



Stevensville Special Town Council Meeting
Agenda for
THURSDAY, AUGUST 21, 2025
6:00 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 Bi-Weekly Claims
 - a. Claims #19817, #19819, #19821
5. New Business
 - a. Discussion/Decision: Resolution No. 529a, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
 - b. Discussion/Decision: Approval of EnergiSystems, LLC Contract
 - c. Executive Closed Session: Claim #19846
6. 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. Claims #19817, #19819, #19821

TOWN OF STEVENSVILLE
P O Box 30
Stevensville, MT 59870-0030

Page: 1
Claim #: 19817
Vendor #: 85
Check #: -98508
08/19/25
13:03:59
6/25

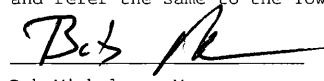
Claimant CENTURYLINK
Address PO BOX 2956
PHOENIX, AZ 85062-2956

Date	Invoice	Description	Amount	Fund Org Account	Object Proj
06/22/25	9846-06222	Phone/Internet MBF	73.89	5210 430510	345

Total: 73.89

I certify that this claim is correct and just in all respects, and that payment or credit has not been received.

I have carefully examined the within account and refer the same to the Town Council.


Bob Michalson, Mayor

Purchase Order

Town of Stevensville
206 Buck Street
Stevensville, MT 59870
406-777-5271

Claim 19817
Posted

To
Company/Vendor Century Link Public Works

PO Date: 6/22/2025

Quantity	Item	Code	Price	Total
1	Sewer 333723247	5310-430610-345		\$ -
1	MBF 334049846	5210-430510-345	\$ 73.89	\$ 73.89
1	Well House 333895489	5210-430510-345		\$ -

Total \$ 73.89

Signature Ana Cmu

Date 7/28/25

Credit Card _____ Billed: X

Account Name: CITY OF STEVENSVILLE
Account Number: 334059846

P.O. Box 2956
Phoenix, AZ 85062-2956

Page: 2 of 4
Bill Date: Jun. 22, 2025

Important Notices and Information :

Allocation of charges:

Service Categories	Past Due	Current Month	Total Due
Basic Services	0.00	73.89	73.89
Other Services	0.00	0.00	0.00
All Services	0.00	73.89	73.89

Failure to pay Basic charges may result in the disconnection of those Services. Please contact CenturyLink regarding any questions or problems with your bill before the due date.

Save time and learn more about the taxes and fees listed on your bill by visiting our website at www.centurylink.com/taxesandfees today.

LATE FEE REMINDER: Late fees may be charged each month for any eligible unpaid balances not paid in full by the due date listed on your bill. The methods for calculating late fee amounts vary by state and product. For more information you may access Terms and Conditions and Tariff materials at <http://www.centurylink.com/tariffs>.

Thank you for choosing CenturyLink for your communication needs--we value you as our customer.

In the event your questions are not answered to your satisfaction, you may contact the Montana Public Service Commission at 1 800 646-6150, or PO Box 202601, Helena, Montana 59620-2601.

FREE Enrollment With Control Center, you can update your billing information, view and pay your bill and much more. Visit us online at www.centurylink.com/business/login.

Customers using Teletype (TTY) devices can direct their inquiries to CenturyLink at 1 800 223-3131, a TTY equipped number.

Catalog/Rate Schedule information for your services is available without charge at your service providers web site or by calling their toll-free number. Catalog/Rate Schedule information for CenturyLink services is available without charge at www.centurylink.com or by calling the toll-free number listed on the summary page of your bill.

Charges for your monthly service are billed one month in advance. CenturyLink should receive your payment for the total amount due on or before the due date on your bill. If you are unable to pay by the due date, please contact Customer Service to avoid possible collection action.

334059846
CITY OF STEVENSVILLE
CITY CLERK
PO BOX 30
STEVENSVILLE, MT 59870-0030

Address Information Changes Effective Date _____

New Address _____

City _____ State _____ Zip _____

Work Phone () _____ Home Phone () _____

MONTHLY AUTOPAY AUTHORIZATION FORM

I authorize CenturyLink to draft my savings or checking account for any accrued balance on my account.

(We reserve the right to revoke this if bank approval is denied)

☐ Checking Account ☐ Savings Account

(Select the type of account to be drafted and attach a voided check/savings slip.)

Signature required _____

Date _____

Please continue to pay your bill until notified on your statement that autopay is active.

P.O. Box 2956
Phoenix, AZ 85062-2956

Page: 3 of 4
Bill Date: Jun. 22, 2025

Important Notices and Information :

In some states you may be assessed a charge for unpaid balances. Your basic telephone service will not be disconnected for non-payment of charges for: (1) CenturyLink Unregulated Services (or other itemized services) identified by an *, (2) services of other CenturyLink companies, or (3) services of other companies included in your bill. CenturyLink packages of features and the amounts in the Account Summary may include both basic and charges that are not basic.

Cramming occurs when unauthorized charges appear on your telephone bill. To help prevent unwanted third party charges on your bill, contact CenturyLink at 800-603-6000 and request, at no charge, a bill block that will prevent some third party charges such as charitable contributions, dial-up Internet by non-CenturyLink companies or other non-telecommunications charges from appearing on your bill.

CenturyLink should be notified within 90 days after the CenturyLink Bill Date of any billing discrepancies on your statement.

Account Name: CITY OF STEVENSVILLE
Account Number: 334059846

P.O. Box 2956
Phoenix, AZ 85062-2956

Page: 4 of 4
Bill Date: Jun. 22, 2025

Current Charges Summary

Service From Jun. 22, 2025

Monthly Charges	Qty	Rate	Amount
Access Recovery Charge	1 @	2.50	2.50
Multi Line Bus Line Measured	1 @	42.00	42.00
Non-Published Non Listed Bus	1 @	14.00	14.00
Subscriber Line Charge	1 @	6.50	6.50
Total Monthly Charges			65.00

Taxes, Fees and Surcharges

Federal Excise Tax	2.05
Federal Universal Service Fund Surcharge	3.30
MONTANA Excise Tax	2.44
MONTANA State 911 Tax	1.00
MONTANA State Telecommunications Relay Service Surcharge	0.10
Total Taxes, Fees and Surcharges	8.89

Total Current Charges

73.89

Contact Numbers

Sales, Service & Billing

1-800-777-9594

visit us online at www.centurylink.com

Charge Detail

Local Service from JUN 22 to JUL 21

Product-ID: 406-777-9934

Monthly Charges

Access Recovery Charge	2.50	
Multi Line Bus Line Measured	42.00	
Subscriber Line Charge	6.50	
Total Local Exchange Services	51.00	
Non-Published Non Listed Bus	14.00	
Total Optional Features/Services	14.00	
Total Monthly Charges		65.00

Charge Detail For 406-777-9934

65.00

Total Charge Detail

65.00


Tax, Fees and Surcharges




8.89

Total Current Charges

73.89

From: Lumen Auto Response <lumen.autoresponse@lumen.com>
Sent: Monday, July 28, 2025 9:30 AM
To: Gina Crowe
Subject: Your payment to Lumen has been processed



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Control Center

Thank you for scheduling online payment(s) to Lumen. Your payment will be withdrawn from your account ending in 0088 on 08/15/2025. Please see the list of accounts below.

If you did not authorize this transaction, contact Lumen at 1-800-777-9594.

Note: If your e-mail address changes, please update your profile in Control Center to ensure that you continue to receive important communications from Lumen.

List of accounts

Account Number	Amount	Confirmation Number	Approval Status
334059846	USD \$73.89	14762722220	Approved

This was sent from an automated email server. Please do not reply to this message. Instead, please use the contact options on our Customer Service page.

Lumen value your business and respects your privacy. For more information about how we use information we collect online, please read our online [Privacy Policy](#).

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TOWN OF STEVENSVILLE
P O Box 30
Stevensville, MT 59870-0030

Page: 1
Claim #: 19819
Vendor #: 85
Check #: -98507
08/19/25
13:04:15
6/25

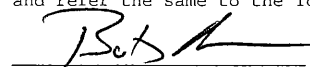
Claimant CENTURYLINK
Address PO BOX 2956
PHOENIX, AZ 85062-2956

Date	Invoice	Description	Amount	Fund Org Account	Object Proj
06/22/25	5489-06222	Phone/Internet Well House	63.61 5210	430510	345

Total: 63.61

I certify that this claim is correct and just in all respects, and that payment or credit has not been received.

I have carefully examined the within account and refer the same to the Town Council.



Bob Michalson, Mayor

Purchase Order

Town of Stevensville
206 Buck Street
Stevensville, MT 59870
406-777-5271

Claim
Posted 19819

To
Company/Vendor

Century Link Public Works

PO Date: 6/22/2025

Quantity	Item	Code	Price	Total
1	Sewer 333723247	5310-430610-345		\$ -
1	MBF 334049846	5210-430510-345		\$ -
1	Well House 333895489	5210-430510-345	\$ 63.61	\$ 63.61

Total \$ 63.61

Signature

Anna Conue

Date

7/28/25

Credit Card

Billed:

X

P.O. Box 2956
Phoenix, AZ 85062-2956

Page: 2 of 4
Bill Date: Jun. 22, 2025

Important Notices and Information :

Allocation of charges:

Service Categories	Past Due	Current Month	Total Due
Basic Services	0.00	63.61	63.61
Other Services	0.00	0.00	0.00
All Services	0.00	63.61	63.61

Failure to pay Basic charges may result in the disconnection of those Services. Please contact CenturyLink regarding any questions or problems with your bill before the due date.

Save time and learn more about the taxes and fees listed on your bill by visiting our website at www.centurylink.com/taxesandfees today.

LATE FEE REMINDER: Late fees may be charged each month for any eligible unpaid balances not paid in full by the due date listed on your bill. The methods for calculating late fee amounts vary by state and product. For more information you may access Terms and Conditions and Tariff materials at <http://www.centurylink.com/tariffs>.

Thank you for choosing CenturyLink for your communication needs--we value you as our customer.

In the event your questions are not answered to your satisfaction, you may contact the Montana Public Service Commission at 1 800 646-6150, or PO Box 202601, Helena, Montana 59620-2601.

FREE Enrollment With Control Center, you can update your billing information, view and pay your bill and much more. Visit us online at www.centurylink.com/business/login.

Customers using Teletype (TTY) devices can direct their inquiries to CenturyLink at 1 800 223-3131, a TTY equipped number.

Catalog/Rate Schedule information for your services is available without charge at your service providers web site or by calling their toll-free number. Catalog/Rate Schedule information for CenturyLink services is available without charge at www.centurylink.com or by calling the toll-free number listed on the summary page of your bill.

Charges for your monthly service are billed one month in advance. CenturyLink should receive your payment for the total amount due on or before the due date on your bill. If you are unable to pay by the due date, please contact Customer Service to avoid possible collection action.

333895489
TOWN OF STEVENSVILLE
CITY CLERK
PO BOX 30
STEVENSVILLE, MT 59870-0030

Address Information Changes Effective Date _____

New Address _____

City _____ State _____ Zip _____

Work Phone () _____ Home Phone () _____

MONTHLY AUTOPAY AUTHORIZATION FORM

I authorize CenturyLink to draft my savings or checking account for any accrued balance on my account.

(We reserve the right to revoke this if bank approval is denied)

☐ Checking Account ☐ Savings Account

(Select the type of account to be drafted and attach a voided check/savings slip.)

Signature required

Date

Please continue to pay your bill until notified on your statement that autopay is active.

P.O. Box 2956
Phoenix, AZ 85062-2956

Page: 3 of 4
Bill Date: Jun. 22, 2025

Important Notices and Information :

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Cramming occurs when unauthorized charges appear on your telephone bill. To help prevent unwanted third party charges on your bill, contact CenturyLink at 800-603-6000 and request, at no charge, a bill block that will prevent some third party charges such as charitable contributions, dial-up Internet by non-CenturyLink companies or other non-telecommunications charges from appearing on your bill.

CenturyLink should be notified within 90 days after the CenturyLink Bill Date of any billing discrepancies on your statement.

Account Name: TOWN OF STEVENSVILLE
Account Number: 333895489

P.O. Box 2956
Phoenix, AZ 85062-2956

Page: 4 of 4
Bill Date: Jun. 22, 2025

Current Charges Summary

Service From Jun. 22, 2025

Monthly Charges

	Qty	Rate	Amount
Access Recovery Charge	1 @	3.00	3.00
Multi Line Bus Line Measured	1 @	42.00	42.00
Subscriber Line Charge	1 @	9.20	9.20
Total Monthly Charges			54.20

Taxes, Fees and Surcharges

Federal Excise Tax	1.76
Federal Universal Service Fund Surcharge	4.51
MONTANA Excise Tax	2.04
MONTANA State 911 Tax	1.00
MONTANA State Telecommunications Relay Service Surcharge	0.10
Total Taxes, Fees and Surcharges	9.41

Total Current Charges

63.61

Contact Numbers

Sales, Service & Billing
1-800-777-9594
visit us online at www.centurylink.com

Charge Detail

Local Service from JUN 22 to JUL 21

Product-ID: 406-777-7132

Monthly Charges

Access Recovery Charge	3.00	
Multi Line Bus Line Measured	42.00	
Subscriber Line Charge	9.20	
Total Local Exchange Services	54.20	
Total Monthly Charges		54.20

Charge Detail For 406-777-7132

54.20

Total Charge Detail

54.20

Tax, Fees and Surcharges


9.41




Total Current Charges

63.61

Gina Crowe

From: Lumen Auto Response <lumen.autoresponse@lumen.com>
Sent: Monday, July 28, 2025 9:29 AM
To: Gina Crowe
Subject: Your payment to Lumen has been processed



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Control Center

Thank you for scheduling online payment(s) to Lumen. Your payment will be withdrawn from your account ending in 0088 on 08/15/2025. Please see the list of accounts below.

If you did not authorize this transaction, contact Lumen at 1-800-777-9594.

Note: If your e-mail address changes, please update your profile in Control Center to ensure that you continue to receive important communications from Lumen.

List of accounts

Account Number	Amount	Confirmation Number	Approval Status
333895489	USD \$63.61	14762722187	Approved

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TOWN OF STEVENSVILLE
P O Box 30
Stevensville, MT 59870-0030

Page: 1
Claim #: 19821
Vendor #: 85
Check #: -98506
08/19/25
13:04:38
6/25


Claimant CENTURYLINK
Address PO BOX 2956
PHOENIX, AZ 85062-2956

Date	Invoice	Description	Amount	Fund Org	Account	Object Proj
06/22/25	3247-06222	Phone	68.99	5310	430610	345

Total: 68.99

I certify that this claim is correct and just in all respects, and that payment or credit has not been received.

I have carefully examined the within account and refer the same to the Town Council.


Bob Michalson, Mayor

Purchase Order

Town of Stevensville
206 Buck Street
Stevensville, MT 59870
406-777-5271

Claim 19821
Posted

To

Company/Vendor

Century Link Public Works

PO Date: 6/22/2025

Quantity	Item	Code	Price	Total
1	Sewer 333723247	5310-430610-345	\$ 68.99	\$ 68.99
1	MBF 334049846	5210-430510-345		\$ -
1	Well House 333895489	5210-430510-345		\$ -

Total \$ 68.99

Signature

Anna Conve

Date

7/28/25

Credit Card

Billed:

Jo

P.O. Box 2956
Phoenix, AZ 85062-2956

Page: 2 of 4
Bill Date: Jun. 22, 2025

Important Notices and Information :

Allocation of charges:

Service Categories	Past Due	Current Month	Total Due
Basic Services	0.00	0.00	0.00
Other Services	0.00	68.99	68.99
All Services	0.00	68.99	68.99

Failure to pay Basic charges may result in the disconnection of those Services. Please contact CenturyLink regarding any questions or problems with your bill before the due date.

Save time and learn more about the taxes and fees listed on your bill by visiting our website at www.centurylink.com/taxesandfees today.

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333723247
TOWN OF STEVENSVILLE
CITY CLERK
PO BOX 30
STEVENSVILLE, MT 59870-0030

Address Information Changes Effective Date _____

New Address _____

City _____ State _____ Zip _____

Work Phone () _____ Home Phone () _____

MONTHLY AUTOPAY AUTHORIZATION FORM

I authorize CenturyLink to draft my savings or checking account for any accrued balance on my account.

(We reserve the right to revoke this if bank approval is denied)

☐ Checking Account ☐ Savings Account

(Select the type of account to be drafted and attach a voided check/savings slip.)

Signature required

Date

Please continue to pay your bill until notified on your statement that autopay is active.

P.O. Box 2956
Phoenix, AZ 85062-2956

Page: 3 of 4
Bill Date: Jun. 22, 2025

Important Notices and Information :

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Account Name: TOWN OF STEVENSVILLE
Account Number: 333723247

P.O. Box 2956
Phoenix, AZ 85062-2956

Page: 4 of 4
Bill Date: Jun. 22, 2025

Current Charges Summary

Service From Jun. 22, 2025

Monthly Charges	Qty	Rate	Amount
Broadband Bus 1.5M/896K	1 @	50.00	50.00
Internet Cost Recovery Fee	1 @	3.99	3.99
Office Basic	1 @	15.00	15.00
Total Monthly Charges			68.99

Total Current Charges

68.99

Contact Numbers

Sales, Service & Billing
1-800-777-9594
visit us online at www.centurylink.com

Charge Detail

Local Service from JUN 22 to JUL 21

Product-ID: QW333723247001 4067770185

Monthly Charges			
** Broadband Bus 1.5M/896K	50.00		
** Internet Cost Recovery Fee	3.99		
** Office Basic	15.00		
Total Optional Features/Services		68.99	
Total Monthly Charges			68.99

Charge Detail For QW333723247001

68.99

Total Charge Detail

68.99

Tax, Fees and Surcharges


0.00




Total Current Charges

68.99

** Nonregulated Charge(s) - nonpayment for NONREGULATED SERVICES OR PRODUCTS may result in the disconnection or restriction of such services, and such delinquencies may be subject to collection. Local services will not be disconnected for nonpayment of nonregulated charges. Nonpayment of toll charges may result in the disconnection of toll service, and such delinquencies may be subject to collection.

From: Lumen Auto Response <lumen.autoresponse@lumen.com>
Sent: Monday, July 28, 2025 9:03 AM
To: Gina Crowe
Subject: Your payment to Lumen has been processed



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Control Center

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Note: If your e-mail address changes, please update your profile in Control Center to ensure that you continue to receive important communications from Lumen.

List of accounts

Account Number	Amount	Confirmation Number	Approval Status
333723247	USD \$68.99	14762721402	Approved

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File Attachments for Item:

a. Discussion/Decision: Resolution No. 529a, A Resolution of the Stevensville Town Council Adopting Job Descriptions for 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).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/21/2025
Agenda Topic:	Discussion/Decision: Resolution No. 529a, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/21/2025
Notes:	At the town council regularly scheduled meeting on 04/25/2024 the town council adopted Resolution No. 529 for Chief of Police, Police Officer and Police Clerk. This Resolution No. 529a will include the position of Police Sergeant to the police departments job descriptions.

RESOLUTION NO. 529a

**A RESOLUTION OF THE STEVENSVILLE
TOWN COUNCIL ADOPTING JOB
DESCRIPTIONS FOR THE TOWN OF
STEVENSVILLE**

WHEREAS, the Town of Stevensville's Town Council, Mayor, Town of Stevensville Department Heads and Employees met to review and revise employee job descriptions on 04/25/2024;

WHEREAS, the Town of Stevensville's code Sec. 2-57, Prescribing duties and compensation of municipal officers states that "the council has power to fix compensation, and to prescribe the duties of all officers and employees of the town, subject to the limitations mentioned in MCA title 7";

WHEREAS, Montana Code Annotated 7-4-420, salary of officers, "the council shall determine by ordinance or resolution the salaries and compensation of elected and appointed city officer and all city employees."

NOW THEREFORE, BE IT RESOLVED, by this Town Council that the following job descriptions be approved and adopted;

Chief of Police, Police Officer, **Police Sergeant**, Police Clerk

DATED this 21st day of August 2025, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

TOWN OF STEVENSVILLE

POLICE DEPARTMENT POSITION DESCRIPTION

Class Title: Police Sergeant

Department: Police

Date: 08/17/2025

GENERAL PURPOSE

Under general supervision supervises police officers, assigns duties, review reports, enforces departmental policies, and trains/develops staff for the Stevensville Police Department.

SUPERVISION RECEIVED

Works under the supervision of the Chief of Police

SUPERVISION EXERCISED

Exercises supervision over police officers and subordinates.

DISTINGUISHING FEATURES OF THE POSITION

- Knowledge of the Montana Code Annotated and the Stevensville Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and Town of Stevensville laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the Stevensville Police Department.
- Knowledge of the principles and practices of employee supervision and training.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the Town of Stevensville and surrounding area.

- Skill in performing the day-to-day operations of a police sergeant.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in communicating, in person, in writing, and on two-way radio.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.
- Skill in establishing and maintaining effective working relationships with Town employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.
- Under the direction of the Chief of Police, routinely patrol within the Town limits, promoting traffic safety of all pedestrians, bicyclists and motor vehicle operators.
- Locate and contact traffic violators and issue appropriate citations based on those violations.
- Provide guidance and traffic direction for local functions including parades, and other events deemed necessary by the Chief of Police.
- Other patrol related duties may be assigned by the Chief of Police when deemed necessary.
- Evaluates criminal or civil cases and formulates work plan for investigation.
- Assumes responsibility for the successful resolution of all investigations assigned.
- Manages major criminal investigation through planning and self-regulated investigative activities under the general supervision of the Chief of Police.
- Initiates criminal investigations through investigative effort, confidential informants and civilian contacts.
- Responsible for the dissemination of information relating to crime trends, wanted suspects, and officer safety information to other officers and agencies.
- Conducts a wide range of interviews, including crime victims, witnesses, suspects, and technical experts.
- Conduct surveillance operations and gather intelligence.
- Prepare documentation of activities and information.
- Coordinates with prosecutors and court staff to issue warrants and subpoenas.
- Conduct pretrial research and dispositions and prepare testimony.
- Develops and maintains effective working relationships with prosecutors, courts, and other agencies.

- Coordinates and supervises the identification, collection, processing, and custody of property and evidence at a crime scene.
- Cooperates and interacts with law enforcement and criminal justice employees of other jurisdictions and agencies, including the FBI, probation, family service agencies, and courts.
- Represents the Police Department in presentations to, and general dealings with, citizens.
- Performs other duties as assigned.

TASKS

Patrols an assigned area of the Town on an assigned shift in a radio-equipped vehicle to preserve law and order, including traffic safety enforcement and citations, checking businesses and residences, discovering and preventing the commission of crimes, and enforcing state and municipal laws and ordinances; responds to calls for assistance, including motor vehicle crashes, assaults, domestic disturbances, thefts, and other criminal or civil complaints; frequently deals with DUI suspects/offenders, other intoxicated persons, and person with mental disorders.

Intervenes in disputes, apprehends suspects, makes arrests, issues citations, identifies witnesses, conducts preliminary investigations, and re-establishes law and order at the scene; prepares documentation of activities performed and information gathered; may conduct follow-up activities; coordinates with prosecutors and court staff to issue warrants and subpoenas, conduct pretrial research and dispositions, and prepare testimony.

Transports suspects and persons with outstanding arrest warrants to jail facilities; ensures that arrested persons are processed into jail in accordance with state and federal guidelines and Police Department policies; responds to questions and requests from citizens; assists in making presentation; some positions serve as School Resource officers, Firearms Instructors, and in other training/instructor positions; performs other duties as assigned.

SAFETY RELATED DUTIES

Abide by the Town of Stevensville and department work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor.
Follow Supervisor instructions for obtaining first aid and/or medical attention.
Participate in accident investigations as requested by the Supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the Supervisor.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the Supervisor as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Occupational hazards and standard safety practices necessary in the area of law enforcement.

- (A) Principles and procedures of record keeping.
- (B) Principles of basic report preparation.
- (C) Techniques used in public relations.
- (D) Basic mathematical principles.
- (E) English usage, spelling, vocabulary, grammar, and punctuation.
- (F) Safe driving principles and practices.

Skills too:

Operate modern office equipment including computer equipment.

Ability to:

- (A) Operate necessary tools and devices such as police vehicle, radio, radar, handgun, patrol rifle, taser, and other weapons, baton, handcuffs, pager, phone, cameras, fingerprint materials, initializer, and flashlight.
- (B) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to

establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions.

(C) Learn, interpret, and apply the policies, procedures, statutes, ordinances, criminal laws, codes, investigative techniques, and regulations pertaining to assigned programs and functions.

(D) Learn and use radio 10-code to communicate with dispatch.

(E) Determine the proper action to take when confronting humans who are agitated, under the influence of drugs and/or alcohol, frightened, or injured.

(F) Act quickly and calmly in emergencies.

(G) Prepare and maintain accurate and complete records.

(H) Prepare clear, complex, and extensive reports.

(I) Observe and recollect details accurately.

(J) Meet and deal tactfully and effectively with the public.

(K) Work independently in the absence of supervision.

(L) Use good judgment and make effective decisions under pressure.

Communicate clearly and concisely, both orally and in writing.

(M) Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Physical Demands/Work Environment:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment, in a police vehicle, and outdoors with ability to sit, stand, see, hear, lift up to 50 pounds and walk; physical and mental ability to successfully make arrests as a Police Sergeant when necessary and as mandated by Montana Codes Annotated and Town of Stevensville municipal codes; physical strength and ability to engage in foot pursuits, physically restrain humans and agility to sufficiently perform duties safely. Ability to relocate to different sites and locations for calls for service; availability for 24-hour call-out for emergency/disaster situations. Exposure to extreme noise, hot/cold temperatures, outdoors, chemicals, mechanical hazards, confined spaces, and blood borne pathogens and other bodily fluids.

EDUCATION, EXPERIENCE AND TRAINING

MCA 7-32-303, Police Sergeant

- Must be 18 years or older, **MCA 7-32-303 (b)**
- Be a U.S. Citizen
- High School diploma or GED certificate
- Not having been convicted of a crime for which the person could have been imprisoned in a federal or state penitentiary
- One (1) years Law Enforcement Experience

Successfully complete the law enforcement basic course at Montana Law Enforcement Academy (MLEA) or equivalent as designated by Public Safety Officer Standards & Training (POST) advisory council or as determined by the Chief of Police.

Meet all requirements for employment as required by the State of Montana law and the Town of Stevensville.

Successfully pass a criminal history and driving record check and a credit check.

Ability to pass entry-level police written examination and MLEA physical agility test

License or Certificate:

You must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid Montana driver's license within six months of hire.

SELECTION GUIDELINES

Formal applications, rating of education and experience; oral interview and reference check; random drug screening; and job-related tests may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

By signing below, Employee acknowledges they have read the foregoing and received a copy of thereof, understand its contents, and agrees their failure to comply therewith may subject the employee to disciplinary action including termination.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

File Attachments for Item:

b. Discussion/Decision: Approval of EnergiSystems, LLC Contract

SECTION 1.5

CONTRACT

THIS CONTRACT, made as of the _____ day of _____, 2025 by and between **THE TOWN OF STEVENSVILLE, MT**, hereinafter called the OWNER, and _____ **EnergiSystems, LLC.** hereinafter called the CONTRACTOR.

WITNESSETH THAT, whereas the OWNER intends to construct improvements at **STEVENSVILLE AIRPORT – AIP 3-30-0044-022-2025**, consisting of:

NEW SELF SERVE FUEL STATION

hereinafter called the PROJECT, in accordance with Drawings, Specifications and other Contract Documents prepared by **Morrison-Maierle, Inc.**, hereinafter called the ENGINEER, and as such designated by the parties hereto as an agent for the OWNER to protect the interests of the OWNER and to ensure that the CONTRACTOR's work is done in full compliance with the terms of this CONTRACT.

NOW, THEREFORE, the OWNER and the CONTRACTOR, for the considerations herein set forth, agree as follows:

THE CONTRACTOR AGREES to furnish all the necessary labor, materials, equipment, tools and services necessary to perform and complete, in a workmanlike manner, all work required for the construction of the Project included in the following units and items of the Proposal in strict compliance with the Contract Documents herein mentioned, which are hereby made a part of the Contract:

A. CONTRACT TIME: Work under this Contract shall be commenced upon written Notice-To-Proceed and shall be completed within the specified calendar days of the commencement of the Contract Time as specified in the Special Provisions.

B. LIQUIDATED DAMAGES AND ACTUAL DAMAGES: Subject to the provisions of the General and Special Provisions, the OWNER shall be entitled to be paid by the Contractor for liquidated damages, actual damages and damages for additional engineering services as specified in the Special Provisions and as referenced in the "Bid Proposal Packet". (See attached "Acknowledgement of Liquidated Damages" form.)

C. LOBBY DISCLOSURE: As a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code, the Contractor agrees to provide Certification of Disclosure of Lobbying activities and shall require that the language of this certification be included in the award of documents for all sub-awards at all tiers and that all sub-recipients shall certify and disclose accordingly. (See attached "Disclosure of Lobbying Activities" form.)

D. SUBCONTRACTORS: The CONTRACTOR agrees to bind every subcontractor by the terms of the Contract Documents and incorporate into all subcontracts and purchase orders the required contract provisions in Section 1.8. The Contract Documents shall not be construed as creating any contractual relation between subcontractor and the OWNER.

E. CONTRACT PRICE: THE OWNER AGREES to pay, and the CONTRACTOR agrees to

accept, in full payment for the performance of this Contract, the Contract amount of Four Hundred Twenty-Five Thousand Dollars (\$425,000.00) based on the prices stipulated in the Proposal and in accordance with the provisions of the Contract Documents.

F. PAYMENT PROCEDURES: Progress payments will be made in accordance with the General Conditions and Special Provisions.

G. CONTRACT DOCUMENTS: The term "CONTRACT DOCUMENTS" as used herein shall mean and include the "GENERAL CONDITIONS" hereto attached, all of which are by this reference incorporated into and made a part of this Contract. In the event any provision of one Contract Document conflicts with the provision of another Contract Document, the provision in that Contract Document first listed below shall govern, except as otherwise specifically stated:

- a. Contract (This Instrument)
- b. Performance and Payment Bonds
- c. Addenda to Contract Documents (List): 1, 2, 3
- d. Legal and Procedural Documents:
 - 1. Proposal
 - 2. Proposal Guaranty
 - 3. Instructions to Bidders
 - 4. Invitation to Bid
- e. Special Provisions
- f. Drawings (List Sheet Numbers): 0-7
- g. Technical Provisions
- h. General Conditions

H. AUTHORITY AND RESPONSIBILITY OF THE ENGINEER: The ENGINEER shall decide any and all questions which may arise as to the quality and acceptability of materials furnished, work performed, rate of progress of work, interpretation of drawings and specification, and all questions as to the acceptable fulfillment of the Contract on the part of the CONTRACTOR. In acting in this capacity under this Contract, the ENGINEER is acting as an agent for the OWNER to protect the interest of the OWNER. ENGINEER will endeavor for the benefit of the OWNER to determine, in general, if the work is proceeding in accordance with the contract documents. ENGINEER will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. ENGINEER'S efforts will be directed toward providing for owner a greater degree of confidence that the completed work will conform generally to the contract documents. This service does not include direction or supervision of the CONTRACTOR's employees, agents or subcontractors, or the inspection of any of the equipment, installations, temporary shoring, or any other of the CONTRACTOR's operations or those of his subcontractor, to safeguard their agents or public employees or the general public, or to prevent damage to public or private property, these being the sole responsibility of the CONTRACTOR.

I. SAFETY PROVISIONS: It is a condition of the Contract, and shall be made a condition of each subcontract entered into pursuant to this Contract, that the CONTRACTOR and any subcontractor shall not require any laborer or mechanic employed in performance of the Contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety, as determined under construction safety and health standards. Title 29 Code of Federal Regulations, Part 1518, 36 F.R., 7340, promulgated by the United States Secretary of Labor in accordance with Section 107 of the Contract Work Hours and Safety Standards Act, 82 Stat. 96.

SECTION 1.5
STEVENSVILLE AIRPORT
FUEL STATION

PAGE 2 OF 10

J. LABOR PROVISIONS: The labor provisions of Section 1.8 A10. Davis Bacon Requirements are hereby made a part of this contract.

K. SUCCESSORS AND ASSIGNS: This contract and all of the covenants hereof shall insure to the benefit of, be binding upon the OWNER and the CONTRACTOR respectively, and his partners, successors, assigns, and legal representatives. Neither the OWNER nor the CONTRACTOR shall have the right to assign or transfer his interests or obligations hereunder without written consent of the other party.

L. ATTORNEY'S FEES: In the event either party engages the services of an attorney to enforce any provisions hereof or to secure payments, the prevailing party shall receive from the other party all costs, charges and expenses, including reasonable attorney's fees.

M. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: (Applies to all Construction Contracts in excess of \$10,000): During the performance of this contract, the contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

(3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with

SECTION 1.5
STEVENSVILLE AIRPORT
FUEL STATION

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procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however,* That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

N. AFFIDAVIT OF AMOUNTS PAID DBE PARTICIPANTS: Upon completion of the project, the Bidder agrees to complete the attached "Affidavit of Amounts Paid DBE Participants" indicating actual DBE firms used, a description of utilization, and the amount paid each DBE firm. (see Forms Appendix, make copies as needed, complete and provide to project engineer.)

IN WITNESS WHEREOF, the parties have made and executed this Contract this day and year first above written.

Town of Stevensville
OWNER

By: _____

Title: _____

PO Box 30, 206 Buck Street
Business Address

Stevensville, MT 59870
City State Zip

EnergiSystems, LLC

CONTRACTOR

By:  _____

Title: Business Development Manager

PO Box 51297, 850 Parkway Lane
Business Address

Billings MT 59101
City State Zip

The foregoing Contract, including all Contract Documents which are a part thereof, is in due form according to the law and is hereby approved.

Attorney for the Town of Stevensville

See attached forms:

- A. CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**
(Requires Signature)
- B. DISCLOSURE OF LOBBYING ACTIVITIES** (Requires Disclosure)
- C. LETTER OF INTENT** (Requires Signature If Utilizing DBE)
- D. ACKNOWLEDGEMENT OF LIQUIDATED DAMAGES** (Requires Signature)

Attachment "A"
**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobby Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed: 
Contractor's Authorized Representative

Dated: 8/6/25

Attachment "B"
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: <input type="checkbox"/> a. Contract <input type="checkbox"/> b. Grant <input type="checkbox"/> c. Cooperative Agreement <input type="checkbox"/> d. Loan <input type="checkbox"/> e. Loan Guarantee <input type="checkbox"/> f. Loan Insurance		2. Status of Federal Action <input type="checkbox"/> a. id/Offer/Application <input type="checkbox"/> b. Initial Award <input type="checkbox"/> c. Post-award	3. Report Type: <input type="checkbox"/> a. Initial filing <input type="checkbox"/> b. Material change For Material Change Only: Year _____ Quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: _____		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____	
6. Federal Department/Agency: _____		7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____		9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): _____		b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): _____ (attach Continuation Sheet(s) SF-LLL-A, if necessary)	
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned		13. Type of Payment (check all that apply): <input type="checkbox"/> a. Retainer <input type="checkbox"/> b. One-time fee <input type="checkbox"/> c. Commission <input type="checkbox"/> d. Contingent fee <input type="checkbox"/> e. Deferred <input type="checkbox"/> f. Other; specify: _____	
12. Form of Payment (check all that apply): <input type="checkbox"/> a. Cash <input type="checkbox"/> b. In-kind: specify: nature _____ value _____			
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11: _____ (attach Continuation Sheet(s) SF-LLL-A, if necessary)			
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: Print Name: Title: Telephone No: _____ Date: _____	
Federal Use Only: _____		Authorized for Local Reproduction Standard Form - LLL	

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Reporting Entity: _____

Page _____ of _____

Attachment "C" LETTER OF INTENT

The Letter of Intent form shall be completed, and **submitted with the executed contract documents**. A separate Letter of Intent form is required for each proposed DBE subcontractor.

LETTER OF INTENT

Name of Bidder's Firm: _____

Bidder's Address: _____

City: _____ State: _____ Zip: _____

Name of DBE Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (including area code): _____

Description of work to be performed by DBE firm:

Bidder intends to utilize the above named DBE firm for the work described above. The estimated amount of work is valued at \$ _____

Bidder's confirmation of intent to use DBE contractor:

Bidder's Signature: _____

Attachment "D"
ACKNOWLEDGEMENT OF LIQUIDATED DAMAGES

This acknowledgement dated this 12th day of August, 2025, by EnergiSystems, LLC. [CONTRACTOR] wherein CONTRACTOR acknowledges and agrees that the construction contract which is the subject matter of this submitted bid contains a liquidated damages clause.

Contractor acknowledges and agrees that because this is a construction contract, it is impracticable or extremely difficult to fix, determine and prove Owner's actual damages for delay in completing the project within the time specified, and for this reason a liquidated damages clause is both appropriate and necessary. It is mutually agreed that a sum of \$500.00 per day is a reasonable and good faith estimate of the anticipated and probable damages Town of Stevensville will incur should the Contractor fail to complete within the contract time specified. Contractor acknowledges that this mutually agreed upon liquidated damages amount has been specifically taken into account in arriving at the dollar amount of Contractor's submitted bid. This liquidated damages amount shall be included in the construction contract and the Contractor acknowledges and agrees to be bound by this amount.

The mutually agreed upon liquidated damages amount may be deducted from money due or to become due to Contractor should Contractor be awarded the construction contract and should Contractor fail to complete the work within the time specified.

By:  ALEX DENOLF
(Contractor)

Its: BUSINESS DEVELOPMENT MANAGER
(Title)



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Brian Germane, Airport Manager
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	08/21/2025
Agenda Topic:	Discussion/Decision: Approval of EnergiSystems, LLC Contract
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	08/21/2025
Notes:	At the regularly scheduled town council meeting on 04/10/2025 the town council awarded the bid for the self-service fuel station to EnergiSystems LLC, this is the official contract.