



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, FEBRUARY 12, 2026  
6:30 PM  
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
  - [a.](#) Town Council Meeting Minutes 01/08/2026
  - [b.](#) Special Town Council Meeting Minutes 01/12/2026
5. Approval of Bi-Weekly Claims
6. Administrative Reports
  - [a.](#) Airport
  - [b.](#) Building Department
  - [c.](#) City Court (annual court report)
  - d. Finance
  - [e.](#) Fire Department
  - [f.](#) Police Department
  - [g.](#) Public Works
7. Correspondence
  - [a.](#) Formal Resignation from the Planning & Zoning Board, Mr. Gibson
8. Unfinished Business
  - [a.](#) Discussion/Decision: Approval of Special Event Permit for Stevensville Harvest Valley Farmers Market
  - [b.](#) Discussion/Decision: Approval of Special Event Permit for Stevensville Harvest Valley Farmers Market Father's Day Car Show
9. New Business
  - [a.](#) Discussion/Decision: Resolution No. 540A, a Resolution Adopting a Fee Schedule & Charges for Special Events and Park Use by the Town of Stevensville
  - [b.](#) Discussion/Decision: Resolution No. 581 a Resolution to Pay Recurring Claims Out of Cycle to Prevent Late Fees & Penalties
  - [c.](#) Discussion/Decision: Resolution No. 582 a Resolution of the Stevensville Town Council Adopting Park Hours for Stevensville River Park
  - [d.](#) Discussion/Decision: Re-Appointment of a Town Council President
  - [e.](#) Discussion/Decision: Approval and Adoption of Application for Special Event Permit
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:**

a. Town Council Meeting Minutes 01/08/2026

## **Stevensville Town Council Meeting Minutes**

**for THURSDAY, JANUARY 08, 2026, 6:30 PM 206 Buck Street, Town Hall**

### **1. Call to Order and Roll Call**

Mayor Crews called the meeting to order please rise for the pledge of allegiance.

(I, Jenelle Berthoud, Town Clerk acknowledged Councilmembers Bailey and Smith were present.)

### **2. Pledge of Allegiance**

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

None

### **4. Approval of Minutes**

Not tonight.

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

#### **a. Out of Cycle Claims for 12/22/2025, #20097-#20120**

Mayor Crews: introduced out of cycle claims.

Councilmember Smith: I move that we accept the out-of-cycle claims.

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

Mayor Crews: motion and a 2<sup>nd</sup>. Any public comments? None. Council.

Councilmember Smith: I want to ask the fire chief on here it says that there is a repair for rural fire for \$2,000.00 why would we be doing that for rural fire.

Jeff Motley, Fire Chief: so, that is the SCBA compressor that is owned jointly by the town and the rural and that invoice was billed to the district and then to us.

Gina Crowe: what claim number are you talking about?

Councilmember Smith: 20104.

Mayor Crews: further discussion from the council? Clerk would you please call for the vote.

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: (no comment)

b. Claims #20121-#20145

Mayor Crews: introduced claims, #20121-#20145. Any comment from the public on those claims?

Councilmember Smith: I move that we adopt claims #20121-#20145.

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

Mayor Crews: motion and a 2<sup>nd</sup>. Council discussion? Public comment on the claims? Hearing none, madam clerk would you call for the vote.

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: motion carries 2-0.

6. Administrative Reports

a. Airport

Brian Germane, Airport Manager: (report provided to the council and mayor at the meeting). Will be attached to the minutes of this meeting due to not being in the packet.

Mayor Crews: have you contacted any other airports that use this to see if there is a trend?

Brian Germane: I have talked to our engineer, and they have seen this and they are fighting it at Thompson Falls, and theirs is a grounding issue and that does not seem to be our cause.

Mayor Crews: is there a database where you can input that question and ask all of the other airports.

Brian Germane: there is not, unfortunately and that would be great, hoping that the manufacture can work through this, the downside is that this unit is not being made anymore, some parts still remaining. There are a couple of fence repairs that are needed and some siding on the SRE building. Some asphalt by the parking lot that has started to deteriorate. We will have to do a hot patch. Energi Systems has started on the new fuel tank. Fuel tank is to arrive around the beginning of March.

Engineers are looking on rebidding the taxi ways on the east side of the airport. Put it out and no bidders, so we are going to rebid that out. Leases are paid up except for one.

b. Building Department

Included in the packet.

c. Finance

Gina Crowe, Finance Officer: report in packet. you all have your cash report in front of you, we have received our big tax check. We are in good standing as far as our cash report goes. Overall, we have spent 46% and that is really good. If you go to the statement of budget the next report is for all of the other funds. Statement of revenue versus budget, looks on track there, nothing that is outstanding. Any questions on the reports.

d. Fire Department

Jeff Motley, Fire Chief: report in packet. (Chief Motley read through his report to the council). The missed calls is for the year; they are not a true representation to what we respond to. It is in the range of where we have been over the past few years. Tonight is testing night for our EMT's.

Mayor Crews: do you ever break these calls down into number of calls per month or per year, holidays, summertime and is there variation with age to what kind of calls you get.

Jeff Motley: we do not track it that way. We just don't have the way to break it down and track it.

Mayor Crews: what about cardiac calls?

Jeff Motley: those are tracked. And reported back to the state.

e. Police Department

John Boe, Chief of Police: report in the packet. Chief Boe reviewed his report with the council and mayor.

Councilmember Smith: the statistic that jumped out at me was traffic accidents. 43 for this year you said what for last year.

John Boe: 27.

Councilmember Smith: is there a specific area that these accidents are happening.

John Boe: E 2<sup>nd</sup> Street at Main to Eastside HWY. and last year the "S" curve but that has resolved itself.

Mayor Crews: are these kids coming or going to school?

John Boe: it ranges. Running stop signs, following too close and driving in the wrong lane.

f. Public Works

Stephen Lassiter, Public Works Supervisor: reports in the packet. Did have some wind damage at Riverside Cemetery, we are trying to fix those on our own. The pool fence is out, will have to get some help with that. SCADA is ongoing at the well house; it should be done by now. There is a discrepancy from the electrical contractor and is kind of holding up the software license, then we will have access to and from the water treatment plant.

Councilmember Bailey: sample water meters, have those been placed.

Stephen Lassiter: we had five of them and they are placed. It was more for admin, Andrena and I had a meeting yesterday on how to see them on the computer, it is interesting. She probably gained more from it than I did, that is her thing. There is a ninety-cent charge to the customer, we only have five right now, but as we get more we will have to meet on how to pass that cost along. They are very cool, you can see when you are using water and how much. Right now, they are in problem areas and a control area. The Senior Center has not read in years, so we put one there.

Mayor Crews: I know someone that would be very interested in this program.

Stephen Lassiter: I can order ten or so.

Councilmember Bailey: so, I understand those five were provided by the company free of charge to test them out and if we like them we can potentially purchase more.

Stephen Lassiter: we have to order more before the 90 days are up or we have to pay for the five.

Mayor Crews: what is the cost per meter.

Stephen Lassiter: about 260.00.

Councilmember Smith: how is the street sweeper doing?

Stephen Lassiter: did great on Main, trying to stay off of Main because it is the states. Doing good and everything works; in the spring you will see it work.

## 7. New Business

### a. Discussion/Decision: Appointment of a Town Council President

Mayor Crews: we did receive one email from Councilmember Smith wanting to be council president. I would recommend to the council after we have a full council that you go back and repeat this.

Councilmember Bailey: I will make a motion to appoint Wally Smith as our town council president.

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

Mayor Crews: motion and a 2<sup>nd</sup>. Council discussion? Public comment? Council president in the absence of the mayor can act as the mayor. The council president takes care of council issues. Mayor has no authority over the council they police themselves. Jenelle, please take the vote.

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: okay we have a new council president. It is weird acting as a two-person member council. We do have a quorum. Right now, we have two members so that is the quorum and when we have three then two would be a quorum.

### b. Discussion/Decision: Removal of Mayor Michalson from the Towns Bank Account and Add Mayor Crews

Mayor Crews: introduced new business item b. Removal of Mayor Michalson from the Towns Bank Account and Add Mayor Crews

Councilmember Smith: I move to Removal of Mayor Michalson from the Towns Bank Account and Add Mayor Crews.

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

Mayor Crews: motion on the floor is to remove Mayor Michalson from the town's bank account and add Mayor Crews. Discussion from the council? Public comment? Hearing none, madam clerk would you please call for the vote.



Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: motion carries, we will take care of this tomorrow?

› Gina Crowe: yes, tomorrow.

c. Discussion/Decision: Town's City Attorney Contract Termination

Mayor Crews: introduced item c. His resignation email came in on 12/31, read the email.

*Mayor:*

*After thinking about it long and hard, I have decided to resign as Town Attorney. My law practice has grown tremendously, and I need to cut back.*

*It was an honor to serve three mayors, numerous Town Council members, and, most importantly, the people of Stevensville.*

*I will assist in finding the Town a new attorney.*

*I wish the new administration the very best.*

*Please convey my admiration for all of the Town staff. They do a great job.*

*Greg*

Mayor Crews: I have responded to Mr. Overstreet and asking what is official resignation date would be and he responded with February 1<sup>st</sup>.

*Dear Mr. Overstreet,*

*I have been advised that you have submitted a press release regarding your intent to resign as the Town's City Attorney.*

*If this is your true desire, what date would you prefer as your end date for your current contract. I know you have pending work that might take a bit to complete and we do not want to impeded your office workload unnecessarily. I believe the Council will acquiesce to your desire to terminate the contract. I also believe you will be missed.*

*Upon your request, we will modify the January 8<sup>th</sup> agenda to complete this action for you and we do seek you input at to a potential successor. In order to do this properly we need confirmation by the 5PM the 6<sup>th</sup> of January.*

*Thank you for your consideration,*

*Jim Crews*

*Mayor*

Mayor Crews: read the press release. Public comment.

#### PUBLIC COMMENT

Jim Bassiti: is there a vice attorney.

Mayor Crews: right now, Mr. Overstreet will stick with us, we do have another attorney, and she is the prosecutor and I have not talked to her yet, but I will be talking to her to see if we can consolidate the office. I have also contacted another attorney that was previously an attorney for town, and he will notify attorneys in the group that we are seeking an RFQ for the position.

Christine Lindley: I just had a question; I am currently an attorney in Montana do you know when that RFQ will be coming out.

Mayor Crews: I do; it is next on the agenda.

Councilmember Smith: I move that we accept the resignation of Mr. Overstreet.

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

Mayor Crews: I have a first and a second to terminate Mr. Overstreet's contract. Clerk will you please take the vote.

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: motion carries.

#### d. Discussion/Decision: Requesting an RFQ for a Town Attorney

Mayor Crews: introduced new business item d. Requesting an RFQ for a Town Attorney. Public comment? Council?

Councilmember Smith: I move that we request an RFQ for a town attorney.

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

Mayor Crews: requesting an RFQ for a town attorney. Jenelle, please take the vote.

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: motion passes 2-0

e. Discussion/Decision: Business Associate Agreement Between the Town of Stevensville Fire Department and Bitterroot Health

Mayor Crews: introduced new business item e. Business Associate Agreement Between the Town of Stevensville Fire Department and Bitterroot Health.

Jeff Motley, Fire Chief: this is agreement from Bitterroot Health is about us going into an agreement with a doctor from Bitterroot Health. (reviewed the agreement with the council). The reason that is in front of you all is because you have to approve all agreements.

Mayor Crews: was this one of the items that Greg Overstreet reviewed?

Jenelle Berthoud: yes it was.

Mayor Crews: so, it has been through a review by the town attorney and had no comments. Public comment?

Councilmember Bailey: I make a motion to approve Business Associate Agreement Between the Town of Stevensville Fire Department and Bitterroot Health.

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

Mayor Crews: motion and a 2<sup>nd</sup>. Council discussion? Public comment, hearing none, I will ask the clerk to take the vote.

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: motion approved.

f. Discussion/Decision: Resolution No. 578 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Surplus

Mayor Crews: introduced new business item f. Read Resolution No. 578 into the record.

**RESOLUTION NO. 578**

**A RESOLUTION OF THE STEVENSVILLE  
TOWN COUNCIL DECLARING CERTAIN  
TOWN PROPERTY AS SURPLUS**

**WHEREAS**, the items herein of town owned property have served their useful life for the Town of Stevensville purposes and needs are no longer being used or operated by the Town; and,

**WHEREAS**, the Town does not anticipate using or operating said property at any time in the future; and,

**WHEREAS**, Montana Code Annotated 7-8-4201 authorizes the Town Council to sell, dispose of, donate or lease any property belonging to the Town; and,

**WHEREAS**, by this Town Council that if any property is sold to other than a county or political subdivision, bids will be taken pursuant to 7-5-4307 MCA;

**NOW THEREFORE BE IT RESOLVED**, if any property is sold or transferred to a county or political subdivision, the sale or transfer shall be subject to provisions of Section 7-8-101 MCA.

**BE IT FURTHER RESOLVED** that the following items be disposed or donated:

**SURPLUS FOR DISPOSAL**

1. 3 old printers
2. 4 computer monitors/ 1 broken monitor/ Misc keyboards
3. 8 used computer hard drives (will be destroyed)
4. Misc WatchGuard monitor (outdated police car equipment)
5. Misc radar unit wires/ Misc radar parts (all outdated equipment)
6. Misc handheld radios and wires (all outdated equipment)
7. Misc duty belts/ Blue uniform shirts and pants (all used equipment)
8. 5 police light bars (outdated equipment) (law enforcement only) (will be destroyed)
9. 2 unknown car back seats
10. Unknown police car Plexi-glass divider
11. Projector (broken)
12. Speaker box (broken)
13. Unknown truck wheel (damaged/broken)
14. 2 unknown truck tires
15. 8 unknown car tires
16. Unknown cam shaft/ lifters/ pushrods (used/broken)
17. 3 misc. desks (partially broken/not used)

### SURPLUS TO DONATE

1. 3 scooters (can donate to local bike shop)
2. 12 bicycles (can donate to local bike shop)

*DATED this 8<sup>th</sup> day of January 2026, after motion and second at a regular meeting of the Stevensville Town Council.*

Councilmember Smith: if I could address this to the police chief. Old belts and blue uniforms and all that, further done on the agenda we are talking about reserve officers wouldn't that.

John Boe: these items are not usable. The stuff that we could provide to additional officers we have kept.

Councilmember Bailey: I want to clarify we have an agenda item for surplus does this impact our operations. Is that okay that we have two agenda items?

Mayor Crews: yes, they are two different items.

John Boe: if it was evidence then I would have to get the judge to sign off.

Councilmember Smith: I move that we accept Resolution No. 578 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Surplus.

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

Mayor Crews: motion and a 2<sup>nd</sup>. Any further council discussion? Public comment? Seeing none, we will call for the vote.

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: okay, thank you.

g. Discussion/Decision: Resolution No. 579 a Resolution Accepting Donated Funds for the Town of Stevensville Fire Department

Mayor Crews: introduced new business item g. Resolution No. 579 a Resolution Accepting Donated Funds for the Town of Stevensville Fire Department.

Jeff Motley: we were the recipients of a Christmas gift from the Rapp Family Foundation to help put our new ladder truck into service and operations for the fire department.

Mayor Crews: any public comment. Read Resolution No. 579 into the record.

#### **RESOLUTION NO. 579**

##### ***A Resolution Accepting Donated Funds for the Town of Stevensville Fire Department***

***WHEREAS***, the Rapp Family Foundation has awarded a grant/donation to the Stevensville Fire Department in the amount of **Eight Thousand Five Hundred Dollars (\$8,500.00)**; and

***WHEREAS***, the Rapp Family Foundation has provided said grant for the purpose of supporting current non-budgeted expenses and operational initiatives of the Stevensville Fire Department; and

***WHEREAS***, the Stevensville Fire Department has recently received a donated fire apparatus, known as Truck 54, from the Corvallis Rural Fire District, which requires additional equipment, graphics, and related outfitting in order to be fully and effectively placed into service; and

***WHEREAS***, the Stevensville Fire Department has additional current and anticipated non-budgeted needs, including but not limited to the supplementation of communications equipment and other operational necessities; and

***WHEREAS***, acceptance of these funds will allow the Stevensville Fire Department to address operational priorities without impacting or reducing the Town's previously approved General Fund budget allocations;

***NOW, THEREFORE, BE IT RESOLVED*** by the Town Council of the Town of Stevensville, Montana, that the Town hereby accepts the grant funds in the amount of \$8,500.00 from the Rapp Family Foundation; and

***BE IT FURTHER RESOLVED*** that said funds shall be deposited and earmarked for use by the Stevensville Fire Department outside of and in addition to its previously approved budgeted amounts; and

***BE IT FURTHER RESOLVED*** that expenditure of these funds shall be at the sole discretion of the Fire Chief, for the benefit of the Stevensville Fire Department and in furtherance of its operational readiness, equipment needs, and departmental initiatives.

Dated this \_\_\_\_ day of \_\_\_\_ 2026, after motion and second at a regular meeting of the Stevensville Town Council.

Mayor Crews: any public comment, council.

Councilmember Smith: I move that we accept Resolution No. 579 a Resolution Accepting Donated Funds for the Town of Stevensville Fire Department. As it was written and read by the mayor.

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

Mayor Crews: motion and a 2<sup>nd</sup>. Discussion from the council? I think that it is great that the community members step up our fire department is a volunteer fire department. I pay attention when Jeff leaves the house for a fire, I have lived next to Jeff for 22 years. Hearing none, Jenelle please take the vote.

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: motion carries.

h. Discussion/Decision: Resolution No. 580 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Surplus

Mayor Crews: introduced new business item h. Read Resolution No. 580 into the record.

#### **RESOLUTION NO. 580**

#### **A RESOLUTION OF THE STEVENSVILLE TOWN COUNCIL DECLARING CERTAIN TOWN PROPERTY AS SURPLUS**

***WHEREAS***, the items herein of town owned property have served their useful life for the Town of Stevensville purposes and needs are no longer being used or operated by the Town; and,

***WHEREAS***, the Town does not anticipate using or operating said property at any time in the future; and,

***WHEREAS***, Montana Code Annotated 7-8-4201 authorizes the Town Council to sell, dispose of, donate or lease any property belonging to the Town; and,

***WHEREAS***, by this Town Council that if any property is sold to other than a county or political subdivision, bids will be taken pursuant to 7-5-4307 MCA;

***NOW THEREFORE BE IT RESOLVED***, if any property is sold or transferred to a county or political subdivision, the sale or transfer shall be subject to provisions of Section 7-8-101 MCA.

***BE IT FURTHER RESOLVED*** that the following items be disposed:

**SURPLUS FOR DISPOSAL**

1. 2 Tough Book Computers
2. 1 HP Z210 Convertible Minitower Workstation

*DATED this 8<sup>th</sup> day of January 2026, after motion and second at a regular meeting of the Stevensville Town Council.*

Stephen Lassiter: not supported by Microsoft 11 updates.

Councilmember Smith: I move that we accept Resolution no. 580 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Surplus.

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

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

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: motion carries 2-0.

i. Discussion/Decision: Regarding Implementing Reserve Officer Program

Mayor Crews: Chief Boe has asked that we table this item until next council meeting.

Councilmember Smith: I move that we table the item regarding implementing Reserve Officer Program until next council meeting.

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

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

Councilmember Bailey: aye.

Councilmember Smith: aye.



Mayor Crews: motion carries until the 22<sup>nd</sup> meeting.

j. Discussion/Decision: Regarding Purchase Agreement for Three (3) New Toughbook's (computers) for Installation in Patrol Vehicles, Necessary/Vital for Officer response and Field Work

Mayor Crews: introduced new business item j. Regarding Purchase Agreement for Three (3) New Toughbook's (computers) for Installation in Patrol Vehicles, Necessary/Vital for Officer response and Field Work.

John Boe: you should have this in your packet. The purchase of three Toughbook's and three keyboards. As you can see in the contract it is for \$15,311.00 we have \$10,000.00 already raised from our previous benefit. It is also subject to a possible increase of up to 25% this accounts for market fluctuations. At a rate of 25% that would add an additional \$3,027.00. It could run anywhere from 0-25% so it might be 5% or 10% but I will give you the worst case. With the rate increase the amount could reach \$19,139.63 these Toughbook's provide a lifeline to our support structure, faster information times. In the field doing reports meaning less time in the office and more time on the streets. Which is a deterrent for criminal activity, in my point of view. We have been able to accumulate a \$10,000 check from the Reserve Association and will utilize those monies to purchase the Toughbook's; we will not know the total cost until Gina purchases them. Gina will reach out and talk to them about the price. The current Toughbook's they have reached their shelf life, I like to compare them to iPhones, they are no longer Microsoft operational, meaning that they will no longer service them, what that means is the current system or cad that we work off on our Toughbook's there are constant updates every month. If we are not able to receive those updates then we cannot do our job.

Mayor Crews: they calls these a tough book for a reason, because they are able to take a beating in the field. If you do not have the correct equipment to withstand the conditions then you end up spending more in the end.

John Boe: we utilize them 24/7 every time that we are on the road.

Councilmember Smith: are the two Toughbook' s that you want to buy, are they in stock?

Gina Crowe: I believe that if we order them they are.

Councilmember Smith: so, we will know when we order them what the bill will be.

Gina Crowe: I reached out Monday, because we have been working on this for some time and I have gotten three quotes from them and I am just waiting to see if they honor the price or there will be an increase. It is a cyber security thing and that is why they are not.

Councilmember Bailey: just clarifying that the vendor will also come out and set up the three computers, two monitors and the computer and keyboard and will install them in the cars for us.

Gina Crowe: they won't, they will send them to us, and we will work with our IT department to set those up.

Mayor Crews: any public comment?

Councilmember Bailey: I make a motion for approval of the purchase agreement for the purchase of 3 Toughbook's.

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

Mayor Crews: any further discussion?

Gina Crowe: so, if the price goes up and right now we do not have this in the budget and will have to do a budget amendment are you doing some fundraising to cover that chief? We do not have that in the budget right now, I do not know how you want to do that. I can ask them for a different quote and then bring that back for another approval process. Or is it okay to say to buy them.

Mayor Crews: I think that council is saying that we can go ahead a purchase the equipment now, is that what I am hearing from the council?

Councilmember Bailey: I think so, I think that Gina is confirming we are not approving the \$15,000 but whatever quote they give us.

Gina Crowe: if it is \$18,000 I just say okay.

Mayor Crews: we may need to do a budget amendment.

Councilmember Bailey: but do we want to revisit this and get the quote and bring it back or do we want to wait on this and approve the concept, how do you do that.

Mayor Crews: we can adjust the amount now with a potential 25% increase.

Councilmember Bailey: I am approving a potential 25% increase.

Gina Crowe: I just want to make sure because we have been going back and forth with this company for several months, if they say that they want to honor this I will take it.

Mayor Crews: is that what council decides.

Councilmember Bailey: that is my motion.

Mayor Crews: any further comments, the chief is working to pay for this through his fundraising. Seeing no other comments from the council or the public, Jenelle please take the vote.

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: motion carries.

#### k. Discussion/Decision: Regarding Entering into Agreement for New Tasers as a Less Lethal Option

Mayor Crews: introduced new business item k, Regarding Entering into Agreement for New Tasers as a Less Lethal Option.

John Boe: we have three old tasers, they are currently six years beyond their shelf life, meaning that we no longer in a service contract and cannot purchase cartridges for them. Now anything that we can sell to another agency so we will look to destroy at some point. What I am asking from you is to potentially approve. (Chief Boe read through and referenced the information provided in the packet). Three tasers, training, 50 live cartridges, 30 training cartridges and a docking station for charging and updates. Licensure for storing that data. Customer service and extended warranty, if we damage a taser or get into some kind of altercation and we damage it we send it in and they send us a new one, there is no cost to us. On demand training certification, which means that they are going to train us. What some people do not know, every year we have to submit to POST that we have done our taser training. We will use the taser as a less lethal option and limit the department liability. (Read the memorandum of understanding provided in the packet under this agenda item.) the contract is also there to review, what they have provided us is a five-year contract with the accessories that I already mentioned. They would start with a one-time payment of \$200.00 in February, and then every year after that in November \$3,044.36 and then the contract would end in 2030.

Councilmember Smith: how long?

John Boe: 5 years. Many things could come up over the next several years, our goal is to use any funds that we raise to pay this off, without having to dip into the police department budget.

Councilmember Bailey: we are obligated to pay \$200 and then \$3,000 in November until 2030.

John Boe: \$3,044.36 starting in November in 2026 and ending in November of 2030.

Gina Crowe: at the end of that five years is that the shelf life of that taser, and then at the end of that five years we will have to replace?

John Boe: yes, at the end of that year, we would receive the upgrade, option to purchase the new one and turn the old one in.

Mayor Crews: public comment.

#### PUBLIC COMMENT

Female in the audience: why only three tasers, you were asking for three. I am curious that when you say you can send it in and then they send it back to you, should you be buying four so that there is another one on hand.

John Boe: yes, what we would more than likely do is keep one of the old ones on hand, just like we have the extra patrol vehicle in case one goes down.

Craig Thomas: during the training of the tasers do they have to be tased?

John Boe: no, they take care of that during POST, and then we update training every year to them. There are standards that you have to meet. The simulator is in real time.

Mayor Crews: any further comments?

Craig Thomas: my nephew said that they are an invaluable tool.

John Boe: yes they are.

Mayor Crews: back in the old days when we did firearms training, we had to be able to induce stress into the shooter and you had video projection and you would be shooting live rounds, with this system everything is right here and they are not discharging anything. They can do the training right here in the cop shop.

John Boe: with this simulator you will be live in that moment. With the taser it does give us a less lethal option, the most important thing that Gina brought up earlier is we are going to utilize any funding that come from benefits and donations like we have the past few years. We have kind of changed the dynamics of how that comes in and works and how it is distributed out. The Toughbook's, we could also use any other funds to pay off the Toughbook's. To be honest with you both of these items are necessary to the department.

Mayor Crews: any further comment from the council or public?

Councilmember Smith: I move that we accept the agreement for new tasers as a less lethal option as presented by Chief Boe.

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

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

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: good job.

## 8. Board Reports

None.

## 9. Town Council Comments

Councilmember Smith: I would like to give an applause to everybody here, thanks for coming out and seeing how your government works glad that you are interested, keep coming and tell a friend. And I have a second for the, well there are two out of the three ladies, the town council now has a workstation and that was a great idea and that will be utilized, thank you.

## 10. Executive Report

Mayor Crews: I have been the mayor for four days now. Thanks to the staff for handling things this week because I have been out with this bug, you do not want to catch this bug. We are short two councilmembers however I do understand that at least there is one applicant for the seat that Cindy Brown termed out. When it is filled it will be until 2027. Did you put yours in Karen, it is right there, so we have another applicant coming in for the other seat, Karen is very vital as a member to

this council and looking forward to working with her. It will be a two-year term. As we get closer to February 1<sup>st</sup> we will be seeking a new town attorney or consolidate two offices into one office. You said that you brought your resume. We will be doing board replacements over the next few weeks. It is kind of hard to appoint councilmembers to a board when you only have two right now. They are a quorum and they cannot talk to each other. The town is engaged in various litigations, and I hope to be briefed about those in the next few weeks. As Councilmember Smith has stated, the town staff has created a workspace adjacent to the finance officers office for the council. The girls, the ladies worked very hard to put this thing together and I really appreciate it, thank you very much. I made a commitment when I ran for mayor that I would remain highly visible, Gina's old office space is vacant and I chose to take that as my office, and when you come into town hall if I am here, you will see me. If you want to talk to me just let them know and you can come in and shoot the breeze and if you need something more private you can come in here. That is what I did last time and that is what I intend to do this time. I appreciate that, staff has created a workspace and now we will work on an access protocol it is probably better that council comes in and goes through the hallway to go in that way it is not disturbing the flow in the office. You can bring in your laptops use the towns copier so that the staff is free from doing the work for the council. Town hall belongs to all elected officials and citizens we need to make sure that everyone is incorporated to learn and go and use our spaces effectively. There is no reason why to not ask questions, council needs to come in and ask questions of the staff. Gina is in her office busy, but she will take the time to talk to you. Ask about finances or anything that we have going on, she will take the time and the same thing for Jenelle and Andrena they are there to make your job easier. The power of this town rest with the four of you councilmembers it is not the mayor; the mayor is here to oversee everything and work with the staff to coordinate and make everything work. The council makes the decisions. I have seek councils permission to form a water and sewer committee so that the public can participate and study our process and see if there is a way to cut costs. A bunch of heads is better than one, I think we need to get on it and learn about the system and see what we do and maybe come up with a good idea on how to cut these costs, because they effect every single one of us in here. I have been out sick most of the week working here and there and appreciate your patience and understanding. As part of my executive report, it is my duty to read a letter of resignation I am not particularly happy about this, but I have to read it and I will. This is from Samantha Bragg on the 10<sup>th</sup> of December. Councilmember Bragg submitted her resignation she said

*Hello Jenelle*

*I am writing to inform you that I will be resigning on December 29<sup>th</sup>, 2025. I am sad that I will not be working with you and everyone in town anymore, but it feels like the best decision for me right now.*

*Here is the public letter I would like to have read in January during the first council meeting of the year. If you think anything sounds off please let me know and I will make changes.*

*Dear Mayor and Members of the Town Council,*

*Please accept this letter as my formal resignation from the Stevensville Town Council.*

*I have served this town with dedication and integrity, and I had intended to continue working toward its progress. However, with the election of the new mayor, it has become clear that I can no longer serve in this environment.*

*The new mayor repeatedly disregarded my personal boundaries, including multiple explicit requests to keep my personal contact information private. This alone demonstrated a lack of professional respect toward me as both an individual and an elected council member.*

*Beyond that, I have witnessed behavior toward town employees that I believe to be unprofessional, hostile, and damaging to morale. I am also aware of incidents that resulted in the mayor being temporarily restricted from Town Hall due to the nature of his conduct. These situations have created a work environment that I consider unsafe and toxic, and I refuse to be part of a governing body operating under such conditions.*

*Leadership must set the standard for respect, professionalism, and integrity. When those values are not upheld by the town's highest elected official, effective and ethical service becomes impossible.*

*I am genuinely sorry for the impact this decision may have on the town and its residents. I deeply wish the circumstances were different, as I had hoped to continue contributing to the community's growth. However, I will not compromise my well-being or principles in order to remain in an environment that fails to meet fundamental standards of respect and professionalism.*

*Respectfully,*

*Sam Bragg*

Mayor Crews: I am not going to comment on this letter it was my duty to read it to you. If you stand by and watch what we do the truth will show and I promise you that I will do everything in my ability as mayor to conduct in this office professional and legally and it will proceed that way through my entire term.

Councilmember Smith: motion to adjourn.

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

11. Adjournment

**APPROVE:**

**ATTEST:**

\_\_\_\_\_

**James Crews, Mayor**

\_\_\_\_\_

**Jenelle S. Berthoud, Town Clerk**



## **Stevensville Airport Manager's Report**

**January 2026**

### **1. Maintenance**

- a. This past weekend, during the monthly inspection, it was noticed that one of the PAPI enclosures wasn't illuminating. The PCB was burned at the power terminals. This same enclosure experienced the same failure approximately two years ago. The other enclosure has not experienced this. We are working with the manufacturer to troubleshoot. Suspecting a failing voltage regulator.
- b. There are a couple locations where the perimeter fence was damaged during recent wind events. I have secured the fence temporarily, but need to still make permanent repairs.
- c. One panel of metal siding was also partially removed from the SRE building due to the wind. The siding has been resecured but it did sustain some damage when it was bent backwards on itself. Three short tears in the ribs are apparent and need to be sealed.
- d. There is a failure in the asphalt in Flying Lane, adjacent to the parking lot. This failure grew substantially this last year, and it is expected that it will continue to grow. It will need a hot patch and sealer to buy it more time.

### **2. CIP Projects for 2025/2026**

- a. On Monday 1/5/2026, Energi Systems mobilized to begin construction on the new fuel farm. They will spend the next several weeks placing foundations and flatwork, installing underground utilities, and constructing the QC structure. The tank is expected to arrive in early March, and the fuel farm is expected to be online by the end of March.
- b. MM and I have been discussing strategy on when to rebid the asphalt rehabilitation project. We want to bid early, but need to balance that with when grant funds will be released. The 2025 grant cycle was several months behind.

### **3. Fuel Sales**

- a. December saw similar sales volume to November. The unfavorable flying weather has continued, and aligns with previous year's volume. On clear, relatively calm days, we generally see a short spike in sales. In total, we sold 207 gallons, or \$1,115.31.

### **4. Leases**

- a. We have one remaining lease that is unpaid for this FY.

**File Attachments for Item:**

b. Special Town Council Meeting Minutes 01/12/2026

**Stevensville Special Town Council Meeting Minutes**  
**for MONDAY, JANUARY 12, 2026, 6:30 PM 206 Buck Street, Town Hall**

1. Call to Order and Roll Call

Mayor Crews called the meeting to order. Councilmembers Bailey and Smith were present. (Town clerk observed)

2. Pledge of Allegiance

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

NONE

4. New Business

a. Interviewing of Town Council Applicants for Ward 2

Mayor Crews: introduced new business item a, interviewing of town council applicant for Ward 2 before we get started we need to make sure that we are all aware especially the candidate and I am sure that he is, that working for the Forest Service and being on the council could be a very conflicting position because as a member of the Forest Service and being on the council there are things that you can vote for and things that you cannot vote for. For example, that member cannot vote for anything that has to do with the fire department because that would be voting for competing agencies, can't vote for anything to do with the Forest Service; land use agreement things like that. Has to be very careful about Planning and Zoning. We have to look at these things very closely when those items arise if the candidate is appointed. The candidate would have to abstain from all discussions and decisions regarding those items. I talked to the district ranger Seth Romocki and talked to him, and he is aware of the issue, and I believe that the candidate has talked with his supervision and this will be a learning process for everybody. With no further action on that lets bring the candidate up.

(Talon Ross was the sole applicant for Ward 2) asked to sit in the chair at the front or at the podium.

Mayor Crews: the council has to do the selection the mayor does not have anything to do with that, all that I do is guide the meeting, there are a set of questions that the council will present to you and then judge you on your answers.

Councilmember Bailey:

“Tell us about yourself, your qualities, or special talents and why you are applying for the Town Council.”

Talon Ross: my name is Talon Ross, my wife and I almost a year ago moved into Stevensville proper. We used to live outside of the town limits and before that I worked for the Forest Service in Oregon and Idaho. My main job is wild land fire and specializing in fuels technician a lot of field work and projects. As far as special talents I can't think of anything off the top of my head. I enjoy the outdoors and do a lot of hunting and fishing. The reason for applying, as mentioned, I may not be the most ideal candidate with the complications as well as some of the expectations of my job I do get called out a bit for several weeks at a time and especially July and August are a busy time around here. That is something where availability would be a concern but knowing that we did not have positions filled that is something that I felt important to at least see if I would be a good fit and if it would work, obviously there are some special circumstances with my job. I did not expect to be the only applicant.

Councilmember Bailey: how often are you called away?

Talon Ross: it is year dependent, safe to consider 2-4 times a year and that would be about 2-4 weeks at a time. Most commonly 16 days of work. It does directly impact my career as well and that is how you go up nationally. I am not sure how that works but there would be some protentional to video or call in. Not a guarantee.

Councilmember Smith: these questions here the ones that we are just now asking further down, we have not wasted anytime so you are looking good.

Councilmember Smith: Do you have a laptop or anything like that?

Talon Ross: yes I do.

Councilmember Smith: so, you can Zoom in because that is another way to get to the meetings is Zoom. Probably not the best but it does work.

“Have you discussed with family and friends about becoming a council member and about the time and commitment that the position can require.”

Councilmember Smith: I can tell you that it requires a lot more time then what you are paid for.

Talon Ross: I have had several conversations with my wife and colleagues. The big topic at work was obviously availability. I figure that I can apply and have this conversation to see if I am a good fit. Don't want to jump into something if I don't have the time, definitely been a topic that we have discussed.

Councilmember Smith: you are a young man have you ever been involved in any type of political activities in school or outside as an adult.

Talon Ross: I have not, in 5<sup>th</sup> grade I ran for student council and lost. It has never been a really huge interest of mine to be involved in a political position. I felt like it was more important to at least attempt to fill a role that I think is a necessity for the town it is important to have a functioning council and town government.

Councilmember Bailey:

“What do you hope to accomplish as a councilmember?”

Talon Ross: learning a lot more, how the town works, and I know water is a big one for the city and trying to help get that all moving forward and cleaning up what we have.

Councilmember Smith:

“As a councilmember, how do you plan to involve our residents in the decision process?”

Talon Ross: I think that it is important that anything that we are discussing or making decisions on is dispersed among town through announcements or however that may be. It is important to reach out and figure out how to engage and hear back on what the town wants.

Councilmember Bailey:

“With the town facing growth and current water issues, how do you plan on addressing these concerns?”

Talon Ross: I think that it is important to take time and make sure that I am fully aware and knowledgeable on what we are making decisions on. Making sure that I am educating myself to a point that will be making a sound decision on fact and reason and listening to what is being asked or wanted.

Councilmember Smith:

“What do you believe, let’s say, to be the top two most significant challenges facing our community?”

Sue Devlin: I did not hear the question.

Mayor Crews: I will repeat the question. “What do you believe to be the most significant challenges facing our community?”

Talon Ross: a big one would be, my personal opinion is Stevensville is in a flux of where it is going to go, how much the town is going to grow, improve, and how

the town is going to approach this, and the direction that the town is going in. The second one would be the water; how do we fix the situation with the water. It is a hot topic, and it is important. I don't know everything about it, but it is important to make sure that the water is conserved.

Councilmember Bailey:

"How will you balance your current personal commitment with your duties as a town of Stevensville council member?"

Talon Ross: like we touched on before, that is a tough one for me, going into this I definitely knew it would be a tough one to balance more so than other professions I think that having a, I would just have to make sure that the expectations are being met and be as flexible as I can be.

Councilmember Smith:

"How would you handle a conflict of interest while serving as a town council member?"

Talon Ross: that is a conversation that I did have with co-workers and supervisors on the phone, for me I think some people look at it as a con for me and I am very black and white and for me if something is clearly stated I need to follow that and for me if there is a conflict of interest it is easier for me to say no, I need to step out and let the rest of you handle it and it is not worth handling it.

Councilmember Smith: one of the reasons I can see is the relationship that your wife has with the town, being on the chair there. It does not seem to bother me much because it is just an advisory board and can you see that as a possible conflict of interest you being on the council and your wife being on the chair.

Talon Ross: that is a thought that did come to me and a question that I wanted to ask and refer to you guys and how you feel about it. Definitely I can see that would be a conflict of interest and I don't necessarily have a solution to that.

Mayor Crews: there were no right or wrong answers to any of these questions. Sometimes they are there to make you think, obviously there are more to this professional conflict of interest than what I led on, for example you cannot be in uniform at any time that you are discussing town business, you can never discuss town business at your workplace because the governmental conflicts. That could burn you or the town it is, I just googled it real quick it is like a six-page dissertation. I did call your supervisor and the district ranger and talked to him, and he has not had this case before either, so it is going to be new for everybody. It is going to be learn as you go. If there is a doubt, go with the doubt. You can never go wrong doing that, we have a set of council rules, the council

rules flat tell you that if there is a conflict of interest you are not allowed to participate in the discussion or the decision, you have to stand back, and I can tell first hand that you have to keep your professional life separate from your home life because it can cause problems with you and your wife, it really can especially if there is a difference of opinion. Are there any other questions that you would like to present to the council.

Talon Ross: my main thing coming into was to communicate quickly that my availability is limited, I guess my concern would be if I would be beneficial and if being on council would complicate things, I can see both ways, so I am not going to take any answer personally. Conflict of interest, like you mentioned at the beginning of the meeting or with my wife or the planning board.

Councilmember Smith: it is going to be different but not insurmountable.

Mayor Crews: there is a rule in town council rules that we have to consider to, there is a state law regarding vacation of an office and our town council rule will state that if you want to be absent from town for ten or more days that you have to submit your request in writing to the clerk and she will share with the council and they will have three days to make a decision on whether or not it is acceptable to leave town. So that is something that could be a little bit complicated during fire season if this happens, ZOOM meetings from the field could be considered but that is something your command staff would have to figure out how to release you from being on duty at that time and out of uniform at that time as you attend to these meetings or when you study the council agenda, you do not want to mix the two that might be something that might take a little working around.

Talon Ross: that is why I was looking forward to the conversation tonight and what those expectations are, I wanted to at least make myself available to the town and seeing if I would be a good fit.

Mayor Crews: these are the two folks that need to make the decision. I just wanted to make sure that you had all of the information up front, it is a two-part decision. It is your decision and their decision and if it becomes too much on you, you have to do what is right for your family. That is the way that it works and we understand that.

Councilmember Smith: do you know what MCA stands for?

Talon Ross: No.

Councilmember Smith: I could just leave you hanging there, its Montana Code Annotated and that is our state law, if you are elected we can give you a place to learn this because it is necessary.

Mayor Crews: there is a training program that you can do online to learn how to be a council member there are a few trainings, look there are no trainings for a mayor you just do it. At least for the council there is the Montana Municipal Handbook that we supply to the council members and there is an online training course. You learn a lot about the law, just like being a wild land fire fighter I am sure that there are occasions that you run into that you need to know the law.

Talon Ross: you had mentioned the 10-day out of town, thinking about it more, it could be a fairly significant hurdle sometimes we do not know that we are going to leave until the day before and that could be detrimental to that, very rarely are we gone for less than 14-days consistently more like 16-18 with travel. That could be a big red flag.

Councilmember Smith: I need to ask you Mr. Ross, do you want to keep your name in the for consideration or do you wish to withdrawal.

Mayor Crews: may I offer an alternative to council. How about take three days to think this over and come back with another special meeting and make a decision. That will give the candidate more time to explore his options with the Forest Service and give you folks time to examine the issue more.

Councilmember Smith: his work is definitely different than we have ever faced before.

Mayor Crews: in order to do this, I will need a motion.

Councilmember Smith: to table it, we don't even have a motion to do anything yet.

b. Discussion/Decision: Appointment of an Applicant to the Town of Stevensville Town Council, Ward 2

Mayor Crews: you are right, you haven't, but you are at the point now. introduced new business item b. Appointment of an Applicant to the Town of Stevensville Town Council, Ward 2

Councilmember Smith: I move to consider Mr. Talon Ross as the Councilmember for Ward 2.

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



Mayor Crews: motion and a 2<sup>nd</sup>, any public comment.

#### PUBLIC COMMENT

Sue Devlin: I am in awe of you. I am proud of you for standing up, I do not mean that in a condescending way, this is what we need in this town; people that want to help you have some real drawbacks, but I feel that they can be worked around. I used to work with the Forest Service and in a minutes notice, that ten day could be a problem, there could be exceptions to this. I want to say thank you and I hope that you stay in the running, we need young people and again I am in just high admiration of you and thank you for stepping up and so many people won't.

Mayor Crews: any further comment, council. Are you ready to vote, Jenelle would you please call for the vote.

Councilmember Bailey: aye.

Councilmember Smith: aye.

Mayor Crews: okay.

#### c. Swearing In of New Town Councilmember

Mayor Crews: at this point we need to swear Mr. Ross in.

(side conversations took place before the swearing in)

Mayor Crews: who would like to hold the bible for him.

Talons wife Tamara held the bible for the swearing in.

Mayor Crews: swore Mr. Ross in as a councilmember for the town of Stevensville.

(side conversations in the audience and between the council)

#### 5. Adjournment

Councilmember Smith: I move to adjourn.

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

**APPROVE:**

**ATTEST:**

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**James Crews, Mayor  
Town Clerk**

**Jenelle S. Berthoud,**

**File Attachments for Item:**

a. Airport

## Stevensville Airport Manager's Report

February 2026

### 1. Maintenance

#### a. Update on PAPI failure from last month:

- The printed circuit board failed. The manufacturer offered to provide a replacement for free even though it was out of warranty.
- While troubleshooting, it was discovered that the transformer feeding the PAPI was failing. A replacement was ordered and we received a discounted rate on the part.
- Also, while troubleshooting, it was discovered that our pilot-controlled lighting receiver was not functioning. We're working with a couple of vendors in an effort to repair our unit. The receiver is over 40 years old and parts are no longer available. A replacement is \$4,500.
- Both our PAPI and lighting have been NOTAM'd out of service.

### 2. CIP Projects for 2025/2026

- a. Over the past month the fuel farm project has progressed nicely. Mass grading, soil preparation, underground utilities, storm drain culvert installation, and foundation forming, reinforcement, and concrete placement have all been completed. During the month of February, we will see the construction of the QC building, and further preparation for the tank delivery and setting – expected the first week of March.
- b. At the end of February, we will rebid the asphalt rehab project. This will be timed so that the board can review responses and vote on a recommendation to be brought before Council prior to our April 1<sup>st</sup> FAA deadline.

### 3. Fuel Sales

- a. January saw a significant increase in fuel sales, largely due to the more favorable flying weather. In total, we sold 512 gallons with a total revenue of \$2,752.79.

### 4. MDT Aeronautics Board

- a. As some of you may be aware of, mowing at the airport has been a struggle for decades. The lack of proper equipment has prevented us from performing an adequate mowing of our facility. For years we have leaned heavily on the generosity of volunteers like Craig Thomas who has used his own equipment and mowed the major share of the property.
- b. In November of 2025, we submitted a grant request to the MDT Aeronautics Board for help funding new mowing equipment. This was considered a long shot because the Board had never funded a mower before. Tyler Reed (MM), Craig Thomas, and I traveled to Helena for the January 28/29 meeting. We presented our grant request and spoke in support of why it was so important to our Airport. The Board agreed to grant us \$57,600 to purchase a new tractor and mower deck.

**File Attachments for Item:**

b. Building Department

## **MONTHLY REPORT**

### **Building Department**

January 2026

#### **Permits Issued**

#### **Fees Collected**

##### **Building** ( 6 permits)

1. NSFR .....	\$0
2. New/Remodel Commercial Building .....	\$5,033.50
3. Renovation/Remodel .....	\$35.00
4. Demo re-roof, commercial.....	\$100.00

##### **Electrical** ( 7 permits)

1. NSFR .....	\$200.00
2. New/Remodel Commercial Building .....	\$534.00
3. Renovation/Remodel .....	\$330.00
4. Demo .....	\$0

##### **Mechanical** (2 permits)

1. NSFR .....	\$590.00
2. New/Remodel Commercial Building .....	\$0
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0

##### **Plumbing** (0 permit)

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

**Total permits issued: 15      Total fees collected: \$6,822.50**

#### **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:**

c. City Court (annual court report)

**IN THE CITY COURT, TOWN OF STEVENSVILLE  
RAVALLI COUNTY, STATE OF MONTANA  
BEFORE MAUREEN O'CONNOR, CITY JUDGE  
206 Buck Street, P.O. Box 30  
Stevensville, MT 59870  
(406) 777-5271**

To: Mayor and Council

From: Judge O'Connor

Date: February 3, 2026

Re: Annual Court Report, 2025

The following is the annual report for the Stevensville City Court of Record for calendar year 2025.

Between January 1, 2025, through December 31, 2025, ninety-six (96) new criminal cases were filed with the Court which is an increase from the previous calendar year. Most criminal filings were ordinance and MCA traffic violations. Driving under the influence, assaults, disorderly conduct and PFMA, were among the non-traffic criminal filings. In addition to the above, several petitions to revoke were adjudicated. The Court collected a total of \$14,287.50 in fines and fees and distributed \$1,349.99 in restitution. The Court received \$935.00 in bond forfeitures as part of the total fines and fees.

Each month, funds are allocated and transferred to the Town Treasurer and County Treasurer in accordance with legal requirements. The Court is completely integrated with the State of Montana court case tracking system and the State's Full Court Enterprise system. Balances in the Court's trust account are reconciled each month with the final report filed with the Supreme Court Administrative Office.

In addition to the new cases cited above, the Court has continued its review of older cases where fines, fees and/or restitution or warrants are outstanding. The Court is in an ongoing process of reviewing the records and determining the appropriate course of action for those matters. This includes but is not limited to referring cases back to the town prosecutor for input/action, summoning individuals back before the Court, initiating contempt proceedings, modifying previous time pay orders, and referring cases to collections.

The process of review and revision of court forms and documents to ensure compliance with procedural and legal requirements continues as necessary. In addition, based upon



training received at judicial/court clerk conferences, the court has undertaken a thorough review of past cases to ensure compliance with the retention schedule specified in the Montana Code as well as digitizing court files.

The Court continues to utilize zoom to conduct many of the in-custody appearances, cutting down on the need and cost for Stevensville Police Department to transport those defendants. With the increased focus by law enforcement on criminal city code enforcement, the Court also continues to review its bond schedule for ordinance violations to ensure it aligns with the recommended bond for similar offenses under the MCA.

It is my pleasure to serve the citizens of Stevensville as their Judge. Please do not hesitate to contact the Court if you have additional questions.

Thank you.



Hon. Maureen O'Connor

**File Attachments for Item:**

e. Fire Department



## STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

### Activity Report – January 2026

## Calls for the Month of January: 54

Calls for Stevensville Town: 21

Calls for Stevensville Rural: 32

Mutual Aid: 1

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Medical Response: 40

Fire Calls: 4

Motor Vehicle Crash: 10

Total Calls: 54

Missed calls: 7

## Calls for the Year to Date: 54

Calls for Stevensville Town: 21

Calls for Stevensville Rural: 32

Mutual Aid: 1

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Medical Response: 40

Fire Calls: 4

Motor Vehicle Crash: 10

Total Calls: 54

Missed calls: 7

**File Attachments for Item:**

f. Police Department

# Stevensville Police Department Monthly Activity Report 2026

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
<b>CALLS FOR SERVICE</b>	77											
<b>ARRESTS ADULT/JUV</b>	0											
<b>TRAFFIC CITATIONS</b>	14											
<b>TRAFFIC STOPS</b>	18											
<b>TRAFFIC ACCIDENTS</b>	5											
<b>VEH TOWS</b>	1											
<b>HOMICIDES</b>	0											
<b>ROBBERIES</b>	0											
<b>BURGLARIES</b>	0											
<b>THEFTS</b>	2											
<b>ASSAULTS OR PFMA</b>	0											
<b>SEX CRIMES</b>	0											
<b>FRAUD CRIMES</b>	1											
<b>CRIMINAL MISCHIEF</b>	1											
<b>PRIVACY COMMUNICAT</b>	1											
<b>THREATS OR INTIMIDATION</b>	1											
<b>SUSPICIOUS ACTIVITY</b>	3											
<b>DISTURBANCE</b>	1											
<b>UNATTENDED DEATHS</b>	0											
<b>WELFARE CHECKS</b>	3											
<b>LOST/FOUND PROPERTY</b>	0											
<b>BURG ALARMS 911 HANGUPS</b>	0											
<b>VICTIM NOTIFICATION</b>	0											

**File Attachments for Item:**

g. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
004814	CORRECTIVE	Closed	Repair water leak at blow off north end of Mission St alley	Town of Stevensville		Stephen Lassiter
004801	CORRECTIVE	Closed	Water leak repair on 1st Avenue	Town of Stevensville		Stephen Lassiter
004787	CORRECTIVE	Closed	Top off oil in air compressor	Town of Stevensville		Stephen Lassiter
004786	CORRECTIVE	Closed	Work truck to shop for repair. Misfire cylinder 1.	Town of Stevensville		Stephen Lassiter
004785	CORRECTIVE	Closed	Get grave liner from Whitesett and place in grave for 1-17-26 burial	Town of Stevensville		Stephen Lassiter
004784	CORRECTIVE	Closed	Dump truck to annex Friday 1-16-26 for police dept destroyed surplus and take to victor dump.	Town of Stevensville		Stephen Lassiter
004778	CORRECTIVE	Closed	Contact Hillbilly fencing to look at the pool fence	Mobile / Town of Stevensville		Andrena Case
004777	CORRECTIVE	Closed	Replace stop sign in alley behind the Hat Edit	Streets		Stephen Lassiter
004770	CORRECTIVE	Closed	Gather estimates to build restroom stalls at L&C park	Town of Stevensville		Stephen Lassiter
004769	CORRECTIVE	Closed	Repair broken chlorine pipe at wellhouse	Town of Stevensville		Stephen Lassiter
004768	CORRECTIVE	Closed	Pump chlorine at wellhouse	Town of Stevensville		Stephen Lassiter
004767	CORRECTIVE	Closed	Pothole patch every where needed	Streets		Stephen Lassiter
004763	CORRECTIVE	Closed	Make reservations for WWTP training and exam for Operator license in March	Town of Stevensville		Stephen Lassiter
004762	CORRECTIVE	Closed	Full burial Riverside Saturday Jan 17 1:00 p.m.	Town of Stevensville		Stephen Lassiter

WO Number	Type	Status	Description	Locations	Assigned To	Requester
004761	CORRECTIVE	Closed	Teams meeting with HDR about SCADA	Town of Stevensville		Stephen Lassiter
004760	CORRECTIVE	Closed	team call with Ross Miller about diversion dam at mitigation ponds Jan 6	Town of Stevensville		Stephen Lassiter
004759	CORRECTIVE	Closed	Burnt Fork estates meeting Jan 5 @2 p.m.	Town of Stevensville		Stephen Lassiter
004757	CORRECTIVE	Closed	Replace lock on annex door	Town of Stevensville		Stephen Lassiter
004756	CORRECTIVE	Closed	Complete teams meeting on cellular meters Jan 7th	Town of Stevensville		Stephen Lassiter
004754	CORRECTIVE	Closed	Repair riverside cemetery fence from win storm	Town of Stevensville		Stephen Lassiter
004753	CORRECTIVE	Closed	Reattach door on digester building	Town of Stevensville		Stephen Lassiter
004752	CORRECTIVE	Closed	Load sanding truck with sand and tighten chute	Streets		Stephen Lassiter
004751	CORRECTIVE	Closed	Install remaining three cellular meters	Town of Stevensville		Stephen Lassiter
004750	CORRECTIVE	Closed	replace sign at 3rd and Spring Str	Streets		Stephen Lassiter



**TOWN OF STEVENSVILLE  
PUBLIC WORKS ACTIVITY REPORT  
January 2026**

**UTILITIES REPORT**

**Domestic Water Treatment**

	<i><b>This Month</b></i>	<i><b>Last Month</b></i>
	15,955,594	
<i><b>Gallons Produced</b></i>	(missing one week)	-----

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

**Waste Water Treatment**

	<i><b>This Month</b></i>	<i><b>Last Month</b></i>
	6,250,859	6,049,613
<i><b>Gallons Treated</b></i>		

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Satisfied Permit reporting, testing and regulatory requirements
- 💧 Running sludge press

○

**OTHER**

- 💧 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
- 💧 Downtown risk management inspections
- 💧 Continued storm damaged tree removal/pruning
- 💧 Repaired Riverside cemetery fence from wind storm
- 💧 SCADA upgrade continues at wellhouse and WWTP
- 💧 Full burial at Riverside
- 💧 Water leak repair in Mission St alley
- 💧 Water leak repair 1<sup>st</sup> Ave



**File Attachments for Item:**

- a. Formal Resignation from the Planning & Zoning Board, Mr. Gibson

## **Jenelle Berthoud**

---

**From:** Dwayne Gibson <dwayne1864@yahoo.com>  
**Sent:** Tuesday, February 3, 2026 12:33 PM  
**To:** Jenelle Berthoud  
**Subject:** Formal Resignation from the Planning and Zoning Board

Dwayne Gibson  
Stevensville, MT

02/03/2026

Town of Stevensville  
Town Council  
206 Buck Street  
Stevensville, MT 59870

Dear Members of the Town Council and Planning and Zoning Board,

Please accept this letter as my formal resignation from the Planning and Zoning Board for the Town of Stevensville, Montana, effective immediately.

I accepted this appointment with a sincere desire to serve the community and to contribute to thoughtful planning, collaboration, and responsible growth. I value public service and believe effective governance requires clarity, accountability, respectful dialogue, and a shared vision.

As a leadership development consultant, I have worked with many organizations and municipalities, and in my professional experience, I have rarely seen a town's leadership in such disarray. The Town Council's current environment lacks clear direction, and presents ongoing challenges that I believe would constrain the work of the Planning and Zoning Board and make meaningful progress difficult to achieve.

Given these factors, and the time and commitment required to serve effectively, continuing in this role is not a productive use of my time nor in the long-term interest of the town. Public service is most effective when leadership provides direction and fosters an environment conducive to constructive work.

I appreciate the opportunity to have served and remain supportive of the Town of Stevensville and its future.

Respectfully,

Dwayne Gibson

Sent from my iPhone

**File Attachments for Item:**

a. Discussion/Decision: Approval of Special Event Permit for Stevensville Harvest Valley Farmers Market



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Jim Crews
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	02/12/2026
<b>Agenda Topic:</b>	Discussion/Decision: Approval of Special Event Permit for Stevensville Harvest Valley Farmers Market
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	02/12/2026
<b>Notes:</b>	<p>At the 01/22/2026 town council meeting the council tabled this agenda item to review Resolution No. 540, a resolution that provides rates and fees for special event permits. The town council held a Committee of the Whole Meeting on 01/28/2026 to discuss Resolution No. 540 and the wording associated with annual permits.</p> <p>Stevensville Harvest Valley Farmers Market Special Event Permit is coming back under unfinished business for approval by the town council.</p>

TOWN OF STEVENSVILLE  
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: 1/9/2026 (Must be at least 14 days prior to event)  
NAME OF GROUP OR ORGANIZATION: Stevensville Harvest Valley Farmers Market  
CONTACT PERSON: Jessica Bundren TELEPHONE: (406) 207-9425  
ACTIVITY: Farmers Market

LOCATION REQUESTING: West 3rd from Main to Buck.

DATE: Saturdays May 3rd - Oct 5th, 2026 STARTING TIME: 7 A.M. ENDING TIME: 3 P.M.  
\*We are requesting additional time on Saturday, August 1st, from 7 A.M. to 6 P.M. for the Creamery Picnic.  
ESTIMATED NUMBER OF PEOPLE ATTENDING: 350

ALCOHOL USE? YES ☐ NO ☒ If yes please attach Alcohol Use Request Form

HIGHWAY OR STREET CLOSURE? YES ☒ NO ☐ If yes, please attach MDOT  
Street Closure Permit

REQUEST FOR BONFIRE? YES ☐ NO ☒ If yes, please attach Town Burn Permit

IS OVERNIGHT CAMPING REQUESTED? YES ☐ NO ☒

DO YOU HAVE INSURANCE? YES ☒ NO ☐

If yes please attach declaration page as proof of insurance for \$1.5 million as pursuant to Montana  
Statute M.C.A. 2-9-108.

WILL SECURITY BE REQUIRED? YES ☐ NO ☒

IF YES, PLANS FOR SECURITY: \_\_\_\_\_

PLANS FOR CLEAN UP: Each vendor is responsible for cleaning up at their assigned spacing.  
FEE: \$ 100.00 Market board members will do a final walk-through at the end of each Market  
125.00 on 2-4-26 (3 P.M.) for additional cleanup check.

\*\*If the event involves less than 1,000 participants, this application will be forwarded to the Mayor for final approval. If the event involves more than 1,000 participants, this application will be considered at the first Town Council Meeting after its receipt. The contact person will be notified of the Mayor or Council's decision the following day. \*\* If Council approval, a representative must attend the council meeting.

*approved*  
*Jessica Bundren*  
*mayor* 1-13-26

**Stevensville Harvest Valley Farmers Market**

905 Middle Burnt Fork Road  
Stevensville, Montana

January 9, 2026



Dear Mayor Crews and Members of the Town Council,

On behalf of the Stevensville Harvest Valley Farmers Market, we respectfully request continued approval for the market's use of West 3rd Street for our upcoming season. This year marks our 20th year serving the Stevensville community and our 14th season at the **West 3rd Street** location.

The West 3rd Street location has proven to be a safe, accessible, and centrally located site that supports local growers, artisans, food vendors, and small businesses while remaining inclusive for residents of all ages and abilities. The market has secured all required permits (attached) and maintains active liability insurance for the 2026 season, due to renew in May.

Our market team is committed to working closely with the Town to ensure proper traffic control, emergency access, and safety measures during market hours. We are also open to collaborating on long-term improvements to the site, including electrical access, traffic flow, safety enhancements, and have expressed willingness to assist with some associated costs.

The Stevensville Harvest Valley Farmers Market provides meaningful community value by supporting local agriculture, encouraging local spending, and offering a family-friendly, walkable gathering space that strengthens Stevensville's community identity.

Thank you for your consideration and continued support. We look forward to maintaining a cooperative relationship with the Town of Stevensville.

Sincerely,

Two handwritten signatures in black ink. The first signature, "Jessica Bundren", is written in a cursive style. The second signature, "Stacie Barker", is also in cursive and appears to be written over the first signature.

Jessica Bundren & Stacie Barker

Market Managers

Board Members

Stevensville Harvest Valley Farmers Market



**File Attachments for Item:**

b. Discussion/Decision: Approval of Special Event Permit for Stevensville Harvest Valley Farmers Market Father's Day Car Show



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Jim Crews
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	02/12/2026
<b>Agenda Topic:</b>	Discussion/Decision: Approval of Special Event Permit for Stevensville Harvest Valley Farmers Market Father's Day Car Show
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	02/12/2026
<b>Notes:</b>	<p>At the 01/22/2026 town council meeting the council tabled this agenda item to review Resolution No. 540, a resolution that provides rates and fees for special event permits. The town council held a Committee of the Whole Meeting on 01/28/2026 to discuss Resolution No. 540 and the wording associated with annual permits.</p> <p>Stevensville Harvest Valley Farmers Market Special Event Permit is coming back under unfinished business for approval by the town council.</p>

TOWN OF STEVENSVILLE  
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: 1/9/2026 (Must be at least 14 days prior to event)  
NAME OF GROUP OR ORGANIZATION: Stevensville Harvest Valley Farmers Market  
CONTACT PERSON: Jessica Bundren TELEPHONE: (406) 207-9425  
ACTIVITY: Farmers Market Father's Day car show with BitterRodders.

LOCATION REQUESTING: East 3rd from Main to Church St.

DATE: Saturday June 20th 2026 STARTING TIME: 7 A.M. ENDING TIME: 3 P.M.

ESTIMATED NUMBER OF PEOPLE ATTENDING: 350

ALCOHOL USE? YES ☐ NO ☒ If yes please attach Alcohol Use Request Form

HIGHWAY OR STREET CLOSURE? YES ☒ NO ☐ If yes, please attach MDOT  
Street Closure Permit

REQUEST FOR BONFIRE? YES ☐ NO ☒ If yes, please attach Town Burn Permit

IS OVERNIGHT CAMPING REQUESTED? YES ☐ NO ☒

DO YOU HAVE INSURANCE? YES ☒ NO ☐

If yes please attach declaration page as proof of insurance for \$1.5 million as pursuant to Montana  
Statute M.C.A. 2-9-108.

WILL SECURITY BE REQUIRED? YES ☐ NO ☒

IF YES, PLANS FOR SECURITY: \_\_\_\_\_

PLANS FOR CLEAN UP: Each vendor is responsible for cleaning up at their assigned spacing.

FEE: \$ 125.00 Market board members will do a final walk-through at the end of each Market  
(3 P.M.) for additional cleanup check.

**\*\*If the event involves less than 1,000 participants, this application will be forwarded to the Mayor for final approval. If the event involves more than 1,000 participants, this application will be considered at the first Town Council Meeting after its receipt. The contact person will be notified of the Mayor or Council's decision the following day. \*\* If Council approval, a representative must attend the council meeting.**

*Approved J. Bundren 1-13-26*  
*1/17/2026*

**File Attachments for Item:**

a. Discussion/Decision: Resolution No. 540A, a Resolution Adopting a Fee Schedule & Charges for Special Events and Park Use by the Town of Stevensville



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Jim Crews
<b>Second Person Submitting the Agenda Item:</b>	EnterName
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	406-777-5271
<b>Submitter Email:</b>	mayor@townofstevensville.gov
<b>Requested Council Meeting Date for Item:</b>	2-12-2026
<b>Agenda Topic:</b>	Resolution 540A
<b>Backup Documents Attached?</b>	Choose an item.
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	2-12-2026
<b>Notes:</b>	Reference COW Meeting on 1-28-2026

**RESOLUTION NO. 540A**

**A RESOLUTION ADOPTING A FEE  
SCHEDULE & CHARGES FOR  
SPECIAL EVENTS AND PARK USE  
BY THE TOWN OF STEVENSVILLE**

**WHEREAS**, MCA 7-1-4123(7) authorizes local governments to charge reasonable fees for the provision of services; and

**WHEREAS**, the Stevensville Municipal Code provides that usage rates, service charges, and license and permit fees be appropriately set by resolution of the Town Council; and

**WHEREAS**, the Town Council periodically sets fees and charges for various services provided by the Town; and

**WHEREAS**, fees are established as listed in Exhibit A.

**NOW THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Stevensville, hereby adopts the fees for special events and park use with an effective date of the adoption of this resolution.

**BE IT FURTHER RESOLVED THAT** the adoption of this resolution voids previous resolutions pertaining to Special Event and Park Use Fees.

**PASSED AND ADOPTED**, dated this 12<sup>th</sup> day of February 2026, after motion and second at a regular meeting of the Stevensville Town Council.

**Approved:**

**Attest:**

---

**Jim Crews, Mayor**

---

**Jenelle S. Berthoud, Town Clerk**

## Resolution 540A Exhibit A

Special Event Permit Fee	\$125.00/Event (See Renewal Fee)
Special Event Permit Renewal Fee	\$15.00 (Renewal is required every two weeks per by the Town Council § 22-315(b) SMC)
Power Use Fee	\$20/day per event*
Metered Power Use Fee	KWh used X (The Town's Rate) = Charge**
Road Closure with Town Staff Assistance	\$25/day per street/block
Special Event Permit with Alcohol Fee	\$200/event
Stage Setup and Moving Fee (Civic Club is Exempt)	\$100/event per stage
Bonfire Permit Fee	\$50/event
Pavilion Rental Fee	\$40.00/rental
Parade Permit Fee without Special Event Permit***	\$50.00

\*There is no rental charge for the power panel. The Power Panels are privately owned by the Stevensville Civic Club.

\*\*When portable KWh Usage Meters are available, the town will charge actual recorded usage multiplied by the Town's Power Usage Fee set by the Town's Power Supplier to determine the actual Charge for power usage fees.

\*\*\*Town personal to assist parade process

**File Attachments for Item:**

b. Discussion/Decision: Resolution No. 581 a Resolution to Pay Recurring Claims Out of Cycle to Prevent Late Fees & Penalties





## Stevensville Town Council Meeting

### Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Jim Crews
Second Person Submitting the Agenda Item:	Gina Crowe
Submitter Title:	Mayor
Submitter Phone:	406-777-5271
Submitter Email:	mayor@townofstevensville.gov
Requested Council Meeting Date for Item:	2-12-2026
Agenda Topic:	Resolution 581
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	2-12-2026
Notes:	

**RESOLUTION NO. 581**

**A Resolution To Pay Recurring Claims Out of Cycle to  
Prevent Late Fees & Penalties**

**WHEREAS**, the Town of Stevensville Finance Department has identified instances in which recurring monthly obligations, including but not limited to utility bills, lease payments, and other scheduled monthly claims, have due dates that occur prior to a regularly scheduled Town Council meeting for claims approval; and

**WHEREAS**, regularly scheduled claims are customarily paid following approval at a regularly scheduled Town Council meeting; and

**WHEREAS**, failure to timely pay recurring monthly obligations may result in the assessment of late fees and/or penalties; and

**WHEREAS**, the Town of Stevensville Finance Department proposes this resolution to authorize the payment of routine, recurring monthly obligations prior to a regularly scheduled Town Council meeting when due dates do not align with the meeting schedule; and

**WHEREAS**, as a compensating control, all such payments made prior to Council approval shall be fully documented and presented on the subsequent claims report for Council review and formal approval, with such claims clearly identified as having been paid prior to approval to ensure transparency and maintain Council oversight; and

**WHEREAS**, this resolution supports fiscal responsibility while maintaining appropriate documentation, review, and accountability consistent with audit standards and internal control expectations;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Stevensville that regularly scheduled, recurring claims may be paid out of cycle when necessary to avoid late fees and penalties due to due dates occurring prior to a scheduled Town Council meeting.

**PASSED AND ADOPTED** by the Town Council and Mayor of the Town of Stevensville the 12<sup>th</sup> day of February 2026.

**Approved:**

**Attest:**

---

**James Crews, Mayor**

---

**Jenelle S. Berthoud, Town Clerk**

**File Attachments for Item:**

c. Discussion/Decision: Resolution No. 582 a Resolution of the Stevensville Town Council Adopting Park Hours for Stevensville River Park



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Jim Crews
<b>Second Person Submitting the Agenda Item:</b>	Chief John Boe
<b>Submitter Title:</b>	Department Head
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	02/12/2026
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 582 a Resolution of the Stevensville Town Council Adopting Park Hours for Stevensville River Park
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	02/12/2026
<b>Notes:</b>	Would like to place the Stevensville River Park on the same hours as all Stevensville parks to prevent mischief at the park after hours.

**RESOLUTION NO. 582**

**A RESOLUTION OF THE STEVENSVILLE  
TOWN COUNCIL ADOPTING PARK HOURS  
FOR STEVENSVILLE RIVER PARK**

**WHEREAS**, the Town of Stevensville Montana being the owner of Stevensville River Park; and

**WHEREAS**, the Town of Stevensville Ordinance No. 137 Section 2, 11.04.020 Hours of Operation-Closed Hours Number 3 states that by resolution town parks be closed during specified hours, based upon the time of year and the individual park's security issues, provided such closed hours shall be prominently posted at each entrance to the park in question; and

**NOW THEREFORE, BE IT RESOLVED**, by this Town Council that the following Stevensville River Park hours be adopted as closed from Sundown to Sunup.

DATED this 12<sup>th</sup> day of February 2026, after motion and second at a regular meeting of the Stevensville Town Council.

**Approved:**

**Attest:**

\_\_\_\_\_  
**James Crews, Mayor**

\_\_\_\_\_  
**Jenelle S. Berthoud, Town Clerk**

**File Attachments for Item:**

d. Discussion/Decision: Re-Appointment of a Town Council President



## Stevensville Town Council Meeting

### Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Jim Crews
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	02/12/2026
Agenda Topic:	Discussion/Decision: Re-Appointment of a Town Council President
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	02/12/2026
Notes:	At the regularly scheduled town council meeting on 01/08/2026 the town council elected a town council president. At that meeting there were two council members, and since that meeting, Ward 2 council positions have been filled. It is recommended to bring back this agenda item with a full council in attendance.

**File Attachments for Item:**

e. Discussion/Decision: Approval and Adoption of Application for Special Event Permit





## Stevensville Town Council Meeting

### Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Jim Crews
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	02/12/2026
Agenda Topic:	Discussion/Decision: Approval and Adoption of Application for Special Event Permit
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	02/12/2026
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** \_\_\_\_\_

**Address** \_\_\_\_\_

**Town/City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Responsible Person (Print Name)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Town/City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Alternate Phone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Website if applicable** \_\_\_\_\_

**Single Event Date** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **\* Is this a multiple day event** Yes \_\_\_\_ No \_\_\_\_

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

**Start time** \_\_\_\_\_ **End Time** \_\_\_\_\_ (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** \_\_\_\_\_

**Estimated number of people per day** \_\_\_\_\_

**Alcohol Use?** Yes \_\_\_\_ No \_\_\_\_ If yes please attach Alcohol Use Request Form

**Highway or Street Closure?** Yes \_\_\_\_ No \_\_\_\_

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

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

**Number of days assistance is required?** \_\_\_\_\_ x \$25= \_\_\_\_\_

## Town of Stevensville Application for a Special Event Permit

Highway Closure Yes \_\_\_ No \_\_\_ If yes, please attach the Montana Department of Transportation Road Closure Permit

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

Bonfire Permit Request Attached? Yes \_\_\_ No \_\_\_

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

If yes, please state the location camping is desired \_\_\_\_\_

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

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

Plans for Clean Up \_\_\_\_\_

Do you need electricity for this event Yes \_\_\_ No \_\_\_ If yes, there is a nominal fee of \$20 per panel per day.

## 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 = \_\_\_\_

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

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

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

Power Fee \$20/day Number of days x \$20 = \_\_\_\_

Road Closure \$25/day Number of days x \$25= \_\_\_\_

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

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

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

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

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

#### Total event fee

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

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

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

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

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

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

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

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

#### Road Closure and Traffic Control approved?

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

**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 \_\_\_\_\_