



Stevensville Town Council Meeting
Agenda for
THURSDAY, AUGUST 13, 2026
6:30 PM
206 Buck Street, Town Hall

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
5. Approval of Bi-Weekly Claims
6. Administrative Reports
 - a. Airport
 - [b.](#) Building Department
 - c. Finance
 - [d.](#) Fire Department
 - [e.](#) Police Department
 - f. Public Works
7. Correspondence
 - a. Letter From Student to Mayor Crews
8. Unfinished Business
 - [a.](#) Discussion/Decision: Preliminary Approval to Proceed with the Exploration of the Project
9. New Business
 - [a.](#) Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 08/15/2026 and 08/22/2026
 - [b.](#) Discussion/Decision: Approval of Sign Permit for the Valley Drug
 - [c.](#) Discussion/Decision: Appointment of Brinda Barnett to the Water and Sewer Advisory Board
 - [d.](#) Discussion/Decision: Resolution No. 596 a Resolution Accepting Donated Funds for the Town of Stevensville Fire Department
 - [e.](#) Discussion/Decision: Resolution No. 597 a Resolution Adopting a Mail Collection and Distribution Policy
10. Board Reports
11. Town Council Comments
12. Executive Report
13. 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:

b. Building Department

MONTHLY REPORT

Building Department

July 2026

Permits Issued

Building (10 permits)

1. NSFR	1
2. New/Remodel Commercial Building	3
3. Renovation/Remodel	1
4. Demo re-roof, commercial/residential.....	5

Electrical (1 permits)

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

Mechanical (2 permits)

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

Plumbing (0 permit)

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

Total permits issued: 13 Total fees collected: \$12,396.45

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 2026

Calls for the Month of July: 87

Calls for Stevensville Town: 38

Calls for Stevensville Rural: 46

Mutual Aid: 3

Medical Response: 64

Fire Calls: 18

Motor Vehicle Crash: 5

Total Calls: 87

Missed calls: 9

Calls for the Year to Date: 431

Calls for Stevensville Town: 190

Calls for Stevensville Rural: 231

Mutual Aid: 10

Medical Response: 329

Fire Calls: 68

Motor Vehicle Crash: 34

Total Calls: 431

Missed calls: 41

File Attachments for Item:

e. Police Department

Stevensville Police Department Monthly Activity Report 2026

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
CALLS FOR SERVICE	77	49	77	76	109	97	105					
ARRESTS ADULT/JUV	0	4	3	1	2	2	1					
TRAFFIC CITATIONS	14	7	7	2	10	12	8					
TRAFFIC STOPS	18	9	5	7	20	25	28					
TRAFFIC ACCIDENTS	5	4	3	2	4	5	3					
VEH TOWS	1	1	0	1	1	0	0					
HOMICIDES	0	0	0	0	0	0	0					
ROBBERIES	0	0	0	0	0	0	0					
BURGLARIES	0	0	0	0	0	0	0					
THEFTS	2	1	5	8	0	0	0					
ASSAULTS OR PFMA	0	1	2	0	1	0	0					
SEX CRIMES	0	0	1	3	2	0	0					
FRAUD CRIMES	1	0	1	2	0	2	1					
CRIMINAL MISCHIEF	1	0	0	1	0	0	0					
PRIVACY COMMUNICAT	1	0	0	1	0	0	0					
THREATS OR INTIMIDATION	1	2	9	1	1	3	0					
SUSPICIOUS ACTIVITY	3	1	1	6	3	5	7					
DISTURBANCE	1	0	3	1	1	0	2					
UNATTENDED DEATHS	0	0	0	2	0	0	1					
WELFARE CHECKS	3	4	2	3	2	7	0					
LOST/FOUND PROPERTY	0	1	1	0	3	1	5					
BURG ALARMS 911 HANGUPS	0	1	2	2	4	5	3					
VICTIM NOTIFICATION	0	0	1	0	0	0	0					

File Attachments for Item:

a. Discussion/Decision: Preliminary Approval to Proceed with the Exploration of the Project



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:	Unfinished Business
Person Submitting the Agenda Item:	Jim Crews
Second Person Submitting the Agenda Item:	EnterName
Submitter Title:	Mayor
Submitter Phone:	406-777-5271
Submitter Email:	mayor@townofstevensville.gov
Requested Council Meeting Date for Item:	8-13-26
Agenda Topic:	Discussion for preliminary approval to proceed with the exploration of the project.
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	8-13-26
Notes:	Discussion/Decision Council approval for the Mayor to explore the concept and process to develop a bike path within the Stevensville River Park, as well as the process to reroute existing foot paths for safety concerns and clearance of debris and obstructions on the sandbar. No improvements or other alterations will be made without bringing the proposed plan back before council. This is an exploratory process only. Suggested motion: I move to approve the Mayor's request to pursue exploration of the Stevensville River Park improvements and creation of a bike path withing the river park.

§ 18-21 SMC. - Prohibited activities.

It shall be unlawful for any person to:

(2) Drive, operate or park any vehicle or trailer on park lands, except on designated roadways and parking lots;

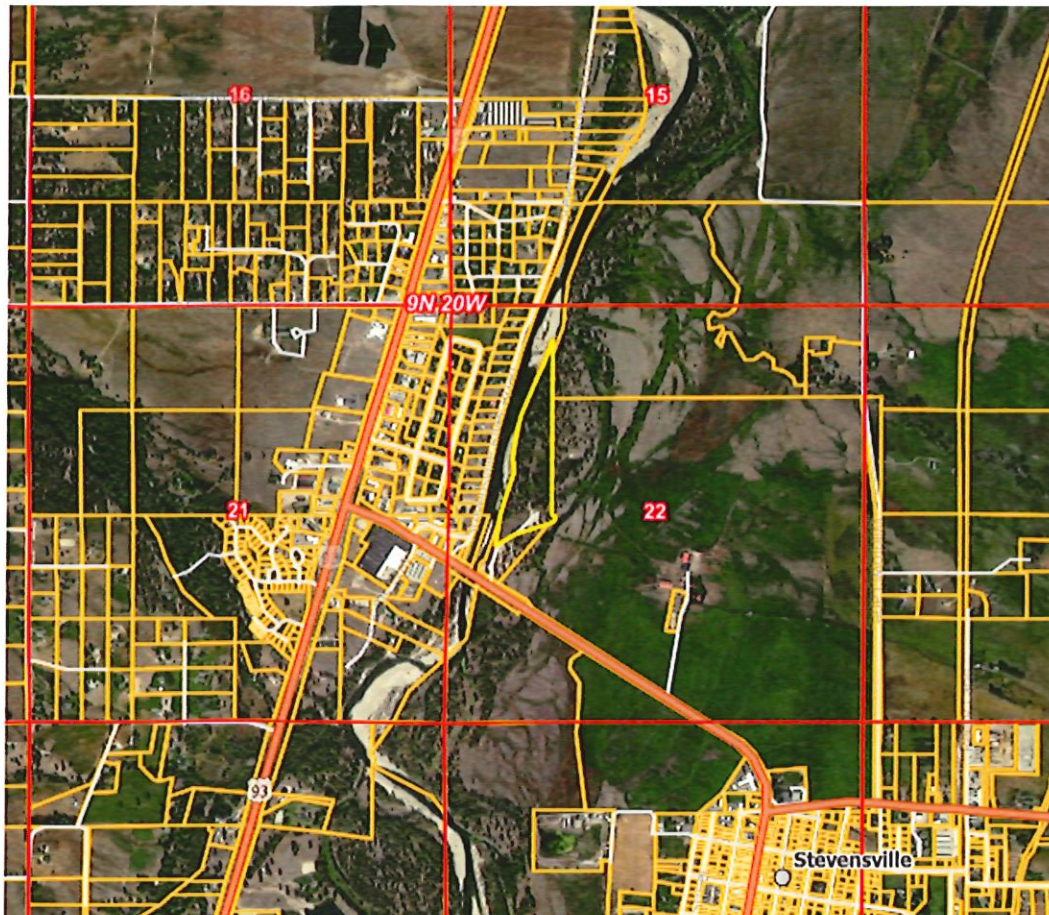
§ 61-8-102 MCA Uniformity of interpretation -- definitions.

(2) As used in this chapter, unless the context requires otherwise, the following definitions apply:

(b) "Bicycle" means a vehicle propelled solely by human power on which any person may ride, irrespective of the number of wheels, except scooters, wheelchairs, and similar devices. The term includes an electrically assisted bicycle.

(c) "Bicycle trailer" means a device with one or more wheels that is designed to be towed by a bicycle.

Scale: 1:36111.91 Basemap: Imagery Hybrid



Geocode: [13-1764-22-1-01-02-0000](#)

1

Property Address: N/A

Property Type: N/A

Disclaimer

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Rough Sketch For Discussion Purposes



File Attachments for Item:

a. Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 08/15/2026 and 08/22/2026



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Jess Bundren
Second Person Submitting the Agenda Item:	
Submitter Title:	Stevensville Harvest Valley Farmers Market
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/13/2026
Agenda Topic:	Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market for 08/15/2026 and 08/22/2026
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/13/2026
Notes:	

Town of Stevensville Application for a Special Event Permit

Received Date ____ - ____ - ____ Time ____ Received by _____

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

Name of Organization Stevensville Harvest Valley Farmers Market

Address 905 Middle Burnt Fork Rd

Town/City Stevensville State MT Zip Code 59870

Responsible Person (Print Name) Jess Bundren

Address 905 Middle Burnt Fork Rd

Town/City Stevensville State MT Zip Code 59870

Phone Number (406) 207-9425 Alternate Phone Number _____

Email Address SteviHVM@gmail.com

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

Single Event Date 08 - 15 - 2026 * Is this a multiple day event Yes X No ____

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

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

Location Requested (please select one)

Lewis & Clark Park Veterans Park Father Ravalli Park Creamery Park

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

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

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

Highway or Street Closure? Yes X No ____

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

Event Staff X Town of Stevensville Public Works Department ____ If the Town's personnel are used to close a town street there is a \$25 per day charge per block or street closure.

Number of days assistance is required? 0 x \$25= _____

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

Bonfire Permit Request Attached? Yes ____ No ____

Town of Stevensville Application for a Special Event Permit

Received Date ___-___-___ Time _____ Received by _____

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

Name of Organization Stevensville Harvest Valley Farmers Market

Address 905 Middle Burnt Fork Rd

Town/City Stevensville State MT Zip Code 59870

Responsible Person (Print Name) Jess Bundren

Address 905 Middle Burnt Fork Rd

Town/City Stevensville State MT Zip Code 59870

Phone Number (406) 207-9425 Alternate Phone Number _____

Email Address SteviHVFM@gmail.com

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

Single Event Date 08 - 22 - 2026 * Is this a multiple day event Yes X No _____

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

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

Location Requested (please select one)

Lewis & Clark Park Veterans Park Father Ravalli Park Creamery Park

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

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

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

Highway or Street Closure? Yes X No _____

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

Event Staff X Town of Stevensville Public Works Department _____ If the Town's personnel are used to close a town street there is a \$25 per day charge per block or street closure.

Number of days assistance is required? 0 x \$25= _____

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

Bonfire Permit Request Attached? Yes _____ No _____

Town of Stevensville Application for a Special Event Permit

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

Is overnight camping requested? Yes ___ No X

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

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

N/A

Do you have insurance? Yes X No ___ Insurance On File Yes X No ___

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

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

Copy of Certificate of insurance attached? Yes X No ___

Will Security be required? Yes ___ No X

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

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

Finance Officer Cost Estimate _____

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

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

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

Town of Stevensville Application for a Special Event Permit

To be completed by Town of Stevensville Staff

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

Council Approval Required by number of attendees?

Yes ___ No ___

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

(Fee Waived and Good Faith Metering and Reimbursement)

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

Special Event Fee \$125 ___

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

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

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

Alcohol fee \$200 Alcohol Fee ___

Pavillion Rental \$40 ___

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

Deposit (Applicable to alcohol events only) ___

Total event fee

Reviewed and approved by the Stevensville Police Department

____ Title _____ Date ____ - ____ - ____

Reviewed and approved by the Stevensville Fire Department

____ Title _____ Date ____ - ____ - ____

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

____ Title _____ Date ____ - ____ - ____

Alcohol Use Request Form approved by Town Council?

Council Meeting Date ____ - ____ - ____ Approved Yes ___ No ___

Road Closure and Traffic Control approved?

Council Meeting Date ____ - ____ - ____ Approved Yes ___ No ___

Note 1-If portable power meters are available, actual usage fees may be determined vs a daily fee. Fee may be waived by the Town Council.

Note 2-Renewal requests must be submitted in a timely manner to schedule the renewal request within the required public notice timeframe and per Town Council Rules. Consult with the Clerk for Agenda Item Request Submittals. Fee may be waived by the Town Council.

Note 3-Fee is only applicable if town staff are used when closing a road or street.

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

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

Meeting Date ____-____-____ Approved Yes____ No____

Approved by the Mayor Yes____ No____

Date ____-____-____

Permit Issued by the Stevensville Town Clerk

Signed _____ Date ____-____-____

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

Deposit Refunded when approved by Public Works Inspection

Public works inspection Satisfactory ____ Unsatisfactory ____

Inspection by _____ Date ____-____-____

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

Deposit refunded on ____-____-____ Check Number _____

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

Clerks Initial when received _____

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

File Attachments for Item:

b. Discussion/Decision: Approval of Sign Permit for the Valley Drug



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:	Chad Smith (Valley Drug)
Second Person Submitting the Agenda Item:	EnterName
Submitter Title:	Citizen
Submitter Phone:	406-777-5591
Submitter Email:	Chad@valleydrugandvariety.com
Requested Council Meeting Date for Item:	Next available meeting
Agenda Topic:	Sign Permit
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Choose an item. <i>approved</i> <i>js</i>
If Approved, Meeting Date for Consideration:	EnterDate <i>8-13-26</i>
Notes:	<i>See photos attached</i>





File Attachments for Item:

c. Discussion/Decision: Appointment of Brinda Barnett to the Water and Sewer Advisory Board



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:	James Crews
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/13/2026
Agenda Topic:	Discussion/Decision: Appointment of Brinda Barnett to the Water and Sewer Advisory Board
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/13/2026
Notes:	

**BOARD APPLICATION FORM
STEVENSVILLE, MONTANA**

***Disclosure: any information on this application is available for public view**

Name: Brinda S Barnett

Home Phone: n/a

Address: 1317 Creekside Dr

Work/Cell Phone: 719-271-7695

City: Stevensville

State: MT Zip: 59870

Email Address: bbvbbbarnett@gmail.com

Business or Occupation: Retired from JP Morgan Chase as a Vice President of Business Resiliency/IT

Board or Committee applying for: Sewer and Water

- ✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):

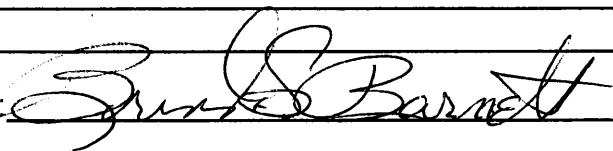
Have over 45 years' experience in IT as a System Engineer, Project/Program Management, Quality Assurance and Business Resiliency. This includes a strong analytical background, managing small to large Projects/Programs, planning for and recovering from disasters, as well as performing government and corporate audits. Over the years the one thing I have learned is to research and review all avenues before jumping to conclusions.

- ✓ Why do you wish to serve on this Board or Committee?

As a resident of Stevensville, I feel the pain of paying a high Sewer and Water bill and not understanding why it is this way. Also serving on the initial Sewer and Water Advisory Committee we had just started scratching the surface in a few areas, in which I agree we need a lot more information before we have a complete understanding and the ability to determine if we can help the Quality, Cost and plan for Growth better for the Sewer and Water in Stevensville.

- ✓ Additional information which you feel is pertinent:

Signature: _____



Date: _____

Jul 23, 2016

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

1-10-2014

File Attachments for Item:

d. Discussion/Decision: Resolution No. 596 a Resolution Accepting Donated Funds for the Town of Stevensville Fire Department



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	James Crews
Second Person Submitting the Agenda Item:	Jeff Motley, Fire Chief
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/13/2026
Agenda Topic:	Discussion/Decision: Resolution No. 596 a Resolution Accepting Donated Funds for the Town of Stevensville Fire Department
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/13/2026
Notes:	

RESOLUTION NO. 596
A Resolution Accepting Donated Funds
for the Town of Stevensville Fire Department

WHEREAS, the Town of Stevensville operates a Stevensville Fire Department; and

WHEREAS, the acceptance of donated items and or funds allows the Stevensville Fire Department to continue applying for grants to replace or purchase needed equipment without impacting or reducing the Town's General Fund budget;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana, that the Town hereby accepts the donated funds from the Rapp Family Foundation in the amount of \$2,000.00; and

BE IT FURTHER RESOLVED that said funds shall be used by the Stevensville Fire Department for the purpose of a grant writer.

PASSED AND ADOPTED Dated this 13th day of August 2026, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

James Crews, Mayor

Jenelle S. Berthoud, Town Clerk

RAPP FAMILY FOUNDATION

July 2026

Dear Town of Stevensville Volunteer Fire Department,

On behalf of the Rapp Family Foundation, congratulations! We are pleased to inform you that your grant request has been approved.

The enclosed check has been awarded to support a grant writer.

We appreciate the work you do in our community and are honored to support your efforts. We hope these funds help further your mission and make a positive impact on those you serve.

Thank you for all that you do, and we wish you continued success.

Sincerely,
Rapp Family Foundation

File Attachments for Item:

e. Discussion/Decision: Resolution No. 597 a Resolution Adopting a Mail Collection and Distribution Policy



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:	James Crews
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/13/2026
Agenda Topic:	Discussion/Decision: Resolution No. 597 a Resolution Adopting a Mail Collection and Distribution Policy
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/13/2026
Notes:	

RESOLUTION NO. 597

**A RESOLUTION ADOPTING A
MAIL COLLECTION AND DISTRIBUTION
POLICY**

WHEREAS, the Town of Stevensville is implementing a Mail Collection and Distribution Policy, see Exhibit A, and;

WHEREAS, the Town of Stevensville Mail Collection and Distribution Policy is intended to establish a uniform process for the collection and distribution of town mail that is received at the following addresses:

- 1. Town of Stevensville, PO Box 30, Stevensville, MT 59870**
- 2. Town of Stevensville, 206 Buck St. Stevensville, MT 59870**

WHEREAS, the Town of Stevensville's HR Department will administer this policy to all applicable employees within 30 days of the adoption of this resolution, and;

NOW THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville, hereby adopts the Town of Stevensville Mail Collection and Distribution Policy.

PASSED AND ADOPTED, dated this 13th day of August 2026, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

James Crews, Mayor

Jenelle S. Berthoud, Town Clerk

Town of Stevensville Mail Collection and Distribution Policy

Purpose

This policy is intended to establish a uniform process for the receipt and distribution of Town correspondence, strengthen internal controls, ensure accountability for public funds and donations, maintain a complete audit trail, ensure consistency, promote proper records management and transparency in the administration of Town business.

All official mail addressed to the Town of Stevensville and its departments shall be directed to one of the Town's official mailing addresses:

Mailing Address

Town of Stevensville
P.O. Box 30
Stevensville, MT 59870

Physical/Delivery Address

Town of Stevensville
206 Buck Street
Stevensville, MT 59870

Maintaining a separate mailbox for any Town department to include those departments who have volunteers is not consistent with the Town's administrative procedures. All official Town correspondence shall be received and processed through Town Hall.

The Town of Stevensville Clerk's Office serves as the central collection, segregation, and distribution point for all correspondence addressed to the Town of Stevensville, including correspondence for:

- Town Officers, Council Members, & Mayor
- Finance Department
- Police Department
- Public Works Department
- Stevensville Fire Department
- Stevensville Airport
- Stevensville City Court
- Any Town board, committee, commission, or affiliated organization

- Any donations or funds received on behalf of a Town department, program, or association, shall be received and processed by the Finance Officer in accordance with applicable law and Town financial procedures.

Mail Collection and Distribution Procedures

The following procedures shall govern the collection and distribution of Town mail:

- The Town Hall Staff shall mean Town Clerk, Deputy Clerk or Finance Officer shall retrieve all mail from any USPS Post Office Box maintained by and paid for by the Town of Stevensville.
- The Town of Stevensville Clerk shall be the sole custodian of all Town Post Office Box keys unless otherwise authorized by the Mayor.
- All mail shall be returned to the Town of Stevensville Clerk's Office for sorting and processing.
- The Town Hall Staff shall open all official Town correspondence, with the exception of correspondence clearly marked as confidential or personal, including correspondence addressed specifically to the Mayor and HR Department.
- Following processing, correspondence shall be distributed promptly to the appropriate department and/or officials.

Receipt of Funds and Donations

Any payments, donations, or other funds received through the mail shall immediately be delivered to the Town of Stevensville Finance Officer for receipting, documentation, and deposit in accordance with Town financial procedures.

A record shall be maintained that includes:

- The department, program, or entity for which the funds are intended.
- The amount received.
- The purpose or designation of the payment or donation.
- The date the funds were received and deposited.
- The fund into which the monies were deposited, when applicable.

The appropriate department or entity shall be notified of any donations or funds received on its behalf.

Existing Post Office Boxes

Any existing USPS Post Office Box maintained on behalf of the Town of Stevensville or any Town department shall be transitioned to the Town's official mailing address.

The Town of Stevensville Clerks Office shall be the sole custodian of all keys to any USPS Post Office Box maintained by or on behalf of the Town of Stevensville. Any holder of any USPS Post Office Box paid for by the Town of Stevensville shall notify the responsible agent within the USPS of the custodial change regarding the particular USPS Post Office Box.

Departments or individuals currently utilizing an existing Post Office Box shall promptly notify all known senders of the Town's official mailing address:

Town of Stevensville
P.O. Box 30
Stevensville, MT 59870

Mail received at any existing Post Office Box during the transition period shall continue to be collected by Town of Stevensville Town Hall Staff and processed in accordance with this Policy until the Post Office Box is closed or its renewal is discontinued.