072	8.09			1000 202200		101000
	Grease for Playground			CC Accounting: 1000-		-460430-231		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-524	07/22/25 Stevi Hardware-16243973	9.52			1000 202200		101000
	Bleach for Pool Areas			CC Accounting: 1000-		-460445-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-524	07/22/25 Stevi Hardware-16243940	1.97			5210 202200		101000
	Curb Stop Cover			CC Accounting: 5210-		-430550-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-525	07/31/25 Stevi Hardware-16246325	8.36			1000 202200		101000
	Keys for PD			CC Accounting: 1000-		-420100-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-537	07/30/25 Stevi Hardware-16245986	12.59			5210 202200		101000
	Pipe Sealant			CC Accounting: 5210-		-430550-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-537	07/31/25 Stevi Hardware-16246290	70.63			1000 202200		101000
	Tarp & Cabel ties for Creamery			CC Accounting: 1000-		-460430-220		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-538	07/18/25 Stevi Hardware-16242927	9.47			1000 202200		101000
	Drive bit cushion clamp			CC Accounting: 1000-		-411201-230		
	STEVENSVILLE HARDWARE AND RENTAL INC							
	CC-538	07/31/25 Stevi Hardware - 16246242	8.09			1000 202200		101000
	Cable ties			CC Accounting: 1000-		-460430-230		
	STEVENSVILLE HARDWARE AND RENTAL INC							
		*** Claim from another period (7/25) ****						
19840	C	1754 Construct Montana, LLC	5,694.13					
	Building Inspection and Plan Review for the Month of July							
	1170	08/05/25 Bldg Ins & Plan Review	4,757.63*			2394 420531	350	101000
	1170	08/05/25 Bldg Ins & Plan Review	936.50*			2394 420531	350	101000
		*** Claim from another period (7/25) ****						
19841	C	1787 Valli Information Systems, Inc.	469.66					
	UB Statement Billing for the month of July 2025							
	101698	07/31/25 UB Billing Water/Sewer	234.83*			5210 430510	331	101000
	101698	07/31/25 UB Billing Water/Sewer	234.83*			5310 430610	331	101000
		*** Claim from another period (7/25) ****						
19842		2093 Montana DNRC	200.00					
	Form 635 Filing Fee for the DNRC regarding Well 6 redundant to Well 1							
	073125	07/31/25 Form Filing Fee	200.00*			5210 430530	350	101000

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*** Claim from another period (7/25) ****								
19843	E	2006 RICOH	13.98					
Printing charges for the month of July 2025								
		5071775840 07/31/25 Printing - Admin	1.75*			1000 410550	320	101000
		5071775840 07/31/25 Printing - BLDG Dept	1.40*			2394 420531	320	101000
		5071775840 07/31/25 Printing - Water	4.89*			5210 430510	320	101000
		5071775840 07/31/25 Printing - Sewer	4.89*			5310 430610	320	101000
		5071775840 07/31/25 Printing - Airport	0.35*			5610 430300	320	101000
		5071775840 07/31/25 Printing - PW Admin	0.70*			1000 430100	320	101000
*** Claim from another period (7/25) ****								
19844		23 VALLEY DRUG AND VARIETY	34.20					
Printing of the Growth Policy. This has be reimbursed by Great West Engineering ck #43017								
		766210 07/24/25 Printing Charges	34.20*			1000 410550	320	101000
*** Claim from another period (7/25) ****								
19845	C	1696 First Call Computer Solutions,	575.00					
.GOV monthly charges for month of July 2025								
		106971 07/30/25 .GOV - ADMIN	69.00*			1000 410550	331	101000
		106971 07/30/25 .GOV - PD	92.00			1000 420100	331	101000
		106971 07/30/25 .GOV - COURT	34.50*			1000 410360	331	101000
		106971 07/30/25 .GOV - FD	57.50*			1000 420410	331	101000
		106971 07/30/25 .GOV - WATER	92.00*			5210 430510	331	101000
		106971 07/30/25 .GOV - SEWER	92.00*			5310 430610	331	101000
		106971 07/30/25 .GOV - COUNCIL	92.00*			1000 410100	331	101000
		106971 07/30/25 .GOV - MAYOR	23.00*			1000 410200	331	101000
		106971 07/30/25 .GOV - AIRPORT	23.00*			5610 430300	331	101000
19846	C	1744 MMIA-Liability Program	1,500.00					
Deductible for services rendered regarding a personnel matter.								
		DR1005778 07/31/25 Deductible	1,500.00*			1000 410550	511	101000
*** Claim from another period (7/25) ****								
19847	E	1659 CHS Mountain West CO-OP	152.32					
Fuel for PW July								
		UV4-VD0054 07/03/25 Fuel	50.77*			1000 430100	231	101000
		UV4-VD8996 07/28/25 Fuel	50.77*			5210 430510	231	101000
		UV4-VD8996 07/28/25 Fuel	50.78*			5310 430610	231	101000
19848		1656 COLJ CONFERENCE REGISTRATION	300.00					
COLJ Fall conference Registration Fee 9/22-9/25/2025 in Missoula.								
		092025 08/01/25 COLJ Fall Conference	300.00*			1000 410360	380	101000

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*** Claim from another period (7/25) ****								
19849	E	852 CENEX FLEETCARD	1,813.77					
Fuel for the Town								
		318574CL 07/31/25 Fuel - FD	101.20			1000 420460	231	101000
		318574CL 07/31/25 Fuel - FD	44.30			1000 420460	231	101000
		318574CL 07/31/25 Fuel - FD	56.85			1000 420460	231	101000
		318574CL 07/31/25 Fuel - FD	52.20*			1000 420730	231	101000
		318574CL 07/31/25 Fuel - FD	40.34			1000 420460	231	101000
		318574CL 07/31/25 Fuel - PD	173.92			1000 420100	231	101000
		318574CL 07/31/25 Fuel - PD	285.92			1000 420100	231	101000
		318574CL 07/31/25 Fuel - PD	232.03			1000 420100	231	101000
		318574CL 07/31/25 Fuel - PW	275.67*			1000 430100	231	101000
		318574CL 07/31/25 Fuel - PW	275.67*			5210 430510	231	101000
		318574CL 07/31/25 Fuel - PW	275.67*			5310 430610	231	101000
19850		2029 STEVENSVILLE TOWING	35.00					
PD locked keys in car.								
		080425 08/04/25 Lockout service	35.00			1000 420100	360	101000
*** Claim from another period (7/25) ****								
19851		285 BITTERROOT TREE SERVICE	1,237.00					
Spray trees & bushes along main street, bike path and all parks								
		247312 07/29/25 Semi-annual tree spraying	1,237.00*			1000 460437	350	101000
*** Claim from another period (7/25) ****								
19852	C	728 HDR ENGINEERING, INC.	8,964.48					
Water Leak Improvement Project. Review contract documents for telemetry and leak detection projects, attend council meeting for bid award and drafting ARPA								
final report.								
		1200744650 08/04/25 Water Leak Proj - PM	903.70*			5230 430550	900 2	101000
		1200744650 08/04/25 Water Leak Proj-Costructio	8,060.78*			5230 430550	900 2	101000
*** Claim from another period (7/25) ****								
19853		16 Montana Environmental Lab LLC	1,621.65					
Lab testing for Water and Sewer								
		2506680 07/01/25 Lab Testing	262.10*			5310 430640	355	101000
		2506923 07/08/25 Lab Testing	262.10*			5310 430640	355	101000
		2507230 07/18/25 Lab Testing	507.25*			5310 430640	355	101000
		2507669 07/22/25 Lab Testing	262.10*			5310 430640	355	101000
		2507893 07/28/25 Lab Testing	262.10*			5310 430640	355	101000
		2507227 07/09/25 Lab Testing	66.00*			5210 430540	355	101000
19854	C	1696 First Call Computer Solutions,	2,163.75					
IT services for the Town for the month of August								
		106508 08/01/25 IT Services - Council	173.08*			1000 410100	356	101000
		106508 08/01/25 IT Services - Mayor	43.28*			1000 410200	356	101000
		106508 08/01/25 IT Services - Court	43.28*			1000 410360	356	101000
		106508 08/01/25 IT Services - Admin	173.10*			1000 410550	356	101000

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		106508 08/01/25 IT Services - PD	173.10			1000 420100	356	101000
		106508 08/01/25 IT Services - FD	86.55*			1000 420410	356	101000
		106508 08/01/25 IT Services - Water	714.04*			5210 430510	356	101000
		106508 08/01/25 IT Services - Sewer	714.04*			5310 430610	356	101000
		106508 08/01/25 IT Services - Airport	43.28*			5610 430300	356	101000
		*** Claim from another period (7/25) ****						
19856	C	1841 Overstreet Law Group	3,102.00					
		Attorney services for the Town for July 2025						
		073125 07/31/25 Attorney Services Berta Farms	775.50*			1000 411100	352	101000
		073125 07/31/25 Attorney Services Airport	940.50*			5610 430300	352	101000
		073125 07/31/25 Attorney-Public Records Req	561.00*			1000 411100	352	101000
		073125 07/31/25 Attorney Svcs - Birch Lane Vac	594.00*			1000 411100	352	101000
		073125 07/31/25 Attorney Services All Others	231.00*			1000 411100	352	101000
		*** Claim from another period (7/25) ****						
19857		33 NORTHWESTERN ENERGY	21,668.50					
		Northwestern Energy for the town for the month of July 2025						
		07/31/25 721275-6 Light Dist 3	295.11*			2430 430263	340	101000
		GEO Smith,Turner, Heritage & Valley View 16 lights + 1 10th st Light						
		07/31/25 722451-2 206 Buck Adm 5%	14.64*			1000 410550	340	101000
		Admin 5%						
		07/31/25 722451-2 - PD 15%	43.91			1000 420100	340	101000
		Police Dept 15%						
		07/31/25 7224512 - Court 2.5%	7.32*			1000 410360	340	101000
		Court 2.5%						
		07/31/25 722451 - - Bldg - 5%	14.64*			2394 420531	340	101000
		Bldg Dept 5%						
		07/31/25 722451-2 - Fire Dept 50%	146.38*			1000 420410	340	101000
		Fire Dept 5%						
		07/31/25 722451-2 - Sewer 10%	29.28*			5310 430610	340	101000
		Sewer 10%						
		07/31/25 722451-2 - Water 10%	29.28*			5210 430510	340	101000
		Water 10%						
		07/31/25 722451-2 - Airport 2.5%	7.30*			5610 430300	340	101000
		Airport 2.5%						
		07/31/25 723606-0 Peterson Add'n Lighti	220.23*			2420 430263	340	101000
		Peterson -8 st lights & Spring						
		07/31/25 723607-8 Dayton Add'n Lighting	302.81*			2410 430263	340	101000
		11 lights on 7th 8th & St Mary's Dr						
		07/31/25 724186-2 Maplewood Cemetery	12.78*			1000 430900	340	101000
		1 Yard Light						
		07/31/25 724187-0 Main St seasonal Lig	25.76*			1000 430263	340	101000
		Plug on 3rd st, Xmas Lights & Farmers Market						
		07/31/25 724206-8 Orig Town Street Ligh	316.19*			1000 430263	340	101000
		37 Street Lights						
		07/31/25 724207-6 ESH - 5th St. Lights	569.66*			1000 430263	340	101000
		19 Lights on Main, Eastside Hwy to 5th St						

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		07/31/25 724208-4 5th St to Lange Park	24.46*			1000 430263	340	101000
		2 Lights on Main St, 6th to Valley View						
		07/31/25 724209-2 Add'l Town lighting	206.08*			1000 430263	340	101000
		24 Street Lights						
		07/31/25 724515-2 MBF H2O plant	69.07*			5210 430520	340	101000
		1 yard light, Well House						
		07/31/25 724518-6 102 Main St pump #1	49.43*			5210 430520	340	101000
		Pump House						
		07/31/25 724755-4 Riverside Cemetery IR	341.95*			1000 430900	340	101000
		Riverside Cemetery Irrigation						
		07/31/25 724756-2 Maplewood Cemetery	365.44*			1000 430900	340	101000
		Mapelwood Cemetery 5HP Irrigation						
		07/31/25 724942-8 Sewer lift station W.	26.04*			5310 430620	340	101000
		WWTP Lift Station W Central						
		07/31/25 724944-4 WWTP N	3,644.97*			5310 430620	340	101000
		WWTP North						
		07/31/25 724971-7 Truck garage South	84.56*			5210 430520	340	101000
		Truck Shop						
		07/31/25 725036-8 L&C Yard Light	12.78*			1000 460430	340	101000
		Park Entrance Light						
		07/31/25 725041-8 L&C Park 5hp IRR	191.53*			1000 460430	340	101000
		L&C 5HP Irrigation						
		07/31/25 725042-6 L&C Park Parking L	22.05*			1000 460430	340	101000
		Special Events plugs peremeter of field, S & W Fence						
		07/31/25 725084-8 L&C Park Rest/Field	311.67*			1000 460430	340	101000
		3 Yard Lights along Rd to Plant -N.W.E does not maintain						
		07/31/25 782189-5 214 Buck Water 10%	6.10*			5210 430520	340	101000
		Anex & St light in front						
		07/31/25 782189-5 Sewer 10%	6.10*			5310 430620	340	101000
		07/31/25 782189-5 Town Hall 40%	24.41*			1000 411201	340	101000
		07/31/25 782189-5 - PD 40%	24.41			1000 420100	340	101000
		07/31/25 1447753-3 3rd & Park	15.74*			1000 430263	340	101000
		1 Light on Corner of 3rd & Park						
		07/31/25 1538216-1-Airport-SRE 50%	40.63*			5610 430300	340	101000
		421 Airport Rd SRE Bldg						
		07/31/25 1538216-1-Airport-SRE 50% FD	40.63			1000 420422	340	101000
		421 Airport Rd SRE Bldg						
		07/31/25 1685436-6 Crksde Mdws Ph 1	301.49*			2440 430263	340	101000
		Creekside Phasel, Birch Lane & Willow Way 7 Lights						
		07/31/25 1685994-4 Crksde Mdws ph 2	163.88*			2440 430263	340	101000
		Creekside Phase 2, Creekside Dr, Aspen Trail & Syring St, 7 Lights						
		07/31/25 2057364-8 Pool	899.67*			1000 460445	340	101000
		Pool						
		07/31/25 2079637-1 MBF Well Field 305	11,821.97*			5210 430520	340	101000
		Silver Stone lane						

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		07/31/25 2079645-4 MBF booster station Pump Station	184.27*			5210 430520	340	101000
		07/31/25 3148944-6 Twin Creeks Lighting Twin Creek Phase 1, 9 Lights	516.31*			2450 430263	340	101000
		07/31/25 3218493-9 223 Main St Creamery Park, 3 Lights	71.68*			1000 460430	340	101000
		07/31/25 3672984-6 300 Main Street Plug in behind Exit Realty	22.05*			1000 460430	340	101000
		06/30/25 3672985-3 Stevensville Cutoff Plug in	22.05*			1000 430263	340	101000
		07/31/25 3691677-3 157 Sewer Rd - Water Sewer Work Rd Old Depo / 3	10.67*			5210 430520	340	101000
		07/31/25 Sewer 157 Sewer Works Rd Depot Sewer Work Rd Old Depo / 3	10.67*			5310 430620	340	101000
		07/31/25 Streets 157 Sewer Works Rd Dep Sewer Work Rd Old Depo / 3	10.66*			1000 430200	340	101000
		07/31/25 3763580-2 Dickerson Park 1 light at 6th Street Park	8.21*			1000 460430	340	101000
		07/31/25 3795194-4 208 Buck Fire Dept Fire Department Addition - Rural Fire	81.58*			1000 420410	340	101000
		*** Claim from another period (7/25) ****						
19858	C	690 Core & Main LP Curb stop and couplings for water line repairs	3,231.31					
		X442407 07/31/25 Operating Supplies	2,790.30*			5210 430550	230	101000
		X444644 07/30/25 Operating Supplies	441.01*			5210 430550	230	101000
		*** Claim from another period (7/25) ****						
19859	C	2078 Glenn Bies Certified Wastewater Operator Fees.Testing for the month of July 2025.	1,088.80					
		072025 06/30/25 Wastewater testing	1,088.80*			5310 430610	350	101000
		*** Claim from another period (7/25) ****						
19860	C	20 Skagit Farmers Supply Grass seed for cemetery	21.99					
		44077 07/17/25 Grass seed	21.99			1000 430900	220	101000
19861	C	2095 NEXUS CPA Group Financial Statement Audit fees. 10% progress billing	3,640.00					
		82 08/01/25 Audit fees-General Fund	1,092.00*			1000 410530	353	101000
		82 08/01/25 Audit fees - Bldg Dept	182.00*			2394 420531	353	101000
		82 08/01/25 Audit fees - Sewer	1,092.00*			5310 430610	353	101000
		82 08/01/25 Audit fees - Water	1,092.00*			5210 430510	353	101000
		82 08/01/25 Audit fees - Airport	182.00*			5610 430300	353	101000

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*** Claim from another period (7/25) ****								
19862		345 POOL & POND SUPPLY	537.25					
Chemicals for the Splash Pad								
		934969-780 07/08/25 Chemicals for the Splash P	537.25*			1000 460446	222	101000
*** Claim from another period (7/25) ****								
19863		2016 RAIN DECK	615.55					
UV Bulb for the Splash Pad								
		33718 07/25/25 UV Bulb	615.55*			1000 460446	220	101000
*** Claim from another period (7/25) ****								
19864		661 Mid American Research Chemical	210.82					
Sewer Cleaner								
		0854889 07/24/25 Chemical for WWTP	210.82*			5310 430630	220	101000
19865	C	958 TIRE RAMA	45.95					
Inner tube for mower								
		70618098 08/02/25 Repairs & maintenance Parks	22.97*			1000 460430	360	101000
		70618098 08/09/25 Repairs & maintenance Cemete	22.98*			1000 430900	360	101000
19866	C	2061 Trojan Technologies Corp.	8,259.96					
Lamp kit & sleeves, cleaner, acticlean gel, grease, lamp driver kit								
		50004609 08/04/25 Repairs & Maintenance	8,259.96*			5311 430640	940	101000
*** Claim from another period (7/25) ****								
19867		108 BITTERROOT STAR	50.40					
RFP for Prosecutor and Disposal of Old Street Sweeper								
		39482 07/09/25 RFP Prosecutor	14.40*			1000 410364	330	101000
		39483 07/09/25 Disposal of old Street Sweeper	10.80*			1000 430100	330	101000
		39482 07/23/25 RFP Prosecutor	14.40*			1000 410364	330	101000
		39483 07/23/25 Disposal of old Street Sweeper	10.80*			1000 430100	330	101000
19868	E	85 CENTURYLINK	105.90					
Century Link - 9556 - Phone/Internet for the AWOCs system and Fuel Tank for July 2025								
		9556-14764 07/31/25 AWOCs System	60.45*			5610 430300	345	101000
		9556-14764 07/31/25 Fuel Tank	45.45*			5610 430300	345	101000
*** Claim from another period (7/25) ****								
19869	C	1744 MMIA-Liability Program	83,293.00					
MMIA Liability for FY 25-26								
		073125 07/31/25 Liability - Airport	2,257.00*			5610 430300	510	101000
		073125 07/31/25 Liability - Bldg Dept	273.00*			2394 420531	510	101000
		073125 07/31/25 Liability - Admin	7,689.00*			1000 410550	510	101000
		073125 07/31/25 Liability - Fire Dept.	2,866.00*			1000 420410	510	101000
		073125 07/31/25 Liability - Parks	3,483.00*			1000 460430	510	101000
		073125 07/31/25 Liability - Police Dept	19,825.00			1000 420100	510	101000
		073125 07/31/25 Liability - Pool	3,183.00*			1000 460445	510	101000
		073125 07/31/25 Liability - WWTP	18,979.00*			5310 430610	510	101000

08/12/25
16:45:17

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 8/25

Page: 16 of 18
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
	073125	07/31/25 Liability - PW Admin	1,758.00*			1000 430100	510	101000
	073125	07/31/25 Liability - Court	2,142.00*			1000 410360	510	101000
	073125	07/31/25 Liability - Water	18,979.00*			5210 430510	510	101000
	073125	07/31/25 Liability - Mayor	400.00*			1000 410200	510	101000
	073125	07/31/25 Liability - Council	1,459.00*			1000 410100	510	101000
19870		1947 Montana Supreme Court COLJ	250.00					
Court Clerk - COLJ Conference Registration for Jessica Cochrell 9-23 to 9-25 in Missoula.								
	083025	08/12/25 Court Clerk Conference	250.00*			1000 410360	380	101000
19871	C	2092 Water XYZ LLC	9,500.00					
Leak Detection Project								
	250808	08/08/25 Leak Detection	9,500.00*			5230 430550	900 2	101000
# of Claims			51	Total:		176,000.86		
Total Electronic Claims			143,587.42	Total Non-Electronic Claims			32413.44	

08/12/25
16:45:18

TOWN OF STEVENSVILLE
Fund Summary for Claims
For the Accounting Period: 8/25

Page: 17 of 18
Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	65,197.90
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	6,180.88
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	302.81
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	220.23
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	295.11
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	465.37
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	516.31
2820 GAS APPORTIONMENT TAX / BaRSAA	
101000 Cash - Operating	1,180.00
5210 WATER	
101000 Cash - Operating	40,436.97
5230 ARPA WATER LEAK REPAIR	
101000 Cash - Operating	18,464.48
5310 SEWER	
101000 Cash - Operating	29,266.19
5311 SEWER CAPITAL ASSET	
101000 Cash - Operating	8,259.96
5610 AIRPORT	
101000 Cash - Operating	5,214.65
Total:	176,000.86

08/12/25
16:45:18

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 8 / 25

Page: 18 of 18
Report ID: AP100A

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

Stacie Barker, Councilmember

Samantha Bragg, Councilmember

Cindy Brown, Councilmember

Wallace Smith, Councilmember

Bob Michalson, Mayor

Date Approved_____

File Attachments for Item:

a. Airport

Stevensville Airport Manager's Report

August 2025

1. Maintenance
 - a. One broken taxiway light was discovered. Parts will be ordered.
 - b. Our second of three annual AWOS inspections took place Tuesday afternoon.
2. CIP Projects for 2025/2026
 - a. As you're aware, we have received our FAA grant offer letter for the fuel tank. As soon as funds are released, we will get in line for tank fabrication.
 - b. We have yet to receive our grant offer for the asphalt maintenance project.
3. Fuel
 - a. As of the writing of this, we have sold approximately 3500 gallons, or \$20,000 of fuel. 5000 gallons were delivered Friday, August 8th.
4. Leases
 - a. We have received all but five lease payments for this new fiscal year.
5. USFS LUA
 - a. So far, the fire season has been relatively quiet for us. The LUA has not been activated yet this season.

File Attachments for Item:

b. Building Department

MONTHLY REPORT

Building Department

July 2025

Permits Issued

Fees Collected

Building (3 permits)

1. NSFR	\$0
2. New/Remodel Commercial Building	\$4,682.50
3. Renovation/Remodel	\$0
4. Demo re-roof, commercial.....	\$50.00

Electrical (6 permits)

1. NSFR	\$200.00
2. New/Remodel Commercial Building	\$129.54
3. Renovation/Remodel	\$255.00
4. Demo	\$0

Mechanical (1 permits)

1. NSFR	\$265.00
2. New/Remodel Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0

Plumbing (2 permit)

1. NSFR	\$115.00
2. New/Remodel Commercial Building	\$250.00
3. Renovation/Remodel	\$0
4. Demo	\$0

Total permits issued: 12 Total fees collected: \$5947.04

Activities

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

Items of Interest

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

Prepared by Jenelle Berthoud, Town Clerk

File Attachments for Item:

d. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – July 2025

Calls for the Month of July: 78

Calls for Stevensville Town: 34

Calls for Stevensville Rural: 38

Mutual Aid: 6

Medical Response: 61

Fire Calls: 14

Motor Vehicle Crash: 3

Total Calls: 78

Missed calls: 11

Calls for the Year to Date: 409

Calls for Stevensville Town: 149

Calls for Stevensville Rural: 232

Mutual Aid: 28

Medical Response: 312

Fire Calls: 81

Motor Vehicle Crash: 16

Total Calls: 409

Missed calls: 30

File Attachments for Item:

f. Public Works

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

UTILITIES REPORT

Domestic Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	42,786,000	37,977,000

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

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	2,189,355	2,877,000

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Satisfied Permit reporting, testing and regulatory requirements
- 💧 Wasting to drying beds
 -

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Meter reads and billing cycle
- 💧 Daily road grid inspections
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Water and Waste water plants rounds
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 Alley maintenance
- 💧 Downtown risk management inspections
- 💧 Mowing, trimming, spraying all parks and cemeteries
- 💧 Irrigation in parks and cemeteries
- 💧 Training new Parks Manager
- 💧 Opened swimming pool and splash pad
- 💧 **Data for wastewater effluent is inaccurate due to a SCADA glitch
- 💧 Arranged for new sweeper pick up
- 💧 ***See Q-Ware Report for more detailed operations***

WO Number	Type	Status
004465	SCHEDULED	Closed
004464	SCHEDULED	Closed
004462	SCHEDULED	Closed
004461	SCHEDULED	Closed
004460	SCHEDULED	Closed
004456	CORRECTIVE	Closed
004454	SCHEDULED	Closed
004453	CORRECTIVE	Closed
004452	CORRECTIVE	Closed
004451	CORRECTIVE	Closed
004450	CORRECTIVE	Closed
004449	CORRECTIVE	Closed
004448	CORRECTIVE	Closed
004447	CORRECTIVE	Closed
004446	SCHEDULED	Closed
004445	SCHEDULED	Closed
004444	SCHEDULED	Closed
004443	SCHEDULED	Closed
004442	SCHEDULED	Closed
004438	SCHEDULED	Closed
004435	CORRECTIVE	Closed
004434	SCHEDULED	Closed
004433	SCHEDULED	Closed
004432	SCHEDULED	Closed
004430	CORRECTIVE	Closed
004426	CORRECTIVE	Closed
004425	CORRECTIVE	Closed
004424	CORRECTIVE	Closed

Description

Monthly Meter Reads entire distribution system

Monthly DEQ Sampling

Wednesday Manhole Inspection and degrease

weekly/biweekly cleaning of channels, clarifiers and bar screen

Influent and effluent DEQ sampling

Repair two plug in sprinklers in L&C Park

Monday empty all garbage

Change out wasting pump to substitute for non functioning pu

Empty drying beds

Lubricate all sewer equipment, headworks, clarifiers, plus skid

Pressure wash bathrooms for painting

Please test water pressure at 502 Central 7/24 at 10am

Pressure wash clarifier weir and tracks, and UV channel

202 Spring street ditch needs to be mowed. Received citizen r

Hose brush on headworks perforated plate screen

Garbage removal and bag replacement

Check oil level on influent pumps

Wednesday Manhole Inspection and degrease

weekly/biweekly cleaning of channels, clarifiers and bar screen

Influent and effluent DEQ sampling

Install a new meter on the irrigation line for 101/103 Main stre

Hose brush on headworks perforated plate screen

Garbage removal and bag replacement

Check oil level on influent pumps

Stir drying beds

Reduce time on sprinklers at Lange Park

Replace sprinkler heads at Father Ravalli and Skate Park

Install shade tarps and assemble chairs at pool

Locations	Assigned To
Water / Town of Stevensville	Cody Anderson
23-Headworks Bldg / Wastewater / Town of Stevensville	39-UV Cody Anderson
Wastewater / Town of Stevensville	
19-Final Clarifier 1 / Wastewater / Town of Stevensville	20-Fina Kevin McGinley
23-Headworks Bldg / Wastewater / Town of Stevensville	39-UV Cody Anderson
Town of Stevensville	
Mobile / Town of Stevensville	
Town of Stevensville	
Town of Stevensville	
Town of Stevensville	
Town of Stevensville	
Mobile / Town of Stevensville	
Town of Stevensville	
Mobile / Town of Stevensville	
	Kevin McGinley
Town of Stevensville	Gerald Gaylor Jeff Wilkinson
Wastewater / Town of Stevensville	Cody Anderson Kevin McGinley
Wastewater / Town of Stevensville	
19-Final Clarifier 1 / Wastewater / Town of Stevensville	20-Fina Kevin McGinley
23-Headworks Bldg / Wastewater / Town of Stevensville	39-UV Cody Anderson
Mobile / Town of Stevensville	
	Kevin McGinley
Town of Stevensville	Gerald Gaylor Jeff Wilkinson
Wastewater / Town of Stevensville	Cody Anderson Kevin McGinley
Town of Stevensville	
Town of Stevensville	
Town of Stevensville	
Town of Stevensville	

Requester

Steve Kruse

Steve Kruse

Cody Anderson

Steve Kruse

Steve Kruse

Stephen Lassiter

Cody Anderson

Stephen Lassiter

Stephen Lassiter

Stephen Lassiter

Stephen Lassiter

Andrena Case

Stephen Lassiter

Andrena Case

Steve Kruse

Steve Kruse

Steve Kruse

Cody Anderson

Steve Kruse

Steve Kruse

Andrena Case

Steve Kruse

Steve Kruse

Steve Kruse

Cody Anderson

Stephen Lassiter

Stephen Lassiter

Stephen Lassiter

File Attachments for Item:

a. Discussion/Decision: To Approve a Stevensville City Court Prosecutor



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/14/2025
Agenda Topic:	Discussion/Decision: To Approve a Stevensville City Court Prosecutor
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/14/2025
Notes:	The Town of Stevensville was notified by our current prosecutor, Melanie D'Isidoro that she had accepted a job out of town and would be moving. The town council on 6/26/2025 approved an RFP for Prosecution be advertised. We have received one applicant as of 8/7/2026. The administration reached out to Melanie D'Isidoro for her to review the applicant that we have received and she fully supports and recommends Ms. Smethers for the position.



REQUEST FOR QUALIFICATIONS TO PROVIDE LEGAL SERVICES AS THE TOWN PROSECUTOR FOR THE TOWN OF STEVENSVILLE

The Mayor and Town Council are requesting interested attorneys and law firms to submit Statements of Qualifications to provide legal services for the Town of Stevensville for the position of Town Prosecutor.

Please note: The Town Attorney position is not open. Instead, this RFQ is for a Town Prosecutor to handle criminal prosecutions in the City Court of Stevensville.

Town Prosecutor Responsibilities

The Town Prosecutor is expected to assist the Town by:

- Representing the Town in criminal proceedings in the City Court of Stevensville.
- Advising Town law enforcement and other staff in enforcement issues.

REQUEST FOR STATEMENTS OF QUALIFICATIONS

(1) INTRODUCTION- AREAS OF LAW TO BE COVERED IN RFQ

The Town requests interested attorneys and law firms to submit a Statement of Qualifications to provide Town Prosecutor services for the Town describing the applicant's qualifications in:

- Criminal law
- Criminal procedure
- Misdemeanor law

(2) REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS

Identification of Attorneys. The response to this Request for Qualifications should include descriptions of the attorney or attorneys who would have primary responsibility for providing regular services under the proposal. For each attorney, the Statement of Qualifications should identify the qualifications, areas of expertise, and prior experience. References from comparable and representative public agency clients and the public agency's teams should be included, with names and telephone numbers of three to five public agency clients which the firm is currently working with or has worked in the recent past.

Support Staff. The Statement of Qualifications should include information about the types of support staff, such as other attorneys, paralegals, interns and others in the firm who would be assigned to perform work the Town Prosecutor work and whose time would be billed for such work. The response should include information about how the firm plans to utilize support staff within the Town's budget constraints.

Description of Services. The Statement of Qualifications should describe the services the firm proposes to provide, the firm's overall experience with municipal law, any areas of specialty listed above, and any special qualifications that are believed to distinguish it from other law firms.

Rates and Charges. The proposed means of compensation, including hourly rates or fees to be charged for each individual named in the Statement of Qualifications, should be listed. A schedule of the rates or amounts for all fees, charges, and expenses to be billed by each attorney or staff member should also be included. An estimated range of anticipated monthly charges the Town may expect to be billed is highly desirable.

Availability and Commitment to Provide Services. The Statement of Qualifications should include an indication of the commitment to provide the services by the attorney or attorneys with principal responsibility for providing Town Prosecutor services to the Town. In this context, the words availability and commitment should be taken in their broadest meanings, incorporating time, flexibility in scheduling, office location of the attorney or attorneys, and firm or personal policies and practices with regard to returning calls and meeting deadlines. Any significant time period required before beginning services should be noted. *The Town Prosecutor's position consists of law and motion two times per month and the estimated hours for this position can be up to 20 hours per month.*

Actual or Perceived Conflicts. The proposal should disclose the names, nature of assignment, and relevant dates for any of the firm's clients who may have actual or perceived conflicts of interest with the Town. Reasonable diligence to identify and disclose potential conflicts is expected of all firms submitting a response to this Request for Qualifications. The proposal should also provide a statement or description of firm policy to address how conflicts of interest between two or more clients are avoided.

Additional Information. Statements submitted in response to the Request for Qualifications may, but are not required to, provide additional information to assist a proper evaluation of the proposal. Any discussions relating to suggested strategies to reduce costs for outside legal services are appropriate in this section.

Submission Requirements. Proposals are due to the town clerk by mail at Town of Stevensville, PO Box 30, Stevensville, MT 59870. In person at Town of Stevensville, 206 Buck Street, Stevensville, MT 59870. Submissions can be provided in digital format to townclerk@townofstevensville.gov Position is open until filled.

(3) EVALUATION CRITERIA

The main criteria used to evaluate the Statement of Qualifications will concern the experience and qualifications of the firm's attorneys who would be assigned to the Town. Ancillary information

including the firm's fee structure and schedule of charges for ancillary services is important but will be given secondary weight.

(4) PROCESS FOR SELECTING LEGAL COUNSEL

The Mayor will determine a procedure to review each Statement of Qualifications. Calls to submitting firms or attorneys and their references may be made to clarify material in the submittals. Based upon this review, the best qualified firms may be invited to a personal interview. Following the interviews, thorough background and reference interviews may be conducted. The Mayor anticipates making a selection of a firm or firms following a careful evaluation of all relevant information. Following the Mayor's review and selection, the Town Council will be asked to consent to the selection.

(5) SPECIAL PROVISIONS

Contract Award. The contract will be awarded for an initial period of three(3) years. The agreement will be then automatically renewed for additional one-year periods unless terminated by either party. However, the Town Prosecutor shall work at the pleasure of the Town, and nothing herein shall limit the Town's ability to terminate the contract at will with no notice or penalty.

Cost of Preparing and Submitting Statements. All costs incurred in preparing and submitting the Statements of Qualifications is to be borne by the submitter and not the Town. In no event shall the Town be liable for any cost whatsoever for the preparation or submittal of a response to this Request for Qualifications.

Reservations and Options.

The Town reserves the rights and options to:

- Reject any or all of the submittals
- Waive any of the provisions of the Request for Qualifications
- Issue subsequent Requests for Qualifications
- Cancel the Request for Qualifications process
- Waive technical error in the responses it receives
- Negotiate with any, all, or none of the respondents to this Request for Qualifications

(6) QUESTIONS

For questions, please contact:

Bob Michalson, Mayor 206 Buck Street Stevensville, MT 59870 mayor@townofstevensville.gov

406-777-5271

Kierra (Kiki) Smethers

STATEMENT OF QUALIFICATIONS

Identification of Attorneys:

Kiki is a Criminal Prosecutor currently working at the Ravalli County Attorney's Office in Hamilton, Montana (406-375-6750). She has participated in dozens of jury trials, bench trials, petition to revoke bail and suspended sentence hearings, and evidentiary hearings since moving to the Bitterroot Valley in 2023. She specializes in both Felonies and Misdemeanors, mainly focusing on Driving Under the Influence. She will be the only attorney handling legal cases for the Town of Stevensville. Present employment for reference is the Ravalli County Attorney's Office.

- Active Attorney in Good Standing of the Montana State Bar from 2023 to present
 - Bar No.: 14049
- Active Attorney in Good Standing of the California State Bar from 2022 to present
 - Bar No.: 346531

Identification of Support Staff:

None

Description of Services:

Kiki Smethers will provide prosecutorial services for criminal matters being pursued by the Town of Stevensville. I anticipate this will include making charging decisions, negotiating plea deals, motion work, court hearings, and trials, as well as cooperation and coordination with local law enforcement. Kiki's 2 years of experience in criminal practice, as well as her experience coordinating trainings for Law Enforcement makes her particularly well suited to deal with anything that might come up during the course of her duties. Having audited the Standardized Field Sobriety Test course and Advanced Roadside Impaired Driving Enforcement course, I have the ability to help the Stevensville Police Department be better prepared for encountering drivers who are under the influence.

Rates and Charges:

Kiki will bill her time to the Town of Stevensville in six (6) minute increments at a rate of \$150.00 per hour. Any costs or fees (such as, but not limited to, the costs of printing/copying physical or digital media) incurred in accomplishing the duties of this position will be charged to the Town of Stevensville at cost. Costs for travel time when traveling further than 15 miles from Kiki's home address will be billed at the State of Montana's rate of \$45.00 per hour, with no additional charge for mileage incurred. As no overnight stays are anticipated during the course of this work, no lodging or per diem will be charged at any time.

Availability and Commitment to Provide Services:

Kiki is willing and able to provide legal services to the Town of Stevensville for the initial three (3) year period, and longer if desired. Kiki's primary job is working at the Ravalli County Attorney's Office full time, but has some amount of control over her schedule. With that said, the Firm anticipates continuing with its current practice, with minor court appearances in person on scheduled dates and times. Most days during the week are usually quite busy for her, as she has a full time caseload, but I anticipate working outside of business hours and on weekends.

Actual or Perceived Conflict:

Kiki is unaware of any actual or perceived conflict of interest with the Town of Stevensville since my only client has been Ravalli County.

Additional Information:

Unless a case needs to go to a trial, there is no reason costs cannot be kept to a minimum. With Kiki's location being only 17 miles from the Stevensville Courthouse, I anticipate travel costs will be minimal. I also plan to streamline the prosecutorial process by having initial plea offers ready to be sent alongside the Initial Discovery Notice to the Defendant. This creates an opportunity to have cases resolved quickly while still furthering the goals of the Town. I will also prioritize connecting with victims in order to obtain their position on any potential plea offer before communicating it to the defense. I want to make sure any person in Stevensville who is the victim of a crime feels like they have a voice in the system, and achieves a resolution which promotes justice, judicial economy, and public safety.

Jenelle Berthoud

From: Melanie D'Isidoro <melanie@shynelawgroup.com>
Sent: Wednesday, August 6, 2025 12:47 PM
To: Jenelle Berthoud
Cc: Melanie DIsidoro; Bob Michalson
Subject: Re: applicant for prosecutor

Town counsel

Kiki has my full support and recommendation for the position of town prosecutor. She has ample experience as a prosecutor and can meet the needs of the Town. I have also been on the other side of a case when I did criminal defense. I found her to be fair and just in her decision-making, even when I didn't agree with the outcome. Working with Kiki, I have found her to be responsive, professional, and easy to get along with. She has my full support for the position and trust.

Melanie

On Wed, Aug 6, 2025 at 12:24 PM Jenelle Berthoud <townclerk@townofstevensville.gov> wrote:

Melanie,

We have received an applicant for the prosecutor's position for the Stevensville City Court. If you could find a bit a spare time to review this applicant's statement of qualifications we would greatly appreciate it.

We have plans of presenting the applicant to the town council at next weeks town council meeting, 8/14/25 @ 6:30 pm, if you could please provide us with feedback we would appreciate it. I publish the agenda for the council meeting tomorrow, 8/7/25 at 5:00 pm so a response before that would be great.

Please let me know if there are any questions, thank you.

Jenelle Berthoud, Town Clerk

Town of Stevensville

206 Buck St

Stevensville, MT 59870

File Attachments for Item:

b. Discussion/Decision: Resolution No. 572 a Resolution Establishing Mill Levies for the Town of Stevensville, Montana Fiscal Year 2025-2026



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:	Bob Michalson
Second Person Submitting the Agenda Item:	Finance Department
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/14/2025
Agenda Topic:	Discussion/Decision: Resolution No. 572 a Resolution Establishing Mill Levies for the Town of Stevensville, Montana Fiscal Year 2025-2026
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/14/2025
Notes:	

RESOLUTION NO. 572

**A Resolution Establishing Mill Levies for
the Town of Stevensville, Montana
Fiscal Year 2025-2026**

WHEREAS, MCA 7-6-4036 provides the governing body shall fix the tax levy for the municipality sufficient to generate revenue to meet its budgetary needs subject to certain limitation; and

WHEREAS, MCA 15-10-420 sets the levy limitation; and

WHEREAS, the current property tax revenue limitation under MCA 15-10-420 for year ending June 30, 2026, is calculated at \$380,809.00

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Stevensville, Montana, do hereby levy upon all taxable property of the Town the authorized levy of 95.17 mills in accordance with MCA 15-10-420.

BE IT FURTHER RESOLVED, that 95.17 mills of said tax shall be collected and credited to the General Fund of the Town of Stevensville, Montana; and

DATED this 14th day of August 2025, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk