



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, APRIL 25, 2024  
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 03/14/2024
5. Approval of Bi-Weekly Claims
  - a. Claims #18933-18946
6. Unfinished Business
  - a. Discussion/Decision: Exemption to No Overnight Camping in Lewis & Clark Park for the Special Event Permit for the Circus
  - b. Discussion/Decision: Resolution No. 528, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
  - c. Discussion/Decision: Resolution No. 529, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
  - d. Discussion/Decision: Resolution No. 530, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
  - e. Discussion/Decision: Resolution No. 531, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
  - f. Discussion/Decision: Consent to the Mayor's Appointment of Heidi Motley as a Volunteer Support Person for the Town of Stevensville Fire Department
7. New Business
  - a. Discussion/Decision: Consent to the Mayor's Appointment of Tasia Rohbock as a Volunteer Cadet for the Town of Stevensville Fire Department
  - b. Discussion/Decision: Approval of Memorandum of Agreement between the Town of Stevensville and MDT for the John Owen Fishing Access Site
  - c. Discussion/Decision: Special Event Permit for the Stevensville Harvest Valley Farmers Market
  - d. Discussion/Decision: Special Event Permit for the Stevensville Harvest Valley Farmers Market and Car Show
  - e. Discussion/Decision: Compensation for City Clerk Jenelle Berthoud
  - f. Discussion/Decision: Suspend Town Council Rules to Cancel the May 9, 2024, Town Council Meeting and Authorizing Claims to be Paid out of Cycle
8. Board Reports
9. Town Council Comments
10. Executive Report
11. Adjournment

## **Welcome to Stevensville Town Council Chambers**

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

## **Guidelines for Public Comment**

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

**Thank you for observing these guidelines.**

**File Attachments for Item:**

a. Town Council Meeting Minutes 03/14/2024

## Stevensville Town Council Meeting Minutes

for THURSDAY, MARCH 14, 2024, 6:30 PM 206 Buck Street, Town Hall

### CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Michalson called the meeting to order, councilmembers Barker, Brown, Nelson and Smith were all 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

a. Town Council Meeting Minutes 02/08/2024

Mayor Michalson: introduced town council meeting minutes for 02/08/2024.

Councilmember Smith: I move that we accept the meeting minutes for 02/08/2024.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion? Public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

b. Special Town Council Meeting Minutes 02/14/2024

Mayor Michalson: introduced special town council meeting minutes for 02/14/2024

Councilmember Nelson: I move that we accept special town council meeting minutes for 02/14/2024.

Councilmember Barker: 2<sup>nd</sup>

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion? Public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.



Councilmember Smith: aye.

Mayor Michalson: passes 4-0

c. Town Council Meeting Minutes 02/22/2024

Mayor Michalson: introduced town council meeting minutes for 02/22/2024.

Councilmember Smith: I move that we accept town council meeting minutes for 02/22/2024.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion? Public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

d. C.O.W. Meeting Minutes 02/27/2024

Mayor Michalson: introduced C.O.W. meeting minutes for 02/27/2024.

Councilmember Smith: I move that we accept C.O.W. meeting minutes for 02/27/2024.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion? Public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

e. Special Town Council Meeting Minutes 02/29/2024

Mayor Michalson: introduced special town council meeting minutes for 02/29/2024.

Councilmember Barker: I make a motion to approve special town council meeting minutes for 02/29/2024.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion? Public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

5. Approval of Bi-Weekly Claims

a. Claims #18834-#18838, #18840-#18882

Mayor Michalson:

Councilmember Smith: I move that we accept claims #18834-#18838, #18840-#18882

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Any discussion on the claims? If you look at item 18869 on First Call, .gov licenses. Jenelle, would you give an overview.

Jenelle Berthoud, Town Clerk: when .gov shut down in October they do not hold on to any of our information for the transferring of it. So, we have to put everything back in again. First call is going to the IT side of it and I will add in the towns information.

Mayor Michalson: any questions on the claims?

Councilmember Brown: claim #18838, \$50.00 do we do that every year.

Gina Crowe, Finance Director: Robert told me that we have had our membership for years.

Stephen Lassiter, Public Works Supervisor: they give us recognition, planting of trees.

Mayor Michalson: any further discussion on the claims? Questions from the public? Seeing none, Jenelle, would you take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

6. Administrative Reports

a. Airport

Will Rowe, airport manager: report was provided in the packet. Will gave a brief overview of his report.

b. Building Department

In the packet.

c. Finance

d. Fire Department

Jeff Motley, Fire Chief: report was provided in the packet. Jeff gave a brief overview of his report. Open burning in the town limits is open this month of March, for one month

e. Police Department

f. Public Works

Stephen Lassiter, Public Works Supervisor: report was provided in the packet. Stephen spoke about the clean up at Riverside Cemetery and we took down the bathroom at River Park. Railroad ties put in at Lang Park to keep people off of the grass. Fixed the stop sign at 5<sup>th</sup> and College.

7. Public Hearings

a. Discussion/Decision: Proposed Amendment of Ordinance 141, and Ordinance Incorporating Various Airport Ordinances, Resolutions and Policies into and Establishing Title 3-Airport of the Municipal Code of the Town of Stevensville

Mayor Michalson: introduced the public hearing. opened the public hearing, to public comment.

Jeff Motley: under budget it is stricken out and does that mean that part is going to be removed.

Will Rowe, airport manager: yes, the part that we are changing is the board, the mayor, finance officer and the manager will go over the budget. We taking that away from the board, we have tried this in the past. We get this crazy list of items, and we waste our time going back and forth. So, the board will have input but as far as the board meeting with the mayor, myself and the finance officer about the budget it will not be happening.

Jeff Motley: 3.35 airport fund, it was regarding funds raised by the airport, all funds raised go to the airport fund not the general fund. Does that mean that all the monies generated go to the airport fund?

Will Rowe: the airport does not have a separate bank account, since we go along with the FAA, we have to follow that. Lease payments and all that comes back in goes to the general fund and then into the airport fund.

Gina Crowe: any money that comes from the FAA it goes to the airport fund.

Jeff Motley: I understand that, leases are not through the FAA, it still goes into that fund.

Gina Crowe: yes, those go into that fund.

Mayor Michalson: any other comments from the public on this agenda item. Seeing none we will close this part of the public hearing.

Mayor Michalson: proposed changes to Ordinance No. 141. May I have a motion please.

Councilmember Nelson: I move that we propose amendment of Ordinance 141 and Ordinance Incorporating Various Airport Ordinances, Resolutions and Policies into and Establishing Title 3-Airport of the Municipal Code of the Town of Stevensville .

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion?

Councilmember Brown: a couple of questions, I did notice that there is article 4 the target economic development area is not in here is it going to be removed.

Jenelle Berthoud, Town Clerk: the ordinance that is in your packet is the only Ordinance that the town has on file, Ordinance No. 141, and the only changes that are being presented or that Will has presented are in bold or a line drawn through them.

Councilmember Brown: I printed this off the website, the whole chapter 3.

Will Rowe: there is nothing changing. We did not change anything from that part.

Councilmember Brown: I did not see anything to go with it.

Will Rowe: if anything, we would remove that. Part of this is the way that you go into the website, it is confusing.

Mayor Michalson: any further comments from the council? Seeing none, any other comments from the public? Seeing none, Jenelle, would you please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

## 8. Unfinished Business

a. Discussion/Decision: Emergency Facilities & Land Use Agreement Between the USDA Forest Service and the Town of Stevensville Airport

Mayor Michalson: introduced unfinished business item a. Will, would you like to say anything.

Will Rowe: nothing has changed, it is the same as it has been. All that this is to update the information and the date on the agreement.

Councilmember Barker: make a motion to Emergency Facilities & Land Use Agreement Between the USDA Forest Service and the Town of Stevensville Airport

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion?

Councilmember Brown: did the fees go up that we get paid and did the other departments get to review the contract and did they say that it look all good?

Mayor Michalson: yes, I sent emails, Jeff came into my office today and talked about it. I also sent it to Greg to be reviewed by town ordinance.

Will Rowe: the fees are set by the forest service.

Councilmember Smith: do I understand that if we approve this or not the feds can come in anyway?

Will Rowe: exactly, we are a federally funded airport. So, if we approve this, we can collect revenue.

Mayor Michalson: any further council discussion? Public comment?

Jeff Motley, Fire Chief: If I understand this correctly, this is for the use of equipment not wages?

Will Rowe: it is strictly a land use agreement. The forest service will do their own dust abatement. They pay the wages, not the land use agreement. That falls under the pcode.

Jeff Motley: so, dust abatement in this agreement, are we providing or not?

Will Rowe: you would have to provide it. The contract states that they have agreements in place within the forest service to do the dust abatement. What happened in 2017 was not correct. Pinesdale doing it and then through the town.

Jeff Motley: so why does it say dust abatement on the contract?

Will Rowe: it is the amount that they will pay to put that kind of equipment on the land.

Jeff Motley: I understand, but if it is going to state a dollar amount is the town going to get that amount?

Will Rowe: yes.

Mayor Michalson: I have a motion and a 2<sup>nd</sup>, any further discussion from the council? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: no.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-1

b. Discussion/Decision: Schedule a C.O.W. Meeting Date and Time to Continue Reviewing Job Descriptions

Councilmember Barker: make a motion to schedule a COW meeting date and time.

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

Mayor Michalson: I have a motion and a 2<sup>nd</sup>. Do I have a date?

Council/Mayor: discussion on dates and times took place.

Date and time chosen: April 3, 2024, at 6:00 pm

Mayor Michalson: motion and a 2<sup>nd</sup>. Further discussion? Public Comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

## 9. New Business

a. Discussion/Decision: Request RFP for Abatement Services to Cleanup Property Located at 523 E 3rd Street, Stevensville, MT

Mayor Michalson: introduced new business item a. Request RFP for Abatement Services to Cleanup Property Located at 523 E 3rd Street, Stevensville, MT. We have some citizens here that have been fighting this a long time, going back to the 90's. This is the fourth time that it has come in front of a district judge. The town was ordered many times to clean up the property. The problem that I have with public works doing it is that they can get started and then they have to go and do another job and aren't able to get back to the cleanup not fare to them. We also have to enforce our town ordinances after this cleanup takes place. When you get up to comment if you do, please stick to the point, I know that there are other properties that need to be cleaned up. Mayor Michalson read from page 7 item 65, from the court order. (cleaning up of the property). After reading this, you can say what you want to say but he is smart, he has gotten away with this. It is sad that a judge has to tell us to clean up our town, shame on us.

Councilmember Barker: make a motion to request an RFP for Abatement services to Cleanup Property Located at 523 E 3rd Street, Stevensville, MT

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion?

Councilmember Barker: I have been by the property, is there living quarters on that property that they are living in. Does he have water and sewer on there?

Mayor Michalson: we will find some stuff as we get in there. We have to be careful.

Councilmember Barker: piles of debris, are there other outbuildings that they will be destroying or no. Are there companies that come in and do stuff like this?

Mayor Michalson: yes in fact there are two companies, I talked to Nancy Lowell she remembers them doing a good job.

Councilmember Barker: who is more responsible for this, Berta Farms or Frank.

Mayor Michalson: that is his corporation that he has formed, you can see that in the paperwork. In the end he is the one that is going to have to pay.

Councilmember Brown: it says that we have 60 days, and this was done on February 14<sup>th</sup>, it is now March 14<sup>th</sup>. Can we get this done in 30 days?

Mayor Michalson: it just means that we have to start.

Councilmember Brown: do we have to go back to district court to get an extension on the timeline.

Mayor Michalson: I would think that we could he the rfp's did not come back. Again, I talked to Lou Barnett and Nancy Lowell and when they ran into this problem in the past, they had public works start the mowing, that satisfied the district judge, we started to clean it up.

Councilmember Brown: starting and completing we have to look at starting and completing the project this time.

Mayor Michalson: it says that we have to start it within 60 days.

Councilmember Brown: my next question is, if the public works does it we need to keep time so we can bill the man.

Mayor Michalson: that is in our fee schedule, if public works does this it is \$150.00 per hour.

Councilmember Brown: if he does not pay, we are going to invoice Berta Farms, is the town attorney willing to go back in and place a lien on his property or foreclosure?

Mayor Michalson: I am sure that we can do that. Any more questions from the council?  
Public comments?

PUBLIC COMMENTS

Loey Knapp: I look at this property every day, it is across the street from me, yes there is someone living there, no running water or sewer, it is disgusting. We have been promised as neighbors by previous mayors and town councils that this would get done. Initially when we were suing Frank and Berta Farms, we had the town listed as well in our lawsuit. We were promised by the mayor at the time that if we took the town off of the lawsuit, he would get it cleaned up anyway, that was three years ago. That mayor did not clean it up, the mayor or the mayor previous to them. I have to look at this mess we are asking, and yes, we have spent a lot of money, and it has taken the judge three years to get to this point. Please take care of this.

Pat Groninger: I live right across the street from it, Frank is living there, his female partner and his daughter. He lives in the basement of the old house. We have watched him carry a jetted tub into the basement of the property. I have watched him walk up to the edge and walk down the stairs. You are probably wondering, Pat, you were the mayor why did this not get done, it is a different time back then. There is a boulevard that is the towns responsibility. There is a sidewalk that was pulled out by him. The cotton woods, I hope that they don't have to come down, but they probably do. Those trees are the towns problem. A majority of the clean up is his, but the town has clean up as well. These two folks have done all of the leg work, please tomorrow is a new day we need your help to make it happen.

Mel Cook: I have lived across the street from that property since 1973. It has been a mess ever since he has gotten the property. That order from the judge means what it says, we encourage that you do not use the public works crew, he is sue happy. Berta Farms is his daughter, they borrowed about a half a million dollars against that place years ago and that is what I think he lives on. The facts are that I am not stopping, if the town does not go after it we will go after the town. He thinks that it is a joke to him, it is not funny anymore. There is a trailer that he lives in sometimes. He never got a permit to build on that property. His permits have run out, he still works on it in the middle of the night. It is time to clean it up.

Loey Knapp: I want to make one other point, we are right next to the school, kids walk that every day. You cant see because of those huge debris and trees, it is going to take one kid that does not make it around that corner safely and that is going to be on you.

Mayor Michalson: any more comments from the public? Comments from the council? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

b. Discussion/Decision: RFP for Audit Services for Fiscal Years 23/24, 24/25, 25/26

Mayor Michalson: introduced new business item b. RFP for Audit Services for Fiscal Years 23/24, 24/25, 25/26.



Councilmember Barker: make a motion to approve an RFP for Audit Services for Fiscal Years 23/24, 24/25, 25/26.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Councilmember Barker: how many audit services are out there?

Gina Crowe: we do not know; they are few and far between. I don't think we will find anyone else, but it is good to try for a lower price.

Mayor Michalson: I talked to Robert last week and he had mentioned reaching out to MMIA to see if there is anyone else.

Councilmember Smith: Gina, do I understand that whoever we get to do the audit that there are some companies that do not want to touch cities?

Gina Crowe: it is really difficult work, a lot that goes into it. Auditors that do this for a municipality go through everything. They keep us in line, and help us do our AFR.

Mayor Michalson: any other comments from the council. Comments from the public? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

c. Discussion/Decision: Consent to the Mayor's Appointment of Jacob Rhodes as a Volunteer Recruit for the Town of Stevensville Fire Department

Mayor Michalson: introduced new business item c. Consent to the Mayor's Appointment of Jacob Rhodes as a Volunteer Recruit for the Town of Stevensville Fire Department

Councilmember Barker: make a motion for Consent to the Mayor's Appointment of Jacob Rhodes as a Volunteer Recruit for the Town of Stevensville Fire Department .

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion?

Councilmember Smith: is the person here?

Jeff Motley, Fire Chief: this is Jacob. He is recruit.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

d. Discussion/Decision: Consent to the Mayor's Appointment of Avery Henderson as a Volunteer Cadet for the Town of Stevensville Fire Department

Mayor Michalson: introduced new business item d. Consent to the Mayor's Appointment of Avery Henderson as a Volunteer Cadet for the Town of Stevensville Fire Department.

Councilmember Smith: I move that we Consent to the Mayor's Appointment of Avery Henderson as a Volunteer Cadet for the Town of Stevensville Fire Department.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Jeff Motley: Avery is also with us tonight; she will be a cadet with the department for the next couple of years.

Mayor Michalson: any other comments from the public?

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

e. Discussion/Decision: Consent to the Mayor's Appointment of Grace Waters as a Volunteer Cadet for the Town of Stevensville Fire Department

Mayor Michalson: introduced new business item e. Consent to the Mayor's Appointment of Grace Waters as a Volunteer Cadet for the Town of Stevensville Fire Department.

Councilmember Barker: make a motion to the Consent to the Mayor's Appointment of Grace Waters as a Volunteer Cadet for the Town of Stevensville Fire Department.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Jeff Motley: Grace is also with us tonight. This will be the 3<sup>rd</sup> member of the family and will respond from the airport station.

Councilmember barker: thank you for bringing them up.

Mayor Michalson: thank you Jeff, further discussion? seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

f. Discussion/Decision: Ms. Goren would like to discuss her past due water bill and late fees for her rental property.

Mayor Michalson: introduced new business item f. Ms. Goren would like to discuss her past-due water bill and late fees for her rental property.

Jackie Goren: I live at 311 Mission Street, I have a rental property at 311 Mission Street Unit B it was brought to my attention when my new tenant moved in that there was a water bill with an overdue amount, I have read the ordinance that it is the property owners responsibility for the water bill. However, the delinquency amount will be sent to the homeowner. As the property owner I was not given any notice of the delinquent amount. I do not think that it is fair that I should be responsible for the amount.

Mayor Michalson: could I get a motion? Can I make a recommendation to the council? I looked at Ms. Goren's bills and they do go back quiet a ways. I see that there were some payments and then no payments and then the new rental has made a payment. We had a disruption in services, and we have not had a utility clerk. For some whatever reason the notices were not going out. I can re-read the ordinance that it specifically states that it is the property owners responsibility to pay the water bill. Now for the late charges, I would recommend that the council wave the late charges and that would be \$164.05. I would say that we wave the late fee.

Jackie Goren: it has been over a year, whether you had a clerk or not is not my problem.

Mayor Michalson: who was receiving the bill?

Jackie Goren: the renter.

Mayor Michalson: then it is your responsibility.

Jackie Goren: he should have been responsible, how was I to know that he was not paying.

Mayor Michalson: it is not our responsibility to hunt down the bill.

Jackie Goren: why was I not notified.

Mayor Michalson: but all of these months that your renter did not pay did he notify you then. That is not our fault as a town, I am trying to work with you.

Jackie Goren: the late fees is a drop in the bucket for a thousand-dollar bill. I do not have; I am not going to make payments. This is wrong.

Mayor Michalson: we are willing to work with you, if you cannot pay it all at once get with Jenelle and she can work that out. We have the creamery that owes us \$1900.00 dollars.

Jackie Goren: that is not the issue that we are talking about.

Mayor Michalson: it is there responsibility to pay. What if they came to us and said that they did not want to pay because they did not want to pay.

Jackie Goren: (unable to understand, slight mumble in the background)

Mayor Michalson: I am sorry but if I have a renter and they do not pay their water bill that still falls on me.

Jackie Goren: so, he is just supposed to come to me and tell me that he is not paying his water bill anymore?

Mayor Michalson: yes.

Jackie Goren: then why was his water not turned off then?

Mayor Michalson: I was not here I cannot answer to that.

Jackie Goren: if it would have been turned off then I would have known.

Mayor Michalson: I was not here then; the town cannot wave that bill. If we start setting that example, then there are going to be other people. There are a lot of past dues.

Jackie Goren: whether you were here or not.

Mayor Michalson: the town is not in the business of waving complete bills because you did not have communication with your renter.

Jackie Goren: why was the water not turned off.

Jenelle Berthoud, Town Clerk: that was as piece that just was not followed through, what I am saying is that the turning off of water when someone has not paid their bill was not followed through between utility billing and public works. Prior to me and Gina having to take over at the end of December that communication was not being relayed between the billing department and public works that there were late bills that need to be addressed. Unfortunate on that part, but I do agree with the mayor.

Jackie Goren: he was not paying his bill.

Jenelle Berthoud: whether or not that he was paying his bill and his water being turned off I do not know. I do not know the process of how that was going on.

Jackie Goren: what is my next step.

Mayor Michalson: as far as you paying it?

Jackie Goren: no, who can I take it to next.

Jenelle Berthoud: may I? We spoke about this and what I asked you about is if you were going to take your renter to small claims court. Did you find your agreement between you

and your renter. I am glad that you found that Jackie, I know that you have been looking for that for weeks.

Councilmember Smith: would you look at the bills here, as I recall about a year ago my property received a \$2,000.00 water bill is there one of these months where that happened?

Jenelle Berthoud: this meter reads every month. Nothing like that.

Councilmember Barker: how many months are we looking at here.

Jenelle Berthoud: next month will be twelve months.

Councilmember Barker: even before that there was someone that could have sent out a bill to say that it was past due, or water shut off.

Gina Crowe: it was our understanding that all of those pieces were happening until December. It was our knowledge from the previous public works director that it was being taken care of, so we did not question it. It was not until December when we got all of this thrown in our lap that there were these discrepancies.

Mayor Michalson: I would like to recommend to the council to wave the late charges to the amount of \$164.05.

Councilmember Nelson: I move that we wave the \$164.05 of charges on this matter.

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

Mayor Michalson: we have a motion and a 2<sup>nd</sup>. Any further discussion from the council? \

Jenelle Berthoud: may I make a suggestion that may help Ms. Jackie out, turning off the late fee portion of this bill and holding the remaining amount of \$900.00 and some cents while she takes her previous renter to court. I see this everyday whether it is this type or three months late this might help Jackie out. The new renter is set up through your property management company. Your new renter will pay the next payment and the property management will come in and pay that amount.

Councilmember Smith: since you have seen this before, how long does it take to go through the court system.

Jenelle Berthoud: I do not know about anything like that.

Councilmember Smith: can I offer an amendment that we will hold the bill for 6 months until she can take him to court.

Gina Crowe: Jenelle and I have talked a lot about this and what it says in the ordinance. When the renters come in, we were adding the renters to the bill, and we think that the bill should only be going to the property owner.

Jenelle Berthoud: where we know it does work well is when the property is being managed by a rental company. Cardinal Properties and Agent for You they are paying the water bill; it is working well. Not the best tract record when it is going out to the renter.

Gina Crowe: currently we do not have a way to send out the bill to two people.

Jackie Goren: a letter would have been nice.

Jenelle Berthoud: I agree Jackie, but like what Gina and I said we were told that was being done. When we got this in December things have just been popping up, and yours came up when the rental company came in to be added to the account and I let them know that there was a balance.

Mayor Michalson: you would like to make an amendment?

Councilmember Smith: I did make an amendment. I just need a 2<sup>nd</sup>.

Councilmember Barker: one thing, if we are going to put a limit of six months then we have to stick to that.

Jackie Goren: what if it takes longer?

Councilmember Barker: again, we can make a payment arrangement. Yes, it says in the ordinance but if we do it for this one, and then it is going to be a continues ball. I understand that it could take more than six months.

Jackie Goren: what if it takes longer?

Jenelle Berthoud: you just made the point, then you can contact to see about getting something going.

Councilmember Barker: if we go out further, we could have a problem. come back and let us know that you are working on it. I feel bad that this happened to you, maybe you should include the water bill in their rent. I know a lot of renters do that. We take people for granted and it is hard.

(Jackie Goren walked out of the council chambers at this time)

Mayor Michalson: would you like to propose the six months. And wave the late fee.

Councilmember Barker: we have to many motions going on here now.

Mayor Michalson: the motion is to wave the fee and he wants to amend it to hold for 6 months.

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

Mayor Michalson: we have a motion and a 2<sup>nd</sup>, and it is to wave the late fees, hold for 6 months and no more late fees. Comments from the public?

#### PUBLIC COMMENT

Trevor Motley, 802 College: I have a couple of issues that you guys said during this discussion, you said that the town is not in the business or hunting down property owners until now you are tracking down property owners when they owe a massive bill, I think the town fell flat and failed to follow your own policy, I think the least that you could do is cut her a better deal than full price.

Pat Groninger: he is absolutely right, if the property owner is in the dark it should be able to flag on 30 days, 45 days. What you gave in late fees is great, but I think that there is more that you can do. The system should be better. I think that she is just looking for some help.

Mayor Michalson: any more comments from the public? Comments from the council?

Councilmember Smith: I wanted to give her the six months to collect from the renter and then we can look at cutting her a deal.

Pat Groninger: can we get that statement to her to alleviate her pain?

Jenelle Berthoud: I kind of hoped that she would have stuck around. We are all working here.

Whatever the outcome is tonight she will be notified tomorrow.

Mayor Michalson: comments from the council.

Councilmember Barker: how is this wording so we are all on the same page.

Mayor Michalson: we are going to wave the late fee, hold the account for six months while she works with the court and if she does not have it by the six months then she can come back to us.

Councilmember Barker: I think that needs to be stated in there. We have to amend this motion that was just made.

Jenelle Berthoud: I need a 2<sup>nd</sup>. I am sorry I must have missed that.

Mayor Michalson: why don't we retract and start all over.

Councilmember Nelson: I will retract.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0 to retract.

Mayor Michalson: I would like a motion to wave the late fees and give her six months to go through the court and if she is not done at six months she can come back, and we will revisit.

Councilmember Nelson: I make a motion that we wave the late fees and give her six months to go through the court and if she is not done at six months she can come back, and we will revisit.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion? Discussion from the public?

#### PUBLIC COMMENT

Jeff Motley: I think that this is frivolous the town is not taking any ownership and they clearly dropped the ball, you are going to give her 6 months and then we are going to come back and cut a deal. Why? Cut the deal, be done and move on.

Mayor Michalson: any comments from the council, seeing none, Jenelle please take the vote.

Councilmember Barker: no.

Councilmember Brown: no.

Councilmember Nelson: aye.

Councilmember Smith: no.

Mayor Michalson: Motion fails 3-1. How would the council like to proceed with this?

Councilmember Barker: I do agree that yes, we had some different utility clerks throughout, but it does fall on the town.

Councilmember Brown: how about using some of the money in the help for you program. How much and can we use the money from the help for you program, everyone pays it every month that way the town is not out the complete amount. The lady has a little bit of recourse, let's see what we can do with some of the help for you money.

Councilmember Smith: do we know how much is in the account?

Gina Crowe: we have several people that are using it right now, so I would have to look into that further.

Councilmember Brown: I think that is one way that the town is not out.

(Side conversations, unclear audio)

Mayor Michalson: can I have a motion to table this to the next meeting?

Councilmember Barker: make a motion to table this for Ms. Goren and look at the help for you program and to remove late fees from happening to the account.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Public comment?

#### PUBLIC COMMENT

John Boe: even though this is not the fault of any of us in this room. The community is going to look at this. What I would like to do is pay her bill and it shows the city a goodwill. I will pay her bill tonight, are we all good?

Will Rowe: I will split that with you.



Pat Gronniger: thank you to both of you. The thing is the history of this town, but we have other issues that we need to worry about like where is the water going. 15 million gallons a month being lost. I also sat here and thought about it, I have watched a lot of council meetings. let us let it go through the process and then come back.

Councilmember Nelson: I understand the situation, I also sit back and if I am running a business, it is my job to make sure that my tenant is paying their bill, not the towns responsibility to pick up the slack for you not doing your job.

John Boe: I just want to show some goodwill.

Councilmember Nelson: I just don't want to see everyone lining up for the town to pay their bill.

Will Rowe: I have it set up that with my company. I have it happening right now, I have them sign up with a service agreement, like at the power company. When they have not paid, I at least get notified before it goes to court. There should be these agreements in place for the town.

Councilmember Barker: we fix it and put it in the ordinance.

Mayor Michalson: motion to table, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

g. Discussion: New Payment Portal through Black Mountain Software

Gina Crowe: we have been dealing with billing solutions with BDS. Since I have been here it has been a nightmare with reconciliation of these payments. My bank statements do not match with Black Mountain. Black Mountain said that they are going to be coming out BMS pay, we can send two bills. One to the renter and one to the homeowner. Black Mountain is a difficult system to work with. We will be looking at real-time posting of payments. Savings to the towns people and then we need to look at signing up for email billing. We are looking at bringing back in house bill processing. We are just trying to look at ways to cut costs for the citizens and the town. I think that this will help with streamlining the billing process.

Councilmember Smith: is this a new contract with BMS.

Mayor Michalson: it is but it falls inside the purchasing policy.

10. Board Reports

Mayor Michalson: Planning & Zoning Meeting last week, Councilmember Barker was not able to make it, but I made it, the board approved the Croci annexation, just a few things that need to be done and fixed. Jenelle took that back to Croci and we will wait for that to come back to the council. The P&Z Board elected Jim Crews as the president, John Anderson as the vice and Angel Lyons is the secretary.

11. Town Council Comments

Councilmember Smith: I want to thank all of the new fire fighter people for stepping up.

12. Executive Report

Mayor Michalson: I attended the planning & zoning meeting, met with Fred Thomas about the parking lot at the church. Will be meeting with HDR on the pre project for Mission Street. Robert, Gina and I have started on the budget. We will sit down and start looking at that, this 5<sup>th</sup> Friday meeting we will sit down with department heads, we would like to get this budget done by the end of June. On a bit of bad news, we are going to have to raise our water rates, it has been put off, the last two mayors were told by rural water that they needed to be raised and they need to be. Jenelle got an email tonight from Brian Potton, and he had Lyle clean up Creamery Park, Brian said it was the best \$100 spent. The town needs to be cleaned up. I want to thank you young people for stepping up

Councilmember Smith: we are going to have a meet and greet for John Boe on April 5<sup>th</sup> at the senior center.

13. Adjournment

Councilmember Nelson: motion to adjourn.

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

APPROVE:

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Bob Michalson, Mayor  
Town Clerk

ATTEST:

Jenelle S. Berthoud,

**File Attachments for Item:**

a. Claims #18933-18946

04/23/24  
16:34:17

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 4/24  
For Pay Date: 04/23/24

Page: 1 of 4  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18933		1849 StoryBrook Medicine FF Physicals, Rhobock, Mertins, Rhodes & M. Henderson CTaylor202 04/15/24 Fire Fighter Physicals	1,293.94 1,293.94			1000 420410	351	101000
18934	C	2002 ZOLL MEDICAL CORPORATION Replacement know for abmulance # 2040. This was ordered on 9/16/2021 the credit card did not go through at that time. Gail Difava reached out to Colette on 4/10/24, invoice 3363849 for payment. 3363849 09/16/21 Knob replace Ambulance 2040	35.03 35.03			2230 420730	232	101000
18935		1171 Rex Olson Trucking Inc. Service & repair - pump #2511 6951 04/05/24 Service repair #2511	353.48 353.48			1000 420460	360	101000
18936	E	206 DEPARTMENT OF REVENUE Required withholding 1% MT Gross Receipts Tax Payment made to Emerine claim 18905. Eligible to date was \$226,322.86, 1% withheld is \$2,263.23 and paid to the state in April. 0024317696 04/01/24 1% Contractors Gross Recei	2,263.23 2,263.23			5230 430550	900	2 101000
18937		1274 Rocky Mountain Internet, Inc. Annual service @ MBF water plant May 20th 2024: 25 Mbps airFiber Service 12 month prepaid. Upgraded service no extra charge. We were paying for 12Mbps previous. 20043400 04/15/24 MBF well internet service	719.40 719.40*			5210 430510	345	101000
*** Claim from another period ( 1/24) ****								
18938	C	1879 Torgerson's LLC Backhoe and skidsteer maintenance supplies. Invoice was never received on my end. Contacted Torgensons to email invoices to me to midigate late charges. P09614 01/26/24 Maintenance-Backhoe/skidsteer P09614 01/26/24 Maintenance-Backhoe/skidsteer P09614 01/26/24 Maintenance-Backhoe/skidsteer	137.25 45.73* 45.76* 45.76*			1000 430200 5210 430510 5310 430610	232	101000 101000 101000
18939		23 VALLEY DRUG AND VARIETY Office supplies for Police Department and Fire department. Postage for MDOT Mileage Map 670595 04/03/24 Office Supplies 672159 04/11/24 Office Supplies 673595 04/18/24 Office Supplies 668909 03/26/24 Map for Mission Street 667503 03/19/24 Packing tape for sending sampl 667503 03/19/24 Packing tape for sending sampl	43.48 1.92 10.00* 10.00* 5.96 7.80 7.80			1000 410550 1000 420410 1000 420100 5210 430510 5210 430540 5310 430640	311 210 210 320 222 222	101000 101000 101000 101000 101000 101000

04/23/24  
16:34:17

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 4/24  
For Pay Date: 04/23/24

Page: 2 of 4  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18940		483 Union Ditch Water Users	372.00					
		Irrigation water for Riverside Cemetery. The Town owes 62 Shares of Water Rights						
	1568	04/15/24 Cemetery- Union ditch fee	372.00*			1000 430900	342	101000
		*** Claim from another period ( 3/24) ****						
18941		17 MONTANA SAWS LLC	563.00					
		Chain and Stihl Pole Saw for the Parks						
		03/22/24 Operating Supplies	25.00*			1000 460430	220	101000
		04/17/24 Operating Supplies	500.00*			1000 460430	220	101000
		03/27/24 Operating Supplies	38.00*			1000 460430	220	101000
18942	C	690 Core & Main LP	180.00					
		Socket for Curb Stops						
		U659574 04/05/24 Operating Supplies	180.00			5210 430550	220	101000
		*** Claim from another period ( 3/24) ****						
18943		2003 TALL TIMBER CLIMBING &	600.00					
		Prune and clean up large Elm tree at 411 Church Street						
		04/02/24 Prune Large Tree	600.00			1000 460437	365	101000
18944	E	2000 RICOH USA Inc	133.70					
		Printer Lease for May2024						
		108213189 03/31/24 Printer Lease	6.68*			1000 410100	320	101000
		108213189 03/31/24 Printer Lease	6.69*			1000 410200	320	101000
		108213189 03/31/24 Printer Lease	3.34			1000 410360	320	101000
		108213189 03/31/24 Printer Lease	20.06			1000 410550	320	101000
		108213189 03/31/24 Printer Lease	13.37*			2394 420531	320	101000
		108213189 03/31/24 Printer Lease	40.11			5210 430510	320	101000
		108213189 03/31/24 Printer Lease	40.11*			5310 430610	320	101000
		108213189 03/31/24 Printer Lease	3.34			5610 430300	320	101000
18945	E	1702 DE Lage Landen Finance Services,	82.00					
		Printer lease for the Court and Fire Department for May						
		82469659 04/15/24 Printer Lease Court/Fire Dep	41.00			1000 410360	320	101000
		82469659 04/15/24 Printer Lease Court/Fire Dep	41.00*			1000 420410	320	101000
18946		1903 RockBo, LCC	35.75					
		Car Wash Fleet Card						
		17 04/16/24 Car Wash	35.75			1000 420100	232	101000
		<b># of Claims</b>	<b>14</b>	<b>Total:</b>	<b>6,812.26</b>			
		<b>Total Electronic Claims</b>	<b>2,831.21</b>	<b>Total Non-Electronic Claims</b>	<b>3981.05</b>			

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	3,404.59
2230 AMBULANCE	
101000 Cash - Operating	35.03
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	13.37
5210 WATER	
101000 Cash - Operating	999.03
5230 ARPA WATER LEAK REPAIR	
101000 Cash - Operating	2,263.23
5310 SEWER	
101000 Cash - Operating	93.67
5610 AIRPORT	
101000 Cash - Operating	3.34
<b>Total:</b>	<b>6,812.26</b>

04/23/24  
16:34:17

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
For the Accounting Period: 4 / 24

Page: 4 of 4  
Report ID: AP100A

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

\_\_\_\_\_  
Stacie Barker, Councilmember

\_\_\_\_\_  
Isaiah Nelson, Councilmember

\_\_\_\_\_  
Cindy Brown, Councilmember

\_\_\_\_\_  
Wallace Smith, Councilmember

\_\_\_\_\_  
Bob Michalson, Mayor

Date Approved \_\_\_\_\_

**File Attachments for Item:**

a. Discussion/Decision: Exemption to No Overnight Camping in Lewis & Clark Park for the Special Event Permit for the Circus



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## Sec. 18-21. Prohibited activities.

It shall be unlawful for any person to:

- (1) Be in or otherwise occupy any of the town parks during the closed hours, except as provided herein;
- (2) Drive, operate or park any vehicle or trailer on park lands, except on designated roadways and parking lots;
- (3) Mark, deface, disfigure, injure, tamper with, displace or remove any equipment or recreational property that has been installed for use within a park;
- (4) Paint or deface trees, bushes, buildings, parking lot surfaces or sidewalks;
- (5) Damage, cut, carve, mark, transplant or remove any plant, or otherwise disturb grass areas;
- (6) Fail to deposit litter in provided garbage receptacles. Where receptacles are not provided, all rubbish or waste shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere;
- (7) Dump dirt, grass, leaves and tree clippings or deposit any rocks, sand and other materials in a park, or make any excavation by tool, equipment or other means except as authorized by the town;
- (8) Construct or erect a building or structure of any kind, whether permanent or temporary, or run or string any public utility into, upon or across any town park land, except in designated camping areas or by special permit issued by the town;
- (9) Attach any rope, cable, structure, device or other contrivance to any tree, fence, railing, bench, building or other structure; provided that locking bicycles to bicycle racks, railings or fences is allowed so long as the bicycle does not interfere with ingress/egress to and from park facilities by others, and so long as the bicycle is not to remain in the park for a period of time in excess of 24 hours;
- (10) Start a fire except in facilities installed and provided for such purpose, or to fail to completely extinguish a fire upon leaving a town park;
- (11) Possess or bring fireworks into a park or cause fireworks to be ignited or exploded in a park;
- (12) Camp or sleep overnight in a town park, except in designated camping areas or as authorized as part of a special event permit issued by the town;
- (13) Display, offer to sell, or sell any article or service in a town park without first obtaining a permit from the town or as part of a special event permitted by the town;
- (14) Operate a skateboard, roller skate, inline skate, or ride a bike or similar recreational device with wheels on or against any table, bench, tennis court, bike rack, parking stop, retaining wall, railing, stage, or other improvement which may suffer damage by such use;
- (15) Practice golf with real golf balls in any park;
- (16) Consume or possess alcoholic beverages in a town park, except for permitted special events;
- (17) Possess any glass container within any town park, except for permitted special events.

(Ord. No. 137, § 2(11.04.030), 4-11-2013; Ord. No. 160, § 1, 3-24-2016)



## 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>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Sean Doyle, Stevensville Civic Club President
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/25/2024
<b>Agenda Topic:</b>	Discussion/Decision: Exemption to No Overnight Camping in Lewis & Clark Park for the Special Event Permit for the Circus
<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>	04/25/2024
<b>Notes:</b>	Special Event Permit for the circus was approved at the 3/28/2024 town council meeting. Mr. Doyle is requesting an exemption to town code Sec. 18-21 (1) and (12).

**File Attachments for Item:**

b. Discussion/Decision: Resolution No. 528, 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).**

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<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>	04/25/2024
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 528, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
<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>	04/25/2024
<b>Notes:</b>	The following resolution is adopting job descriptions for finance director, assistant finance officer, human resource director, town clerk, deputy clerk, court clerk and airport manager.

**RESOLUTION NO. 528**

**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;

**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;

Finance Officer, Assistant Finance Officer, Human Resource Officer,  
Town Clerk,  
Deputy Clerk, Court Clerk, Airport Manager

DATED this 25<sup>th</sup> day of April 2024, 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

ADMINISTRATION POSITION DESCRIPTION

Class Title: Finance Officer

Department: Administration

Date: 04/25/2024

**GENERAL PURPOSE**

Oversees and administers the finance functions for the Town of Stevensville, including accounting, asset management, risk management, utility billing, and budget administration.

**SUPERVISION RECEIVED**

Works under the general supervision of the Mayor.

**SUPERVISION EXERCISED**

Assistant Finance Officer and Deputy Clerk.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Town of Stevensville Code Reference Sec. 2-126)*

Manage the operations of the Town's finances, including oversight and administration of accounting and financial reporting for all funds, departments, divisions, and programs, payroll processing, accounts payable, and utility billing.

Establish and maintain policies and procedures for daily finance operations.

Advise other departments in financial matters, including economic development.

Handle the issuance of capital financing instruments, such as general obligation bonds, revenue bonds, and industrial development bonds.

Serve as budget officer and purchasing officer for the Town; establish budget preparation methods and timetables; work with Mayor and Town Council to evaluate budget requests from all departments; develop procurement policy for the Town and oversee adherence to policy guidelines; make recommendations on the Town's investment and financial policies.

Duties are performed in typical office setting where hazards and discomforts are modifiable and controllable.

Assist in the administration of retirement and fringe benefit programs; determine payroll tax treatment for benefits; provide financial guidance in the negotiation and administration of the Town's collective bargaining agreements; play key role in developing and monitoring the risk management program of the Town.

Assist in evaluating problems and operations in other Town departments, identify problems, and develops alternative solutions to financial and budgetary issues; conduct and oversee performance and compliance audits

Analyze the financial impact of proposed legislation on the Town.

Researching and writing grants for the Town and its departments.

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and Experience:

(A) Any combination of education and experience equivalent to a bachelor's degree in accounting, business, or public administration with emphasis in governmental financing and/or accounting.

(B) Five years of progressively responsible governmental accounting and finance experience with four years management experience.

(C) Master's degree in accounting, financial management, public administration or related field preferred.

(D) The Finance Officer must attend the Montana Municipal Clerks, Treasurers and Finance Officers Association Institute or similar continuing education each year of employment.

#### Necessary Knowledge, Skills and Abilities:

(A) Knowledge of public sector financial administration principles and practices including the principles of governmental accounting and financial reporting, debt administration, budgeting, purchasing, and risk management.

(B) Knowledge of Governmental Accounting Standards Board (GASB) pronouncements, regulations, and guidelines.

(C) Skill in managing the day-to-day operations of the Town's financial operations.

(D) Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines.

(E) Skill in communicating both orally and in writing.

(F) Skill in evaluating the effectiveness and efficiency of existing Town operations and proposed programs.

(G) Skill in developing financial policies, procedures, and guidelines.

(H) Skill in establishing and maintaining effective relationships with elected officials, Town employees, businesses, and citizens.

(I) Knowledge of municipal financial software.

**SPECIAL REQUIREMENTS**

(A) No felony convictions or disqualifying criminal histories within the past seven (7) years.

(B) Ability to read and write the English language.

(C) Hold a valid Montana Driver’s License.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



TOWN OF STEVENSVILLE

ADMINISTRATION POSITION DESCRIPTION

Class Title: Assistant Finance Officer

Department: Administration

Date: 04/25/2024

**GENERAL PURPOSE**

Assists the finance director, as directed, with finance functions for the Town of Stevensville, including accounting, asset management, risk management, utility billing, and budget administration.

**SUPERVISION RECEIVED**

Works under the general supervision of the Finance Officer.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manage the operations of the Town’s finances, including oversight and administration of accounting and financial reporting for all funds, departments, divisions, and programs, payroll processing, accounts payable, and utility billing.

Establish and maintain policies and procedures for daily finance operations.

Advise other departments in financial matters, including economic development.

Handle the issuance of capital financing instruments, such as general obligation bonds, revenue bonds, and industrial development bonds.

Serve as budget officer and purchasing officer for the Town; establish budget preparation methods and timetables; work with Mayor and Town Council to evaluate budget requests from all departments; develop procurement policy for the Town and oversee adherence to policy guidelines; make recommendations on the Town's investment and financial policies.

Duties are performed in typical office setting where hazards and discomforts are modifiable and controllable.

Assist in the administration of retirement and fringe benefit programs; determine payroll tax

treatment for benefits; provide financial guidance in the negotiation and administration of the Town's collective bargaining agreements; play key role in developing and monitoring the risk management program of the Town.

Assist in evaluating problems and operations in other Town departments, identify problems, and develops alternative solutions to financial and budgetary issues; conduct and oversee performance and compliance audits

Analyze the financial impact of proposed legislation on the Town.

Researching and writing grants for the Town and its departments.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Any combination of education and experience equivalent to a bachelor's degree in accounting, business, or public administration with emphasis in governmental financing and/or accounting.

(B) Five years of progressively responsible governmental accounting and finance experience with four years management experience.

(C) Master's degree in accounting, financial management, public administration or related field preferred.

(D) The Assistant Finance Officer must attend the Montana Municipal Clerks, Treasurers and Finance Officers Association Institute or similar continuing education each year of employment.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of public sector financial administration principles and practices including the principles of governmental accounting and financial reporting, debt administration, budgeting, purchasing, and risk management.

(B) Knowledge of Governmental Accounting Standards Board (GASB) pronouncements, regulations, and guidelines.

(C) Skill in managing the day-to-day operations of the Town's financial operations.

(D) Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines.

(E) Skill in communicating both orally and in writing.

(F) Skill in evaluating the effectiveness and efficiency of existing Town operations and proposed programs.

(G) Skill in developing financial policies, procedures, and guidelines.

(H) Skill in establishing and maintaining effective relationships with elected officials, Town employees, businesses, and citizens.

(I) Knowledge of municipal financial software.

**SPECIAL REQUIREMENTS**

(A) No felony convictions or disqualifying criminal histories within the past seven (7) years.

(B) Ability to read and write the English language.

(C) Hold a valid Montana Driver’s License.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

ADMINISTRATION POSITION DESCRIPTION

Class Title: Human Resource Officer

Department: Administration

Date: 04/25/2024

**GENERAL PURPOSE**

Performs a variety of complex administrative, technical and professional work in directing and supervising the personnel systems of the organization, including classification, compensation, recruitment, selection, labor relations, and training.

**SUPERVISION RECEIVED**

Works under the broad policy guidance of the Mayor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manages and supervises human resource department to achieve goals within available resources; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Prepares a variety of studies, reports and related information for decision-making purposes where appropriate and/or as instructed.

Assists in the selection of employees to fill vacant positions.

Plans and conducts new employee orientation to foster positive attitude toward organization goals.

Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

Conducts wage survey within labor market to determine competitive wage rate.

Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Participates in reporting and recommends procedures to reduce absenteeism and turnover where appropriate.

Contracts with outside suppliers to provide employee services, such as training, employee assistance, or outplacement.

Keeps records of hired employee characteristics for governmental reporting purposes.

At the direction of the Mayor, prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.

Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs and makes recommendations to the Mayor.

Notifies employees and labor union representatives of changes in benefits programs.

Analyzes wage and salary reports and data to determine competitive compensation plan.

Prepares personnel forecast to project employment needs.

Advises department managers of local, state and Federal policy regarding equal employment opportunities, compensation, and employee benefits.

At the direction of the Mayor, consults legal counsel to ensure that policies comply with federal and state law.

Develops and maintains a human resources system that meets top management information needs.

Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

Will confer with MMIA staff for guidance.

## **PERIPHERAL DUTIES**

Recommends for adoption by the council such measures as may deem necessary or expedient.

Investigates accidents and prepares reports for insurance carrier.

Evaluates services, coverage, and options available through insurance and investment companies to determine programs best meeting needs of organization.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in human resources, public administration, business management of a closely related field, and five (5) year of experience in a human resources capacity.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern policies and practices of public personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; working knowledge of risk management and safety practices;

(B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering personnel programs and systems; skill in operating the listed tools and equipment; and

(C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, labor unions and the general public; ability to efficiently and effectively administer a human resource system.

## **SPECIAL REQUIREMENTS**

Must be bondable.

## **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

ADMINISTRATION POSITION DESCRIPTION

Class Title: Town Clerk

Department: Administration

Date: 04/25/2024

**GENERAL PURPOSE**

Responsible for controlling and organizing Town ordinances, resolutions, and public documents. Organizes most administration tasks and is a direct resource for information to the public.

**SUPERVISION RECEIVED**

Works under the general supervision of the Mayor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Town of Stevensville Code Reference Sec. 2-126)*

Provides information to or researches questions from the Public.

Attends and takes the minutes for all regular and special meetings of the Town Council.

Works with the Mayor in assembling and posting the agenda for all Council meetings and other Boards and Commissions.

Assembles and distributes Council meeting packets.

Helps with incoming mail and distribution.

Organizes all ordinances and resolutions of the Town into the appropriate books.

Works to insure codification of ordinances according to State statute.



Issues building-related permits in accordance with the Department's policies and procedures and provides quarterly reports to the state of Montana.

Posts, files and tracks all legal notices of the Town.

Acts as an Administrative Assistant to the Mayor and provides Council members with information or documents as required.

Act as an Administrative Assistant to Town Advisory Boards and Commissions posting agendas and packets.

Provides Fingerprinting Services for the Town and the Stevensville City Court.

Provides Information about Town Zoning Regulations, Building Codes and Town Code.

Works Alongside the Mayor in Regard to Zoning Regulation Inquires.

Maintain Website for the Town of Stevensville.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Graduation from high school or GED equivalent with specialized course work in general office practices, or data processing; preference given for College degree

(B) Three (3) years of increasingly responsible related experience

(C) Any equivalent combination of education and experience

(D) Special education requirement: must attend Montana Municipal Clerks, Treasurers and Finance Officers Association Institute or similar continuing education each year of employment.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and Microsoft Office Suite

(B) Ability to type and produce documents accurately

(C) Considerable knowledge of all general office procedures including organization of files

(D) Ability to effectively communicate with the public and other staff

(E) Must be able to work independently and collaboratively

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

# TOWN OF STEVENSVILLE

## ADMINISTRATION POSITION DESCRIPTION

Class Title: Deputy Clerk

Department: Administration

Date: 04/25/2024

### **GENERAL PURPOSE**

Provides services for, Building Department, Cemetery, Finance, Public Works, and Town Clerk. This includes processing all building department and cemetery requests. Provides accurate utility billing information, processes, and maintains utility billing transactions; receives, accesses utility billing paperwork and Black Mountain Software database for customer billing records. Provides support to the Finance Department and Town Clerk related administrative functions.

### **SUPERVISION RECEIVED**

Works under the supervision of the Finance Officer

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **1. Building Department functions**

- Address all residential and commercial building permit questions.
- Work directly with contracted building inspector to issue building permits.
- Issue building-related permits in accordance with the department's policies and procedures.
- Post all monies related to the building department.
- Answer phone calls and all related questions regarding the Building Department.

#### **2. Cemetery Related Functions:**

- Assists citizens locate grave locations and determines availability of sites.
- Processes sales of grave sites
- Directs public works staff regarding grave openings and closings.
- Maintains cemetery records, including ledgers of plot owners and internments, and maps of grave sites.
- Answer phones calls and all related questions regarding Cemetery.

**3. Utility Billing related functions:**

- Works with public works on monthly meter reads
- Answer phone calls related to utility billing questions.
- Processes monthly utility billing.
- Receive & receipt all water and sewer payments daily.
- Record all utility billing transactions in Black Mountain Software (BMS) utility billing module daily.
- Maintain customer accounts in BMS, updating address changes and/or meter number changes in a timely manner.
- Interact with customers, helping them understand their bills and the Town's ordinances pertaining to water and sewer.
- Balance daily cash received with BMS software and prepare appropriate reports.
- Execute past due shut off procedures in accordance with Town policies and procedures, properly notifying customers facing shut off due to non-payment and maintaining accurate records for each customer shut off due to non-payment.

**4. Finance Related Functions:**

- Help process monthly claims.
- Scan claims into BMS.
- Process daily deposit slips for Finance Director to review.
- File items as directed.

**5. Town Clerk Functions:**

- Provide help as needed.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Two years of increasingly responsible bookkeeping and billing experience; and Graduation from high school or GED Equivalent with specialized course work in general office practices, data processing accounts receivable; or

### **Necessarily Skills and Knowledge:**

Knowledge of Effective governmental bookkeeping practices and procedures.  
Knowledge of Effective billing practices.  
Must be bonded/bondable.

### **Skills to:**

Use personal computers and specialized software applications for customer accounts and billing information (i.e. Black Mountain Software).  
Use common office machinery and equipment.  
Use mathematical computations used in accounting.  
Communicate effectively verbally and in writing.  
Follow written and oral instructions.

### **Ability to:**

Establish and maintain effective working relationships with those contacted in the course of work.

## **PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

COURT POSITION DESCRIPTION

Class Title: Court Clerk

Department: Court

Date: 04/25/2024

**GENERAL PURPOSE**

Responsible for recording and organizing all administrative tasks for the Court and the Judge.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Judge.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists in the administration of criminal proceedings docketing and correspondence.

Maintains mandatory records in FullCourt System.

Provides support to the Judge, Town Prosecutor, Police Department, and Public.

Maintains Court files and records.

Collects and records receipts for all fines.

May remit fines and fees due to the Town of Stevensville and Ravalli County Treasurer.

Responds to counter, telephone and Public inquiries pertaining to the Court.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

- (A) Graduation from high school or GED equivalent.
- (B) Three or more years' experience as a clerk or clerical support person.
- (C) Must possess a valid State of Montana driver's license and be able to satisfactorily pass a comprehensive background investigation.

**Necessary Knowledge, Skills and Abilities:**

- (A) Working knowledge of computers and electronic data / word processing; ability to type and produce documents accurately.
- (B) Considerable knowledge of all general office procedures including organization of files.
- (C) Ability to effectively communicate with the public and other Staff; must be able to work independently and collaboratively.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



## TOWN OF STEVENSVILLE

### AIRPORT POSITION DESCRIPTION

Class Title: Airport Manager

Department: Airport

Date: 04/25/2024

### **GENERAL PURPOSE**

Manages the day-to-day operation and maintenance of the Stevensville Airport.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Mayor.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assist the Mayor in the development of the airport's annual operating and capital budget for presentation to the Town Council for approval.

The Airport Manager is the liaison with FAA and Montana Aeronautics, in complying with their respective standards, rules and regulations.

Attends the Airport Board meetings, Town Council meetings, Public Hearings, prepares and presents a monthly report to the Airport Board and Town Council.

Coordinates Airport safety, working with the FAA and the local Fire Departments.

Communicates with local residents, the media as directed by the Mayor and Airport Users regarding Airport activities and safety concerns.

Attends annual Town of Stevensville budget meetings as needed to develop the Airport budget.

Coordinate Airport space leasing for hangar development as well as tie-downs.

Insures the layout of new lots to lease aligns with the ALP.

Supervise the development of new hangars to completion.

Answer all inquiries regarding aircraft storage, lease agreements and Airport fees.

Coordinate the placement of summer firefighting operations and equipment.

Attend Aviation Conferences and Seminars to attain information for Airport improvement and general operations.

Issue and cancel all NOTAMS as to Airport Conditions and Operations.

Work with the Airport Engineer/Consultant, the Town of Stevensville and the Airport Board to secure grants or loans for Airport maintenance and improvements.

Work with the Airport Engineer/Consultant and contractors on improvements as well as maintenance projects to completion.

Perform a monthly check list as to FAA guidelines and correct all deficiencies.

Perform or supervise all general maintenance such as:

- Repairing tie-downs
- Remove gophers/moles from areas that require mowing
- Inspect and clean all drainage ducts and culverts
- Repair lighting for the runway, beacon, windsock and PAPI
- Maintain all signage and reflectors
- Purchase and install new windsocks as required

Regulate the usage and maintain the Airport Courtesy Car.

Coordinate the snow removal operations as well as maintain the plow and broom.

Coordinate grass mowing and maintain mowers.

Coordinate the removal of Wildlife inside the Airport perimeter fence.

Maintain the wildlife fence.

Works with the lease holders to maintain the grass around their hangars.

Enforce the lease terms of the lease's.

## **DESIRED MINIMUM QUALIFICATIONS**

Must be reliable and conscientious.

Basic knowledge of aviation principles, radio/navigation systems, general airport operations and applicable Federal, State and County Regulations.

Airport systems including pavements, electrical systems, lighting and communications systems.

Safe operating procedures required around aircraft and on airports.

Knowledgeable regarding the Airport Certification Manual, Airport Security Program, Airport minimum Standards, Airport Rules and Regulations, FAA advisory circulars, Federal Aviation Regulations, NOTAMS

Experience with Aircraft fueling systems, safety precautions and maintenance, including on site tank refueling procedures.

Ability to operate and maintain Airport maintenance equipment.

Ability to work independently with little supervision.

Ability to communicate effectively in written and verbal formats.

Ability to deal tactfully with the public.

Ability and willingness to work flexible hours and in adverse weather conditions.

Willingness to be "on-call" and report as needed.

Ability to manage multiple tasks and effectively handle stressful situations.

Valid Montana Driver's license and have reliable transportation.

Aircraft pilot license preferred.

High School Diploma or equivalent.

Experience in management and/or airport operations preferred.

## **WORK ENVIRONMENT**

The Airport Manager can expect to work, in a field office environment, outdoors, in every form of weather that may be present at the Stevensville Airport. May operation of snow removal equipment, grass cutting equipment, powered sweepers, work around aircraft in all modes of operation or maintenance.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**File Attachments for Item:**

c. Discussion/Decision: Resolution No. 529, 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).**

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<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>	04/25/2024
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 529, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
<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>	04/25/2024
<b>Notes:</b>	The following resolution is adopting job descriptions for chief of police, police officer and police clerk.

**RESOLUTION NO. 529**

**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;

**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 Clerk

DATED this 25<sup>th</sup> day of April 2024, after motion and second at a regular meeting of the Stevensville Town Council.

**Approved:**

**Attest:**

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**Bob Michalson, Mayor**

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**Jenelle S. Berthoud, Town Clerk**

TOWN OF STEVENSVILLE

POLICE DEPARTMENT POSITION DESCRIPTION

Class Title: Police Chief

Department: Police

Date: 04/25/2024

**GENERAL PURPOSE**

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Mayor, and Town Council. As per MCA code 7-32-4105 (d).

**SUPERVISION EXERCISED**

Exercises supervision over all police department staff.

**EDUCATION AND EXPERIENCE**

**MCA 7-32-303, Peace Officer Employment.**

Entry Level

- Must be 18 years or older, **MCA 7-32-303 (b)**
- Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, or completion of the basic law enforcement training academy or equivalent.;
- Five (5) years Law Enforcement Experience
- Felony Conviction and disqualifying criminal histories within the past seven years are not allowed
- Be a U.S. Citizen
- Must be a good moral character and of temperate and industrious habits

- Thorough knowledge of modern, law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- Skill in the use of the tools and equipment listed below.
- 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; Ability to give verbal and written instructions; Ability to meet the special requirements listed below.

### **SPECIAL REQUIREMENTS**

- Must possess or be able to obtain by the time of hire or while in transition, a valid State Driver's License without record or suspension or revocation in any state for three years.
- Basic Law Enforcement Training certification or equivalent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **MCA 7-32-4105, Duties of Chief of Police**

- Plans, coordinates, supervises and evaluates police department operations.
- Occasional foot patrol.
- Develops policies and procedures for the Department in order to implement directives from the Town Council or the Mayor.
- Plans and implements a law enforcement program for the Town in order to better carry out the policies and goals of Town Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assures that personnel are assigned to shifts which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for the associations with other cases.



- Supervises and coordinates the preparation and presentation of an annual budget for the Department; plans for and reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of police department operations.
- Trains and develops police officers.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the Town Mayor regarding the Department's activities, and prepares a variety of other reports as appropriate, excluding confidential law enforcement information and reports.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives to maintain public relations.
- Attends conferences and meetings to keep abreast of current trends in the field with Town Council approval.
- Cooperatives with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- All the essential duties and responsibilities of a Police Officer.
- Additional duties as assigned.

## **PERIPHERAL DUTIES**

Directs investigation of major crime scenes. Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities, as needed.

## **TOOLS AND EQUIPMENT USED**

Police car, police radio, radar gun, handgun, taser, body camera and other weapons and issued tools as assigned and or required, side handle baton, handcuffs, Breathalyzer, pager, and first aid equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places and with explosives and is occasionally exposed to wet and humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

## **SELECTION GUIDELINES**

Formal application, 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: \_\_\_\_\_

## TOWN OF STEVENSVILLE

### POLICE DEPARTMENT POSITION DESCRIPTION

Class Title: Police Officer

Department: Police

Date: 04/25/2024

#### **GENERAL PURPOSE**

Under general supervision and on varied shifts, performs a variety of duties involved in law enforcement work associated with patrol, traffic control, and criminal investigations for the Stevensville Police Department.

#### **SUPERVISION RECEIVED**

Works under the supervision of the Chief of Police

#### **SUPERVISION EXERCISED**

None.

#### **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 officer.
- 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 pedestrian, 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.
- Conducts surveillance operations and gathers intelligence, may work under cover.
- Prepares documentation of activities and information.
- Coordinates with prosecutors and court staff to issue warrants and subpoenas.
- Conduct pretrial research and dispositions and prepares 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.

### **Skill to:**

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) Learn, interpret, and apply the policies, procedures, statutes, ordinances, criminal laws, codes, investigative techniques, and regulations pertaining to assigned programs and functions.
- (C) Learn and use radio 10-code to communicate with dispatch.
- (D) Determine the proper action to take when confronting humans who are agitated, under the influence of drugs and/or alcohol, frightened, or injured.
- (E) Act quickly and calmly in emergencies.
- (F) Prepare and maintain accurate and complete records.
- (G) Prepare clear, complex, and extensive reports.
- (H) Observe and recollect details accurately.
- (I) Meet and deal tactfully and effectively with the public.
- (J) Work independently in the absence of supervision.
- (K) Use good judgment and make effective decisions under pressure.
- (L) 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 Officer 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, Peace Officer Employment**

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

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 and 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:**

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 application, 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: \_\_\_\_\_

## TOWN OF STEVENSVILLE

### POLICE DEPARTMENT POSITION DESCRIPTION

Class Title: Police Clerk

Department: Police

Date: 04/25/2024

#### **GENERAL PURPOSE**

The Police Clerk, under general supervision, provides primary clerical support to a department or functional area. Knowledge of the department and excellent keyboard skills are crucial to this position. Duties include a variety of clerical tasks, including non-routine administrative matters and heavy public contact work. In addition to the general responsibilities of Records Unit personnel, this position will have the primary responsibility as Court Liaison and/or NIBRS Specialist. Work is reviewed through observation of work in progress, and written reports for results obtained and adherence to established policies and procedures.

#### **SUPERVISION RECEIVED**

Works under the supervision of the Chief of Police

#### **SUPERVISION EXERCISED**

None.

#### **DISTINGUISHING FEATURES OF THE POSITION**

- Maintains the records filing system and/or database to manage, access, and preserve electronic and paper records of criminal justice activities.
- Greet the general public and serve as the first point of contact between the agency and community members.
- Provides accurate and clear information to the public and various departments within the Town of Stevensville.
- Maintains filing systems of correspondence, forms, cards, receipts, permits, applications, plans, reports, and records; maintains logbooks, ledgers or other audit and tracking records; updates code books or policies manuals; and documents invoices.

- Responds to telephone or two-way radio inquiries; greets the general public, contractors, and vendors; provides information and directs callers; acts as a receptionist. Operates a photocopier, shredder, computer printer, calculator, and/or facsimile machine.
- Opens, sorts and distributes correspondence; inventories and requisitions supplies and equipment. Acts as a liaison between superiors and subordinates, and the general public. Generates statistics; requests additional information as needed; researches, collects and compiles data; verifies reports for accuracy.
- Responds to or directs inquiries to appropriate personnel or department; may assist and direct subordinate clerical staff.
- Assists in the preparation and distribution of departmental correspondence and managing the scheduling and logistics for departmental meetings and special events.
- Types and proofread correspondence, reports, forms, permits, bids, applications, invoices, purchase orders, records, memoranda, and letters from notes, copy of rough draft; tables minutes of meetings. Assists with property and evidence records system and storage processes

## **COMPETENCIES/QUALIFICATIONS**

Communication skills, both verbal and written, are essential. Candidates should be expected to learn or have knowledge in business English and arithmetic, case file submission, NIBRS correction and reporting, departmental and municipal rules, regulations, policies and procedures. Knowledge of modern office terminology, methods, practices, procedures, and filing systems. The ability to understand and follow complex oral and written instructions. The ability to establish and maintain effective working relationships with fellow employees, superiors, and the general public.

Additionally, skill in operation of automated office equipment as listed in essential functions and creating and maintaining filing systems.

## **PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES**

Two (2) years of responsible clerical experience or equivalent, including use of computers and standard software applications such as Microsoft Office, Windows 2000, and other software or an equivalent combination of training and experience.

Some experience in office management is preferred. Other related experience may be considered In the social services, communications, customer/public services, and/or public safety areas.

Monitor/maintain budgets - Processes transactions, monitors balances, and reconciles accounts. Managerial/signature budget authority-Approves and commits funds for salaries, and to acquire materials, resources, supplies, services, etc.

**EDUCATION/EXPERIENCE**

Required

- High School diploma or GED.

Preferred

- Vocational or technical training

**WORKING CONDITIONS**

- Requires long periods of sitting, standing or walking, reaching with hands and arms, repetitive motion, stoop, kneel, or crouch.
- Lift up to 10 lbs.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**File Attachments for Item:**

d. Discussion/Decision: Resolution No. 530, 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).**

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<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>	04/25/2024
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 530, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
<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>	04/25/2024
<b>Notes:</b>	The following resolution is adopting job descriptions for fire chief, assistant fire chief, fire clerk, fire fighter/EMT, driver/engineer, fire captain, fire lieutenant, EMS captain and fire department support.

**RESOLUTION NO. 530**

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

**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;

**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;

Fire Chief, Assistant Fire Chief, Fire Clerk, Fire Fighter/EMT,  
Driver/Engineer, Fire Captain, Fire Lieutenant, EMS Captain,  
Fire Department Support

DATED this 25<sup>th</sup> day of April 2024, 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

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Chief

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical & rescue services to prevent or minimize the loss of life and property by fire and emergency medical incidents.

**SUPERVISION RECEIVED**

Works under the general supervision of the Mayor.

**SUPERVISION EXERCISED**

Supervises the Administrative Assistant and Assistant Fire Chief directly, and other department staff through subordinate officers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**MCA 7-33-2001, Fire Chief Powers and Duties**

Plans, coordinates, supervises and evaluates Fire, EMS & Rescue operations.

Establishes policies and procedures for Fire Department in order to implement directives from the Mayor or Town Council.

Plans and implements Fire and EMS programs for the Department in order to better carry out policies and goals; reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies

Supervises and coordinates the preparation and presentation of an annual budget for Fire Department; directs the implantation of Department's budgets; plans for and reviews specifications for new or replaced equipment.

Responds to alarms and directs activities at the scene of emergencies.

Directs Departmental in-service training activities.

Controls the expenditure of Departmental appropriations.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits monthly reports to the Mayor and Town Council regarding the Department's activities and prepares a variety of other reports as appropriate including annual report of activities.

Plans Departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually coordinates and reviews the performance evaluations of all Department personnel and forwards to Mayor at the direction of the Human Resources Supervisor.

Annually conducts the performance evaluation of the Assistant Fire Chief and Administrative Assistant.

## **PERIPHERAL DUTIES**

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Serves as a member of various Department committees.

Efficiently and effectively fills open positions through recruiting initiatives.

## **DESIRED MINIMUM QUALIFICATIONS**

### **MCA 7-33-4107, Qualifications of Firefighters**

Education and Experience:

- A. Graduation from high school or GED equivalent.
- B. Five (5) years prior work experience of a progressively responsible nature in firefighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Lieutenant or higher.
- C. Completion of FFI or equivalent
- D. Completion of FFI as a Crew Leader or equivalent.
- E. Completion of FFI as a Coach or equivalent.
- F. 40 Hours of Instructional Training from the previous calendar year.
- G. Ability to demonstrate proficiency in the operation of response apparatus.

Necessary Knowledge, Skills and Abilities:

- A. Thorough knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques

and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;

- B. Skill in the operation of listed tools and equipment.
- C. 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 exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

## **SPECIAL REQUIREMENTS**

- (A) Must be eighteen (18) years of age or older at time of hire; **MCA 7-33-4107 (2)**
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) Ability to meet Departmental physical standards;
- (E) A valid Montana Driver's License.

## **TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts.

Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Assistant Fire Chief

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Performs a variety of technical, administrative, and supervisory work in assisting the planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Performs fire, rescue and emergency medical services.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Fire Chief.

**SUPERVISION EXERCISED**

Supervises all officers and firefighter/EMT positions, either directly or through other officers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Shall act as Fire Chief during absence of Fire Chief, as assigned.

Supervises officers in their assigned duties.

Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and fire prevention.

Directs and participates in major departmental programs.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Assists in the planning and implementation of Fire and EMS programs for the Department in order to better carry out the policies and goals of the Department.

Assists Fire Chief in direction of departmental in-service training activities.

Maintains departmental discipline and the conduct and general behavior of personnel. Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.

Assigns personnel and equipment to such duties and uses as the service requires.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Departments budget and operations.

Attends monthly officer meetings and trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department's designee.

## **PERIPHERAL DUTIES**

Maintains involvement in development of the Department's budget and keeps up to date with periodic budget reports.

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.



Serves as a member of various Department committees.

Efficiently and effectively fills open positions through recruiting initiatives.

## **DESIRED MINIMUM QUALIFICATIONS**

### **MCA 7-33-4107, Qualifications of Firefighters**

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Five (5) years prior work experience as a firefighter, including 2 years of supervisory duties which must have been equivalent to Lieutenant or higher.
- (C) Completion of FFI or equivalent
- (D) Completion of FFI as a Crew Leader or equivalent.
- (E) Completion of FFI as a Coach or equivalent.
- (F) 40 Hours of Instructional Training from the previous calendar year.
- (G) Current CPR for Healthcare Providers Certification & Basic First Aid Certification.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification and Basic First Aid Training; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Skill in the operation of listed tools, equipment & apparatus.
- (C) Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

## **SPECIAL REQUIREMENTS**

- (A) Must be eighteen (18) years of age or older at time of hire;
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;

- (C) Ability to read and write the English language;
- (D) Ability to meet Departmental physical standards;
- (E) A valid Montana Driver's License.

## **TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature

extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Clerk

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Responsible for organizing all administrative tasks for the Fire Department.

**SUPERVISION RECEIVED**

Works under the general supervision of the Fire Chief.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Prepares purchase orders for Chiefs approval. Receives and codes bills per Chiefs direction and forwards to Treasurers Office for payment.
2. Prepares the agenda and minutes for department meetings.
3. Maintains complete and accurate incident reporting records.
4. Maintains complete and accurate training and activity records.
5. Maintains complete and accurate files and records on Fire Department personnel including applicants, existing employees and former employees.
6. Serves as a human resources contact for volunteer workforce, preparing and filing quarterly and annual activity reports.
7. Maintains confidentiality.
8. Answers telephone.
9. Accurately prepares, proofreads, and edits correspondence, reports and other documents.
10. Maintains complete and accurate maintenance, equipment and inventory records.

11. Directs inquiries from the public to appropriate official.
12. Reports weekly to the Chief; personnel needs of the department, progress of tasks assigned and tasks that need to be performed.
13. Performs other duties and special projects as assigned by Chiefs request.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Prior knowledge of fire department operations and procedures preferred.
2. Must have high school diploma or equivalent.
3. Must have legal authorization to work in the United States.
4. Possess typing and keyboarding skills
5. Possess good working knowledge of personal computers; knowledge and experience with Microsoft Office preferred.
6. Possess physical and mental ability to work independently.
7. Possess excellent communication skills, both written and oral.
8. Possess knowledge of or ability to learn departmental policies and procedures.
9. Ability to report for work and perform job responsibilities in a timely manner.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Firefighter/EMT

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Protects life and property by performing firefighting, emergency & rescue aid, hazardous materials mitigation, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

The firefighters are hired through the established hiring process. Firefighters have the responsibility for the protection of life and property from the hazards of fire or other hazardous conditions.

**SUPERVISION RECEIVED**

A Firefighter/ EMT works under the close supervision of a Company Officer.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs firefighting & rescue activities including, laying hose, and performing fire combat, containment and extinguishment tasks.

Performs emergency aid activities including administering first aid and providing other assistance as required.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris:

Responds to fire alarms and extinguishes or controls fires as a member of a team

under the supervision of an officer.

Selects, drags, lifts and carries hose and nozzle depending on the type of emergency, and correctly applies a stream of water or chemicals onto the hazard.

Positions and climbs ladders to gain access to upper levels of buildings to assist individuals from burning structure.

Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools.

Protects property from smoke and water damage using ventilation & salvage covers.

Wears appropriate protective clothing and equipment, including self-contained breathing apparatus.

Communicates with two-way communications systems.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Completes 30 hours of training each calendar year. Eligible training includes organized Department approved classes or drills.

Participates in all Department in-service trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department's designee.

**PERIPHERAL DUTIES** at direction of the Company Officer;

Participates in fire drills, attends classes in firefighting, emergency medical & rescue services, hazardous materials, and related subjects in order to obtain and maintain firefighting and EMS skills and qualifications

Participate in the inspection of buildings, hydrants, and other structures, and in fire prevention programs.

Performs general light maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, dries and rolls hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Presents programs to the community on safety and fire prevention topics if trained.

## **DESIRED MINIMUM QUALIFICATIONS**

### **MCA 7-33-4107, Qualifications of Firefighters**

Education and Experience:

(A) Graduation from high school or GED equivalent.

(B) No specific work experience level required.

Necessary Knowledge, Skills and Abilities:

(A) Ability to successfully learn the operation of the listed tools and equipment; ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques; ability to perform during strenuous or peak physical effort during emergencies, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies, and the general public; ability to meet the special requirements listed below.

## **SPECIAL REQUIRMENTS**



- (A) Must be eighteen (18) years of age or older at time of hire; **MCA 7-33-4107 (2)**
- (B) A valid Montana Driver's License;
- (C) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to obtain CPR for Healthcare Providers Certification within 6 months of hire;
- (D) Ability to read and write the-English language; and
- (E) Ability to meet Departmental physical standards.

## **SPECIAL REQUIRMENTS-INTERIOR FIREFIGHTER STATUS**

- (A) Must meet the requirements and qualifications set forth in this job description and;
- (B) Successfully complete the requirements of the Ravalli Fire Training Cooperative Firefighter Academy or equivalent and;
- (C) Successfully pass on an annual basis the Candidate Physical Ability Test (CPAT) held by the Department.

## **TOOLS AND EQUIPMENT USED**

Emergency medical aid equipment and supplies, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, rescue equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk and hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; -stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms, loud noise and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

### **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Driver/Engineer

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Drives and operates the apparatus emergent and non-emergent, maintains fire apparatus during emergencies and routine day to day needs. Operates fire pumps and other equipment and tools. Assists in the suppression of fires and performs or assists with EMS & rescues as required.

**SUPERVISION RECEIVED**

Works under the close supervision of a Company Officer.

**SUPERVISION EXERCISED**

In the absence of a company officer, supervises Firefighter/EMT.

\*In rare situations a Driver/Engineer may be required to assume a leadership role out of his or her classification due to limited staffing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises and performs cleaning, checking, and replacement of equipment.

Drives a fire engine, rescue truck, or special fire apparatus to and from fires, drills, EMS & rescue incidents, and routine assignments.

Stands accountable for operating the apparatus in a safe and prudent manner.

Regulates water pressure from a pumper at fires in accordance with principles of hydraulics.

Performs minor maintenance and safety checks to apparatus and equipment.  
Maintains a working knowledge of Fire Department Connection (FDC) equipment of commercial buildings.

Lays and connects hose and raises and climbs ladders at fire scenes.  
Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Participates in departmental in-service training activities.

Insures that apparatus and equipment is clean, functional and well maintained.

Maintains a working knowledge of streets and water supplies.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Completes necessary incident reports when required, following direction of the Department SOP.

Completes 30 hours of training each calendar year. Eligible training includes organized Department approved classes or drills.

Annually participates in a performance evaluation conducted by the Department's designee.

## **PERIPHERAL DUTIES**

Performs the duties of a firefighter as needed and fulfills obligations.

Participates in fire drills, attends classes in firefighting, emergency medical & rescue services, hazardous materials, and related subjects in order to obtain and maintain firefighting and EMS skills and qualifications

Participate in the inspection of buildings, hydrants, and other structures, and in fire prevention programs.

Performs general light maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, dries and rolls hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Presents programs to the community on safety and fire prevention topics if trained.

## **DESIRED MINIMUM QUALIFICATIONS**

### **MCA 7-33-4107, Qualifications of Firefighters**

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) One (1) year prior work experience as a volunteer firefighter, including current CPR for Healthcare Providers Certification.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Knowledge of hydraulics and their application to the operation of fire apparatus and pumping operations.
- (C) Skill in the operation of listed tools, equipment & apparatus.
- (D) Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.
- (E) Ability to think clearly and react effectively under stressful conditions.
- (F) Ability to maneuver and operate apparatus in a safe and professional manner.
- (G) Completes annual Department Emergency Vehicle Operators Course or equivalent.
- (H) Ability to demonstrate proficiency in the operation of their primary response apparatus.

## **SPECIAL REQUIREMENTS**

- (A) Must be eighteen (18) years of age or older at time of hire; **MCA 7-33-4107 (2)**
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) Ability to meet Departmental physical standards;
- (E) A valid Montana Driver's License.

## **TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and

stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Captain

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Supervises and directs the activities of a crew, performs fire suppression, emergency & rescue aid, hazardous materials mitigation, and fire prevention duties.

**SUPERVISION RECEIVED**

Works under the general supervision of the Assistant Fire Chief or the Fire Chief

**SUPERVISION EXERCISED**

Supervises firefighter/EMT, Driver/Engineer and Lieutenant. May be required to assume a leadership role out of his or her classification due to limited staffing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises firefighters in their assigned duties as directed.

Determines methods of fire suppression; responds to alarms received and directs routes to be taken; directs work of firefighters and EMS personnel pending arrival of superior officer; supervises laying of hose lines, placing of ladders, direction of water streams, and ventilation of buildings, rescuing persons, and placement of salvage covers.

Supervises and performs cleaning, checking and maintenance of company equipment, supplies and facilities. Reports deficiencies to Fire Chief.

Instructs and drills firefighters in duties and departmental operations, use of tools, raising ladders, and rescue and salvage work, etc.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.



Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Participates in departmental in-service training activities.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Attends monthly officer meetings & trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department's designee.

## **PERIPHERAL DUTIES**

Performs the duties of other personnel as needed and fulfills obligations.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Maintains contact with general public, department officers and other local officials in the performance of fire department activities.

Efficiently and effectively fills open positions through recruiting initiatives.

## **DESIRED MINIMUM QUALIFICATIONS**

### **MCA 7-33-4107, Qualifications of Firefighters**

Education and Experience:

(A) Graduation from high school or GED equivalent.

- (B) Four (4) years prior work experience as a volunteer firefighter, with two (2) years as a Lieutenant, including current CPR for Healthcare Providers Certification & Basic First Aid Certification.
- (C) Completion of FFI or equivalent
- (D) Completion of FFI as a Crew Leader or equivalent.
- (E) Completion of FFI as a Coach or equivalent.
- (F) 40 Hours of Instructional Training from the previous calendar year.
- (G) Checked off to operate their primary response apparatus.
- (H) Ability to demonstrate proficiency in the operation of their primary response apparatus.

**Necessary Knowledge, Skills and Abilities:**

- (A) Considerable knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification & Basic First Aid certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Skill in the operation of listed tools, equipment & apparatus.
- (C) Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

**SPECIAL REQUIREMENTS**

- (A) Must be eighteen (18) years of age or older at time of hire; **MCA 7-33-4107 (2)**
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) A valid Montana Driver’s License;
- (E) Ability to meet Departmental physical standards.

**TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Lieutenant

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Directs the activities of a Fire Crew during calls, shifts and activities and performs fire suppression, emergency medical aid, hazardous materials mitigation, and fire prevention duties.

**SUPERVISION RECEIVED**

Works under the general supervision of a Captain or Chief Officer.

**SUPERVISION EXERCISED**

Supervises Firefighter/EMT and Driver/Engineer. May be required to assume a leadership role out of his or her classification due to limited staffing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises and performs cleaning, checking, and replacement of equipment.

Instructs firefighters in duties, use of tools, raising ladders, and rescue and salvage work as well as departmental operations.

Responds to alarms received and directs routes to be taken; directs work of firefighters and EMS personnel pending arrival of superior officer; supervises laying of hose lines, placing of ladders, direction of water streams, and ventilation of buildings, rescuing persons, and placement of salvage covers.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Participates in departmental in-service training activities.

Maintains Departmental discipline and the conduct and general behavior of personnel.

Assigns personnel and equipment to such duties and uses as the service requires.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Attends monthly officer meetings & trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department's designee.

## **PERIPHERAL DUTIES**

Performs the duties of other personnel as needed and fulfills obligations.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Efficiently and effectively fills open positions through recruiting initiatives.

## **DESIRED MINIMUM QUALIFICATIONS**

### **MCA 7-33-4107, Qualifications of Firefighters**

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Two (2) years prior work experience as a volunteer firefighter, including current CPR for Healthcare Providers Certification & Basic First Aid Certification.
- (C) Completion of FFI or equivalent
- (D) Completion of FFI as a Crew Leader or equivalent.
- (E) 40 Hours of Training from the previous calendar year.

## Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR/First Aid Certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Skill in the operation of listed tools, equipment & apparatus.
- (C) Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.
- (D) Ability to demonstrate proficiency in the operation of their primary response apparatus.

## **SPECIAL REQUIREMENTS**

- (A) Must be eighteen (18) years of age or older at time of hire; **MCA 7-33-4107 (2)**
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) Ability to meet Departmental physical standards;
- (E) A valid Montana Driver's License.

## **TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

Work is performed primarily in vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.



The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: EMS Captain

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Supervises and directs the activities of the Fire Department EMS Division, EMS crew activities, and public EMS awareness.

**SUPERVISION RECEIVED**

Works under the general supervision of the Assistant Fire Chief or the Fire Chief.

**SUPERVISION EXERCISED**

Supervises Firefighter, Firefighter EMT, EMT, Driver/Engineer, Lieutenant, and non-EMS qualified Captains at EMS incidents. May be required to assume a leadership role out of their classification due to limited staffing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises personnel in their assigned duties/roles as directed.

Determines methods of EMS response and actions; responds to alarms received and directs actions to be taken on EMS incidents; directs work of personnel pending arrival of qualified superior officer.

Assume the role of Incident Commander of EMS incidents when necessary for efficient and safe emergency scene operations.

Establishes annual Ambulance/QRU budget, while overseeing purchasing of EMS supplies.

Assists Fire Chiefs, Administrative Assistants, or other assigned personnel in

record keeping and management.

Supervises and performs cleaning, checking and maintenance of EMS Division equipment, supplies, and facilities. Reports deficiencies and needs to Fire Chief.

Instructs and drills Firefighter/EMT, EMT, or other EMS personnel in duties and departmental operations, use of tools, protocols, etc.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Participates in department in-service training activities.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Attends monthly officer meetings and pertinent trainings.

Completes necessary incident reports when required, following direction of the Department Standard Operation Procedure (SOP).

Annually participates in a performance evaluation conducted by the Department's designee.

## **PERIPHERAL DUTIES**

Perform the duties of other personnel as needed and fulfills obligations.

Assume responsibilities of Triage Officer on large-scale Mass Casualty Incidents (MCI) unless otherwise assigned by superior officer/incident commander.

Function as an Emergency Scene Incident Commander in the absence of a Chief Officer or when so directed to do so by the appropriate SOP/s or the Chief.

Operate in other Incident Management System functions as deemed necessary for incident scene management.

Routinely verify that all required apparatus checks and equipment maintenance are being performed consistent with department standards.

Attend conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state, and other meetings.

Maintain contact with general public, department officers and other local officials in the performance of fire department activities.

Promote recruiting and retention of EMS personnel.

## **DESIRED MINIMUM QUALIFICATIONS**

### **MCA 7-33-4107, Qualifications of Firefighters**

- I. Two (2) years on SFD.
- II. Hold current Montana EMT License or higher.
- III. Completed minimum of 20 hours of training within the previous year.
- IV. Completed FEMA ICS; 100, 200, & 300.
- V. Attendance of at least 10% of all SFD activity.
- VI. Graduation from high school or GED equivalent.
- VII. Checked off to operate their primary response apparatus.
- VIII. Ability to demonstrate proficiency in the operation of their primary response apparatus.

### **Necessary Knowledge, Skills, and Abilities**

- I. Considerable knowledge of modern emergency medical and rescue services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application demonstrated through CPR Certification & EMS certification; working knowledge of  
Applicable laws, ordinances, departmental standard operating procedures and regulations.

- II. Skilled in the operation of listed tools, equipment, and apparatus.
- III. Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgement in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisions, and the public; and ability to meet the special requirements listed below.

### **SPECIAL REQUIREMENTS**

- I. Current EMT Certification or higher
- II. Must be eighteen (18) years of age or older at time of appointment, **MCA 7-33-4107 (2)**
- III. No felony convictions or disqualifying criminal histories within the past seven (7) years
- IV. Ability to read and write the English language
- V. A valid Montana Driver's License
- VI. Ability to meet SFD physical standards.

### **TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts.

Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

Appointees will also be subject to governance to all applicable Stevensville Fire Department SOPs/SOGs and policies/directives.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

# TOWN OF STEVENSVILLE

## FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Department Support

Department: Fire

Date: 04/25/2024

### **GENERAL PURPOSE**

This position is responsible for performing support functions during emergency incidents and as otherwise needed or assigned. As a member of a team, support staff will contribute to response, training, community readiness, and non-emergency activities of their designated team in and out of the fire station. The position is responsible for maintaining safe and effective working relationships within the department and community. Under the general supervision of the incident commander, support staff must exercise considerable judgment and discretion in carrying out his or her delegated responsibilities.

Support roles may include but are not limited to: Fundraising, Marketing, SCBA, Videography/Photography, Drone Operations, Apparatus Projects, Maintenance Projects, On-scene rehab, Incident Command assistance, Staging/Water Supply assistance, Station Projects, Reporting, etc.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Assistant Fire Chief or the Fire Chief.

### **SUPERVISION EXERCISED**

Coach/Mentor/Train subordinate personnel.

Not a management/supervisory position. May be required to assume a leadership role out of their classification due to limited staffing.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential Duties & Responsibilities may include the following dependent on support role assigned to:*

Operate utility apparatus, staff cars/trucks, light rescues, Type 5/6 Wildland Engines, Personal Vehicles, and ancillary equipment associated with incident support.



Respond to fires and other calls for emergency assistance to support the incident command structure.

Have a basic understanding of the National Incident Management System and/or incident command system.

Participate in the general maintenance and custodial care of fire department facilities and grounds, apparatus, tools, and equipment and assume responsibility for the general condition and readiness of their assigned fire station, fire apparatus, and work unit.

Gather information for the accountability of personnel, incident risk reduction, and overall incident support.

Support personnel may also participate in fire investigation, peer support, emergency management (EOC operations), public education, and recruitment/ retention.

Request apparatus repairs and company supplies through the approved channels.

Carry out orders and assignments of the immediate supervisor and/or Chief officers and shall perform related work as assigned.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Participates in department in-service training activities.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Perform other duties as assigned.

## **PERIPHERAL DUTIES**

Perform the duties of other personnel as needed and fulfills obligations.

Attend conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state, and other meetings.

Maintain contact with general public, department officers and other local officials in the performance of fire department activities.

Promote recruiting and retention of personnel.

## **DESIRED MINIMUM QUALIFICATIONS**

### **MCA 7-33-4107, Qualifications of Firefighters**

- I. Graduation from high school or GED equivalent.
- II. Other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- III. Previous firefighting, emergency management, and/or military experience (preferred).
- IV. Checked off to operate their primary response apparatus.
- V. Checked off to operate utility apparatus, staff cars, and ancillary equipment associated with incident support.

#### Necessary, Knowledge, Skills and Abilities

- I. Knowledge of the National Incident Management System (NIMS) and the incident command system.
- II. Organizational skills.
- III. Problem-solving skills.
- IV. Instructional skills.
- V. Ability to effectively communicate orally and in writing.
- VI. Ability to work in a team.
- VII. Ability to positively interact with the general public.

VIII. Ability to understand and follow oral or written instructions.

IX. Ability to use reason and good judgment in working with all kinds of people.

### **SPECIAL REQUIREMENTS**

I. Must be eighteen (18) years of age or older at time of appointment, **MCA 7-33-4107**

II. No felony convictions or disqualifying criminal histories

III. Ability to read and write the English language

IV. A valid Montana Driver's License

#### **Drone Support Operations Only**

V. A valid FAA Remote Pilot Certificate (Drone Pilot License)

### **TOOLS & EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; phone; copy machine; fax machine, standard Fire equipment, drink coolers, ice machines, apparatus, radio, pager, computer, phone, drone, and other specialized tools. Additional tools & equipment may be used as necessary to conduct the specific support role assigned to.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move upwards of 10 pounds and occasionally lift and /or move upwards of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during the day and night shifts.

Work is often performed in emergency and stressful situations. Individual may be exposed to hearing alarms and loud noises and hazards associated with Firefighting and EMS operations, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents, and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination (medical examination may be waived based on support role assigned).

Note: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

Appointees will also be subject to governance to all applicable Stevensville Fire Department SOPs/SOGs and policies/directives.

The examples of duties are intended only as illustrations of the various types of work performed. 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. Other duties may be assigned.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**File Attachments for Item:**

e. Discussion/Decision: Resolution No. 531, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville

**RESOLUTION NO. 531**

**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;

**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;

Public Works Supervisor, Wastewater Treatment Operator,  
Public Works Assistant 1, Public Works Assistant 2,  
Public Works Assistant 3, Seasonal Maintenance Worker,  
Pool Manager/Head Lifeguard, Lifeguard/Instructor,  
Aerobics Instructor

DATED this 25<sup>th</sup> day of April 2024, after motion and second at a regular meeting of the Stevensville Town Council.

**Approved:**

**Attest:**

\_\_\_\_\_  
**Bob Michalson, Mayor**

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



## 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>	Bob Michalson
<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>	04/25/2024
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 531, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
<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>	04/25/2024
<b>Notes:</b>	The following resolution is adopting job descriptions for public works supervisor, wastewater treatment operator, Public Works Assistant 1, 2, 3, Seasonal Maintenance Worker, pool manager/head lifeguard, lifeguard/instructor and aerobics instructor.



TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Supervisor

Department: Public Works

Date: 04/25/2024

**GENERAL PURPOSE**

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including, environment, street, parks, cemetery, traffic control, and other public works projects and programs.

**SUPERVISION RECEIVED**

Works under the broad policy guidance and direction of the Mayor

**SUPERVISION EXERCISED**

Exercises supervision over maintenance and professional staff as assigned

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.

This position will assume full management responsibility for all Public Works Department services, programs, operations and activities including engineering, streets and traffic, parks, pool, splashpad, cemetery, and fleet services.

The incumbent will manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within Town policy, appropriate service and staffing levels; and allocate resources accordingly.

The Public Works Director will continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload,

administrative and support systems, and internal reporting relationships; identify opportunities for improvement, and direct the implementation of changes.

This position will be responsible to ensure that Public Works Department personnel are selected, trained, motivated, and evaluated. The position will also provide or coordinate staff training, coach employees to correct deficiencies, implement discipline and termination procedures, and develop staff development programs.

The incumbent will plan, direct, and coordinate, through subordinate level managers, the Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility, and review and evaluate work methods and procedures.

The Public Works Supervisor will represent the Public Works Department to other Town departments, elected officials, and outside agencies; explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

The incumbent will coordinate Department activities with those of other Town departments and outside agencies and organizations; provide staff assistance to the Mayor and Town Council; and prepare and present staff reports and other necessary correspondence. The position will participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations affecting the work of the Department.

The position will be responsible to respond to and resolve difficult and sensitive inquiries and complaints.

This position will manage and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

The Public Works Supervisor is responsible to abide by the Town of Stevensville and department work practices established for specific job assignment and occupations. Furthermore, the position is required to ensure that all employees within the department are following all Town safety standards and protocol.

Assign daily tasks in order of importance.

Meet with water rights attorney for periodic updates.

Coordinate and schedule with various contractors and homeowners for new services or repairs.

Inspect new water and sewer installations.

Respond to emergency call outs if needed.

Ensure we have proper inventory on hand for plumbing parts, tools, etc.

Manage employee time.

Listen to public input, suggestions, and complaints and address appropriately.

Responsible for yearly reports to DEQ

Responsible for license renewals.

Communicate with engineering firms on projects and developments.

Receive and send emails to and from various agencies.

Keep mayor informed of all work activities and new developments.

Communicate with Town Hall about day-to-day operations.

Oversee daily functions and operations of the Wastewater Treatment Plant, Parks, Pool, Splashpad, Cemeteries, and Drinking Water.

Ensure that pool and splash pad are maintaining proper chlorination and pH.

Communicate with Ravalli County Health Dept. on pool and splashpad licensing and compliance.

Regularly confirm that daily tasks are performed.

Be constantly aware of any safety issues for the public and town employees.

Listen to and try to resolve employee concerns.

Use phone, email, and in person communication for all parties pertaining to Public Works and Town operations.

Conduct demonstrated monthly safety meetings.

Hiring of seasonal workers and pool staff.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience

The ideal candidate will have a bachelor's degree in engineering, Construction Management, Business or Public Administration or closely related field. The candidate will also have five years of professional and increasingly responsible experience in the management and direction of various aspects of a municipal Public Works program, including a minimum of three years of supervisory level experience. Any equivalent combination of education and experience that demonstrates a candidate can perform the necessary functions of the position may be considered.

### License or Certificate

- (A) Must possess a valid driver's license with acceptable driving record at the time of hire or have the ability to obtain a valid MT driver's license within six months of hire.
- (B) Must possess or have the ability to obtain within six months of hire, a Commercial Driver's License in Montana.
- (C) Possession of a P.E. license is preferred.
- (D) Water and Wastewater Certifications within 2 years.

### Necessary Knowledge, Skills, and Abilities

- (A) Organization and management practice skills as applied to the analysis and evaluation of public works programs, policies, and operational needs
- (B) Program development and administration abilities
- (C) Knowledge principles and techniques used in emergency disaster situations
- (D) Knowledge of advanced principles of municipal engineering services
- (E) Knowledge of current and future trends affecting public works
- (F) Principles of supervision, management, motivation and leadership
- (G) Knowledge of pertinent Federal, State, and local laws, codes, and regulations
- (H) Strategic planning skills
- (I) Strong oral and written communication skills
- (J) Ability to lead and maintain a positive and harmonious work environment
- (K) Abilities in complex decision making

- (L) Ability to foster innovation and change
- (M) Skills in conflict management
- (N) Skills in finance and budgeting related to field and government needs

**PHYSICAL DEMANDS**

Ability to work in a standard office environment using computer equipment, with ability to travel to different sites and locations. May at times be exposed to outdoor environment including hot and cold temperatures, dirty, dusty, smelly environments, some mechanical or electrical hazards, confined spaces and possible exposure to chemicals.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Wastewater Treatment Plant Operator

*\*Must have 2A, 1B, 1C Licenses to be a certified water/wastewater operator*

**MCA 37-42-303**

Department: Public Works

Date: 04/25/2024

**GENERAL PURPOSE**

Position is responsible for all aspects of the operation of water and wastewater plants and all of the associated infrastructures, and assist in all other tasks of Public Works, roads, parks, sidewalks, trees, cemeteries, repairs, heavy equipment etc. Position performs a variety of technical tasks relative to assigned areas of responsibility.

**SUPERVISION RECEIVED**

Works under the supervision of the Public Works Supervisor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs skilled maintenance work, and operates specialized automotive and/or maintenance equipment, in addition to a wide variety of other equipment. Performs a variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

Assist in the implementation of goals and objectives; identify maintenance problems and areas; provide park, tree, weed, cemetery, road maintenance, water and wastewater services; implement policies and procedures.

Perform park, cemetery, road repair and maintenance, water and wastewater repair and maintenance projects; select appropriate equipment and materials to complete the work according to specifications, written and/or verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished; use hand and power tools; communicate; operate some heavy equipment; drive trucks; have good depth perception; walk distances on uneven ground; visually inspect areas for safety; lift 50 pounds or more and climb ladders.

Conduct appropriate wastewater tests, take wastewater and water samples, and file reports as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

This position requires wastewater treatment Class 1 and water treatment and distribution certifications. Within 18 months of employment, this position is required to take and pass the Montana State Certification Exam for wastewater treatment Class 1 and begin studying for the Montana State Certification Exam for water treatment and distribution. Water treatment and distribution certification must be attained within 12 months of completing the wastewater treatment certification.

### **Necessary Knowledge, Skills and Abilities:**

#### **Knowledge:**

This position is required to possess knowledge of wastewater/water treatment, operation of heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys.

An understanding of wastewater treatment process involving Biological Nutrient Removal.

Have a working knowledge of Nitrification and phosphorus removal in a bioreactor basin, employing anoxic and anaerobic zones.

Be familiar with high volume blowers involving air diffusers and aeration of digestive basins.

Knowledge of chemical application in disinfection of drinking water, its benefits and dangers as a toxic additive.

Calculating feed rates of orthophosphate and chlorine using peristaltic pumps in milligrams per liter.

Understand and practice safety procedures of handling these and other caustic and poisonous chemicals on a regular basis.

A working knowledge of drafted blueprints of a water and wastewater distribution system, valves, meters, and thrust blocks where they are needed.

**Skill to:**

Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools;

Watch gauges, dials or other indicators to make sure machines are working properly.

Familiar with the operation, maintenance, and rebuilding of submersible, centrifugal, positive displacement, diaphragm, booster, sump, chopper and trash pumps.

**Ability to:**

Obtain or possess a Montana Commercial Driver's License within six months.

Communicate and work with engineering firms in developing distribution expansion projects.

Understanding of a SCADA computer system in the progression of our water and wastewater treatment process.

Be able to operate heavy equipment, machinery, such as backhoes, skid steers, jet truck, vac trailer and dump trucks.

Operate chainsaws, hammer drills, concrete cutting saws, and circular hand saws.

Able to climb a step ladder up to 2 feet tall.

Ability to communicate well with our public customers in addressing their concerns and problems, both water and street issues.

Work as a team player and team builder, teaching less experienced and potential future water and wastewater operators from your experience and knowledge.

Use a variety of hand and power tools.

Perform the variety of skills needed to perform major duties.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Operate a computer.

Perform strenuous manual labor under adverse conditions when necessary.

Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Communicate effectively both verbally and in writing.

Maintain certifications and ongoing education.



**PHYSICAL DEMANDS**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Assistant 1

Department: Public Works

Date: 04/25/2024

**GENERAL PURPOSE**

Provides parks, tree, weed, cemetery, streets and swimming pool maintenance services, operates and maintains water treatment plant and wells, and wastewater plant, along with water mains and sewer mains, and performs a variety of technical tasks relative to assigned areas of responsibility.

**SUPERVISION RECEIVED**

Works under the supervision of the Public Works Supervisor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs skilled maintenance work, and operates specialized automotive and/or maintenance equipment, in addition to a wide variety of other equipment. Performs a variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

Assist in the implementation of goals and objectives; identify maintenance problems and areas; provide park, tree, weed, cemetery, road maintenance, water and wastewater services; implement policies and procedures.

Perform park, cemetery, road repair and maintenance, water and wastewater repair and maintenance projects; select appropriate equipment and materials to complete the work

according to specifications, written and/or verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished; use hand and power tools; communicate; operate some heavy equipment; drive trucks; have good depth perception; walk distances on uneven ground; visually inspect areas for safety; lift 50 pounds or more and climb ladders.

Maintains supplies and equipment inventory and orders through the Public Works Supervisor.

Conduct appropriate wastewater tests, take wastewater and water samples, and file reports as required.

Daily monitoring of CL2 and pH levels for both pool and splashpad.

Lead and or assist in all water and sewer repairs and maintenance, which requires knowledge of the proper fittings used in such repairs.

Interface with vendors and the local health department for pool and splashpad inspections.

Maintain pool and splashpad pumps, filters, and chlorination to ensure a safe environment for all users.

Respond to water and sewer emergencies.

Inspect all new sewer tie ins.

Locate water mains for new water services. Tap water mains and install corp and curb stops for new water services.

Water meter replacements.

New water meter activation and installs.

Perform monthly meter reading.

Deliver water shutoff notifications.

Turn water services off for no payment.

Turn off water services for repairs.

Water hydrant yearly flush and pressure test.

Repair broken water hydrants.

Preparing pool and splashpad for the season and end of season winterization.

## **DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

A high school diploma or equivalency and relevant experience.

Any combination of equivalent education and experience may be considered.

Must have a satisfactory driving record.

Montana Class B CDL license is required.

Certified Pool Operator experience is preferred.

Water and Wastewater Distribution Certifications within 2 years.

### **Knowledge:**

This position is required to possess knowledge of wastewater/water treatment, operate heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys.

### **Skill to:**

Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools;

Watch gauges, dials or other indicators to make sure machines are working properly.

### **Ability to:**

Use a variety of hand and power tools.

Perform the variety of skills needed to perform major duties.  
Establish and maintain positive working relationships with Town employees, supervisors, and the general public.  
Operate a computer.

Perform strenuous manual labor under adverse conditions when necessary.  
Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.  
Communicate effectively both verbally and in writing.

Any other duties as assigned.

**PHYSICAL DEMANDS**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Assistant 2

Department: Public Works

Date: 04/25/2024

**GENERAL PURPOSE**

Provides parks, tree, weed, cemetery, streets and swimming pool maintenance services, operates and maintains water treatment plant and wells, and wastewater plant, along with water mains and sewer mains, and performs a variety of technical tasks relative to assigned areas of responsibility.

**SUPERVISION RECEIVED**

Works under the supervision of the Public Works Supervisor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs skilled maintenance work, and operates specialized automotive and/or maintenance equipment, in addition to a wide variety of other equipment. Performs a variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

Assist in the implementation of goals and objectives; identify maintenance problems and areas; provide park, tree, weed, cemetery, road maintenance, water and wastewater services; implement policies and procedures.

Perform park, cemetery, road repair and maintenance, water and wastewater repair and maintenance projects; select appropriate equipment and materials to complete the work according to specifications, written and/or verbal instructions, and established

procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished; use hand and power tools; communicate; operate some heavy equipment; drive trucks; have good depth perception; walk distances on uneven ground; visually inspect areas for safety; lift 50 pounds or more and climb ladders.

General maintenance within the parks, cemeteries, public works facilities and public works vehicles.

Snow removal.

Ability to maintain and inspect sewer lines and manholes on a regular basis.

Cemetery responsibilities to include groundwork, proper measurements and locates.

Playground inspections, park irrigation and maintenance.

Pothole repair along with general street maintenance.

Ensuring storm drains are maintained and in proper working condition.

Placement and replacement of street signs.

Wastewater plant general maintenance as required.

Assist in special events located within the town and the parks.

Assist with the meter reading process.

## **DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

A high school diploma or equivalency and relevant experience.

Any combination of equivalent education and experience may be considered.

Must have a satisfactory driving record.

Hold a Class B Montana Commercial Driver's License. (the timing of the CDL class will be up to the discretion of the Public Works Supervisor), within 6 months of hire.

**Knowledge:**

This position is required to operate heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys.

**Skill to:**

Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools;

Watch gauges, dials or other indicators to make sure machines are working properly.

**Ability to:**

Use a variety of hand and power tools.

Perform the variety of skills needed to perform major duties.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Operate a computer.

Perform strenuous manual labor under adverse conditions when necessary.

Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Communicate effectively both verbally and in writing.

Collect water samples for DEQ testing, (under direct supervision).

And other duties as assigned.

**PHYSICAL DEMANDS**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Assistant 3

Department: Public Works

Date: 04/25/2024

**GENERAL PURPOSE**

Provides parks, tree, weed, cemetery, streets and swimming pool maintenance services, operates and maintains water treatment plant and wells, and wastewater plant, along with water mains and sewer mains, and performs a variety of technical tasks relative to assigned areas of responsibility.

**SUPERVISION RECEIVED**

Works under the supervision of the Public Works Supervisor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs skilled maintenance work, and operates specialized automotive and/or maintenance equipment, in addition to a wide variety of other equipment. Performs a variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

Assist in the implementation of goals and objectives; identify maintenance problems and areas; provide park, tree, weed, cemetery, road maintenance, water and wastewater services; implement policies and procedures.

Perform park, cemetery, road repair and maintenance, water and wastewater repair and maintenance projects; select appropriate equipment and materials to complete the work according to specifications, written and/or verbal instructions, and established

procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished; use hand and power tools; communicate; operate some heavy equipment; drive trucks; have good depth perception; walk distances on uneven ground; visually inspect areas for safety; lift 50 pounds or more and climb ladders.

General maintenance within the parks, cemeteries, public works facilities and public works vehicles.

Snow removal.

Assist with meter reading notifications.

## **DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

A high school diploma or equivalency and relevant experience.

Any combination of equivalent education and experience may be considered.

Must have a satisfactory driving record.

**Knowledge:**

This position is required to operate heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys.

**Skill to:**

Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools;

Watch gauges, dials or other indicators to make sure machines are working properly.

**Ability to:**

Use a variety of hand and power tools.

Perform the variety of skills needed to perform major duties.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Operate a computer.

Perform strenuous manual labor under adverse conditions when necessary.  
Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.  
Communicate effectively both verbally and in writing.  
Any other duties as assigned.

**PHYSICAL DEMANDS**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs, distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Seasonal Maintenance Worker

Department: Public Works

Date: 04/25/2024

**GENERAL PURPOSE**

Responsible to provide the Town of Stevensville citizens with a pleasant outdoor environment by ensuring all parks, trees, weeds, grass, cemetery, streets, and swimming pool are clean, well-cared for, beautiful and up kept.

**SUPERVISION RECEIVED**

Works under general supervision of the Public Works Supervisor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Cut grass / vegetation and trim around stones and markers.

Remove dead flowers and other removable grave decorations in the spring & fall.

Rake and remove leaves from the parks and cemeteries during the fall & spring.

Perform general clean-up, including removal of fallen tree limbs and brush, removing dead trees, and pruning and trimming trees, hedges, and shrubs.

Empty garbage containers as needed.

Maintain roadways within the cemetery as needed.

Drain/blow out water lines prior to the ground and/or water lines freezing at the Parks/Cemetery.

Plant flowers, trees, shrubs as needed.

Select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures.

Safely operate equipment necessary to clean, repair and maintain Town streets, parks, and cemeteries.

May perform minor repairs and maintenance procedures on equipment.  
Bring maintenance issues to the attention of the Parks Supervisor in a timely manner.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Adhere to all Town of Stevensville and department standard operating procedures and policies:

- Fully participate in safety training program(s); suggest improvements in safety training to the supervisor or safety committee as appropriate
- Report any unsafe work conditions and unsafe practices to the supervisor or safety committee.
- Perform other duties as assigned by the Public Works Supervisor

## **DESIRED MINIMUM QUALIFICATIONS**

- (A) Knowledge of landscaping methods, techniques and materials
- (B) Knowledge of operation and use of motorized vehicles and equipment, common hand and power tools, weed trimmers, lawn mowers, shovels, wrenches, etc.
- (C) Must have a valid State of Montana driver's license
- (D) Able to watch gauges, dials, and other indicators to ensure machines are working properly
- (E) Experience in operating grounds keeping/landscaping equipment, as well as a variety of construction, maintenance, and specialized equipment
- (F) Ability to communicate effectively both verbally and in writing.
- (G) High school diploma, GED, or two years landscaping/grounds keeping maintenance experience

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, reach, use fingers to handle and feel, distinguish color, and wear protective apparel

Ability to lift and/or move 25-100 lbs.

Stamina and self-motivated.

Exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Ability to judge distance including close vision, color vision, depth perception, peripheral vision, and the ability to focus.

Perform strenuous manual labor under adverse conditions when necessary

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, including extreme heat and/or cold. The employees may work near moving mechanical parts and are occasionally exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings. This job requires an employee to work a minimum of 30 hours per week.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Pool Manager/Head Lifeguard

Department: Public Works/Aquatics

Date: 04/25/2024

**GENERAL PURPOSE**

Performs professional duties ensuring effective performance of lifeguard functions. Ensures that lifesaving certification is current and that all lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules.

**SUPERVISION RECEIVED**

Works under the general supervision of the Public Works Supervisor.

**SUPERVISION EXERCISED**

Supervises Lifeguard/Instructors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary.

Ensures that swimmers are well supervised in the pool and on decks. Fills in for lifeguards as necessary.

Assists with new lifeguard orientation to job duties and responsibilities. Ensures that all lifeguards are current on their training and certifications.

Assists with scheduling and coordinating in-service training. Assists with ensuring that lifeguards are fully competent in first aid, CPR, and all water rescue techniques.

Assists with the scheduling of lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours.



Ensures that lifeguards perform in accordance with established safety regulations and policies.

Keeps the management well informed of pool maintenance needs including cleaning, chemical adjustments, and repairs.

Inventories and recognizes when supplies or equipment need to be ordered and communicates the needs to the management.

Interfaces with patrons regarding concerns, problems, or any other significant issues.

Provides input and feedback while responding to problems.

Ensures that aquatic programs are occurring as desired.

Performs related duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Must be a high school graduate or equivalent.
- (B) Two (2) years paid lifeguard experience or previous lifeguard supervisory experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of lifesaving techniques including backboard rescue.
- (B) Strong swimming and lifesaving abilities.
- (C) Ability to communicate effectively with patrons, supervisors, and other employees.
- (D) Ability to remain alert, attentive, and responsible.
- (E) Ability to be a team player

## **SPECIAL REQUIREMENTS**

- (A) Must possess American Red Cross Lifeguard Training Certification.
- (B) Must possess American Red Cross Training certification in Community First Aid and CPR for the Professional Rescuer
- (C) Must possess American Red Cross Water Safety Instructor certification.
- (D) Ability to pass a Center prepared water test.
- (E) Must be willing to work mornings, midday, evenings, weekends, and holidays.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee occasionally is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the facility.

The employee may be exposed to stressful situations as a result of human behavior.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Lifeguard/Instructor

Department: Public Works/Aquatics

Date: 04/25/2024

**GENERAL PURPOSE**

Performs routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard.

**SUPERVISION RECEIVED**

Works under the general supervision of the Head Lifeguard.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Teaches swimming lessons according to a prescribed routine and curriculum.

Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules.

Patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone or written correspondence.

Maintains related records and statistics for various aquatics programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Enrollment in good standing or graduation from a high school or GED equivalent; or
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program.
- (B) Skill in operation of listed tools and equipment; currently hold First Aid and CPR certification or demonstrate the ability to successfully pass First Aid and CPR; and
- (C) Ability to effectively teach swimming lesson; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public; ability to communicate effectively orally; ability to give and understand oral instructions.

### **SPECIAL REQUIREMENTS**

Lifeguard, First Aid and CPR certification.

### **TOOLS AND EQUIPMENT USED**

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; phone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

The examples of duties are intended only as illustrations of the various types of work performed. 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Aerobics Instructor

Department: Public Works/Aquatics

Date: 04/25/2024

**GENERAL PURPOSE**

Performs routine public contact and safety work in teaching water aerobics, swimming lessons for adults and children, and serving as a pool lifeguard.

**SUPERVISION RECEIVED**

Works under the general supervision of the Pool Manager.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Teaches swimming lessons & water athletic activities according to a prescribed routine and curriculum.

Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules.

Patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone or correspondence.

Maintains related records and statistics for various aquatics programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Enrollment in good standing or graduation from a high school or GED equivalent; or
- (B) Any equivalent combination of education and experience.

### **Necessary Knowledge, Skills and Abilities:**

- (A) Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program;
- (B) Skill in operation of listed tools and equipment; currently hold First Aid and CPR certification or demonstrate the ability to successfully pass First Aid and CPR; and
- (C) Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public; ability to communicate effectively orally; ability to give and understand oral instructions.

## **SPECIAL REQUIREMENTS**

- (A) Lifeguard, First Aid and CPR certification. AEA (Aquatic Exercise Association) Professional Certification preferred, Arthritis Foundation Aquatic Program Certification preferred.

## **TOOLS AND EQUIPMENT USED**

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



**File Attachments for Item:**

f. Discussion/Decision: Consent to the Mayor's Appointment of Heidi Motley as a Volunteer Support Person for the Town of Stevensville Fire Department



# Stevensville Fire Department

206 Buck Street  
Stevensville, MT 59870

April 11, 2024

Fire Chief Jeff Motley has recommended the appointment of Heidi Motley as a volunteer support person to the Town of Stevensville Fire Department. Heidi's knowledge of fundraising/marketing and video/photography will be a great asset to the department.

Heidi has successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Motley", is written over a large, sweeping horizontal line.

Jeff Motley, Chief  
Stevensville Fire Department



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Jeff Motley, Fire Chief
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/25/2024
<b>Agenda Topic:</b>	Discussion/Decision: Consent to the Mayor's Appointment of Heidi Motley as a Volunteer Support Person for the Town of Stevensville Fire Department
<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>	04/25/2024
<b>Notes:</b>	

**File Attachments for Item:**

a. Discussion/Decision: Consent to the Mayor's Appointment of Tasia Rohbock as a Volunteer Cadet for the Town of Stevensville Fire Department



# Stevensville Fire Department

206 Buck Street  
Stevensville, MT 59870

April 25, 2024

Fire Chief Jeff Motley has recommended the appointment of Tasia Rohbock as a volunteer cadet to the Town of Stevensville Fire Department.

Tasia has successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Motley", is written over the text "Respectfully submitted,".

Jeff Motley, Chief  
Stevensville Fire Department



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Jeff Motley, Fire Chief
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/25/2024
<b>Agenda Topic:</b>	Discussion/Decision: Consent to the Mayor's Appointment of Tasia Rohbock as a Volunteer Cadet for the Town of Stevensville Fire Department
<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>	04/25/2024
<b>Notes:</b>	

**File Attachments for Item:**

b. Discussion/Decision: Approval of Memorandum of Agreement between the Town of Stevensville and MDT for the John Owen Fishing Access Site

## MDT NONDISCRIMINATION AND DISABILITY ACCOMMODATION NOTICE

Montana Department of Transportation (“MDT”) is committed to conducting all of its business in an environment free from discrimination, harassment, and retaliation. In accordance with State and Federal law MDT prohibits any and all discrimination and protections are all inclusive (hereafter “protected classes”) by its employees or anyone with whom MDT does business:

### Federal protected classes

Race, color, national origin, sex, sexual orientation, gender identity, age, disability, income-level & Limited English Proficiency

### State protected classes

Race, color, national origin, parental/marital status, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth, religion/creed, social origin or condition, genetic information, sex, sexual orientation, gender identification or expression, ancestry, age, disability mental or physical, political or religious affiliations or ideas, military service or veteran status, vaccination status or possession of immunity passport

For the duration of this contract/agreement, the PARTY agrees as follows:

**(1) Compliance with Regulations:** The PARTY (hereinafter includes consultant) will comply with all Acts and Regulations of the United States and the State of Montana relative to Non-Discrimination in Federally and State-assisted programs of the U.S. Department of Transportation and the State of Montana, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

**(2) Non-discrimination:**

- a. The PARTY, with regard to the work performed by it during the contract, will not discriminate, directly or indirectly, on the grounds of any of the protected classes in the selection and retention of subcontractors, including procurements of materials and leases of equipment, employment, and all other activities being performed under this contract/agreement.
- b. The PARTY will provide notice to its employees and the members of the public that it serves that will include the following:
  - i. A statement that the PARTY does not discriminate on the grounds of any protected classes.
  - ii. A statement that the PARTY will provide employees and members of the public that it serves with reasonable accommodations for any known disability, upon request, pursuant to the Americans with Disabilities Act as Amended (ADA).
  - iii. Contact information for the PARTY’s representative tasked with handling non-discrimination complaints and providing reasonable accommodations under the ADA.
  - iv. Information on how to request information in alternative accessible formats.



- c. In accordance with Mont. Code Ann. § 49-3-207, the PARTY will include a provision, in all of its hiring/subcontracting notices, that all hiring/subcontracting will be on the basis of merit and qualifications and that the PARTY does not discriminate on the grounds of any protected class.

**(3) Participation by Disadvantaged Business Enterprises (DBEs):**

- a. If the PARTY receives federal financial assistance as part of this contract/agreement, the PARTY will make all reasonable efforts to utilize DBE firms certified by MDT for its subcontracting services. The list of all currently certified DBE firms is located on the MDT website at [mdt.mt.gov/business/contracting/civil/dbe.shtml](http://mdt.mt.gov/business/contracting/civil/dbe.shtml)
- b. By signing this agreement, the PARTY assures MDT that:

*The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.*

- c. The PARTY must include the above assurance in each contract/agreement the PARTY enters.

**(4) Solicitation for Subcontracts, Including Procurement of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation, made by the PARTY for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the PARTY of the PARTY's obligation under this contract/agreement and all Acts and Regulations of the United States and the State of Montana related to Non-Discrimination.

**(5) Information and Reports:** The PARTY will provide all information and reports required by the Acts, Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by MDT or relevant US DOT Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the PARTY will so certify to MDT or relevant US DOT Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

**(6) Sanctions for Noncompliance:** In the event of a PARTY's noncompliance with the Non-discrimination provisions of this contract/agreement, MDT will impose such sanctions as it or the relevant US DOT Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the PARTY under the contract/agreement until the PARTY complies; and/or
- b. Cancelling, terminating, or suspending the contract/agreement, in whole or in part.

**(7) Pertinent Non-Discrimination Authorities:** During the performance of this contract/agreement, the PARTY, for itself, its assignees, and successor in interest, agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

*Federal*

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airways Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-Discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*).
- Executive Order 13672 prohibits discrimination in the civilian federal workforce on the basis of gender identity and in hiring by federal contractors on the basis of both sexual orientation and gender identity.

*State*

- Mont. Code Ann. § 49-3-205 Governmental services;
- Mont. Code Ann. § 49-3-206 Distribution of governmental funds;
- Mont. Code Ann. § 49-3-207 Nondiscrimination provision in all public contracts.

**(8) Incorporation of Provisions:** The PARTY will include the provisions of paragraph one through seven in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and/or directives issued pursuant thereto. The PARTY will take action with respect to any subcontract or procurement as MDT or the relevant US DOT Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the PARTY becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the PARTY may request MDT to enter into any litigation to protect the interests of MDT. In addition, the PARTY may request the United States to enter into the litigation to protect the interests of the United States.

**Stevensville, MT**  
**MEMORANDUM OF AGREEMENT**  
**John Owen Fishing Access Site**  
**MT Fish, Wildlife and Parks**  
**March 2024**

This Memorandum of Agreement is made and entered into by and between the town of Stevensville (the "Town"), 206 Buck Street Stevensville, MT 59870, and the State of Montana Department of Transportation ("MDT" or "the State"), whose address is 2701 Prospect Ave., P.O. Box 201001, Helena, MT 59620-1001, together referred to as the "Parties."

The Purpose of this Agreement is to set forth the respective design, construction, and maintenance responsibilities and duties of the Parties associated with the John Owen Fishing Access site (MT-269) near mile post 20, Northwest of Stevensville, MT proposed by Montana Fish, Wildlife and Parks. Montana Fish, Wildlife and Parks has proposed several improvements to the fishing access site which include, extending the shared use path, additional signage, and crosswalk markings off (MT-269) (the "Project") as shown on the approved plans (Attachment B). This Agreement sets forth the terms of the Town's construction and maintenance responsibilities for the Project for MDT to provide the Town with the necessary Encroachment Permits to construct and install the Project. Any Encroachment Permits granted to the Town for construction of the Project is explicitly subject and subordinate to the rights and title of MDT and the State of Montana.

**WHEREAS**, MDT is responsible for planning, designing, constructing, and maintaining State highway and roadway associated transportation facilities, including associated pull-offs, parking areas, and rest areas for the use and benefit of the traveling public, in a safe and efficient manner in accordance with Title 23 of the United States Code and Title 60 of the Montana Code Annotated, which includes MT-269, an MDT highway system route; and

**WHEREAS**, The Town has agreed to maintain, or cause to be maintained, the proposed John Owen Fishing Access Site and the Project improvements as shown in Attachment B; and

**WHEREAS**, This Agreement must be fully executed before an encroachment permit will be issued and before any work within MDT right-of-way may begin; and

**NOW, THEREFORE**, The Parties set forth below the fundamental duties, obligations, and responsibilities necessary for the encroachment of the Project into MDT right-of-way on MT-269.

#### **ARTICLE I. GENERAL OBLIGATIONS OF MDT**

1. If the Town does not fulfill its maintenance requirements as stated herein, MDT may complete the required maintenance and seek compensation from the Town for any and all costs incurred. In doing so, MDT must first provide notice to the Town allowing 60 days to complete any such maintenance. If MDT performs such maintenance under this section, it must provide detailed invoices of such costs to the Town.
2. Notwithstanding the foregoing, MDT may complete any maintenance required during a public emergency and seek compensation from the Town for any and all costs incurred. In doing so, MDT may first provide notice to the Town, when possible, allowing the Town time to complete any such maintenance. If MDT performs maintenance under this section, it must provide detailed invoices of such costs to the Town.

#### **ARTICLE II. GENERAL OBLIGATIONS OF THE TOWN**

1. The Parties acknowledge that MDT and the Town shall review the Project plans. The Parties further agree that MDT will approve the conceptual plans submitted by the Town, at its sole discretion, for the purpose of constructing the Project. All Project design documents shall be finalized showing project specific features for maintenance and appended to Attachment B upon MDT approval of the Project design. The Parties agree change to designs in Attachment B may be required and further agree to follow all necessary steps to finalize any changes to the Project design, obtain approvals, and append final designs to this Agreement in Attachment B in order to detail the project specific features to be maintained per the terms of this Agreement.
2. The Town agrees that MDT has the sole decision-making authority for plan approval regarding facilities in MDT right-of-way.
3. The Town will not perform any construction or maintenance within MDT right-of-way that requires lane closure or equipment in MDT right-of-way without first obtaining written approval from MDT District maintenance staff.
4. The Town shall not install or allow others to install any fixture, building, structure, or other permanent installation other than those shown in Attachment B within MDT right-of-way without prior written approval from MDT.
5. The Town shall complete the necessary environmental processes for modification to the state highways and roadways and demonstrate that all, if any, environmental issues associated with the Project have been identified and mitigated. The Town will prepare and file any required environmental documents and apply for and obtain any permits required by other governmental agencies at no expense to MDT prior to construction and/or maintenance taking place within MDT right-of-way.
6. The Town shall be responsible for any and all damages to MDT's right-of-way and facilities caused by the Town, the Town's staff or contractors, or resulting from the

Town's operations. The Town will repair any and all damage, at its sole expense, after receiving notice of the damage and approval of repair work needed, method of repair, and schedule for repair.

7. If the Town fails to cure any and all deficiencies in its duties to perform or cause to be performed, its maintenance obligations as required by this Agreement within 60 days of written notification from MDT, MDT may complete the required maintenance and the Town shall compensate MDT for its performance of said maintenance.
8. Notwithstanding the foregoing, MDT may complete any maintenance required due to a public emergency without prior notice to the Town. In that circumstance, the Town shall reimburse MDT for said maintenance.

### **ARTICLE III – PROJECT SPECIFIC FEATURES**

#### 1. Shared-Use Path

- a. Upon completion of the project, the Town shall be responsible, at no cost to MDT, to service, maintain, repair, and pay the cost of operating the path within the project limits, such that it does not negatively impact the operation of the path or the safety of the traveling public. If all or part of the shared use path becomes unsafe for use, the Town shall restrict access to the affected area until the condition is remedied.
- b. For the purposes of this Agreement, "maintenance of a shared-use path" is defined as: grinding or milling down displacements; surface patching; crack sealing; sweeping; cleaning; washing; replacing portions of damaged path; removal of snow and ice; repair of chipped, fractured, or broken surface from any cause, including but not limited to frost heaving, landscaping, tree roots, or encroachments; removal of debris and other obstructions or impediments to the safe travel of pedestrians or other path users; maintenance of all associated drainage features; maintenance of path-related signs; and any and all other normally accepted maintenance practices.
- c. For the purposes of this Agreement, "maintenance of shared-use path signs," is defined as: the inspection, cleaning, repair, and replacement of signs damaged through weathering, vandalism, wind, and other means.

#### 2. Local Agency Signs

- a. Upon completion of the Project the Local Agency agrees that it is responsible, at no cost to MDT, to maintain the Local Agency signs (e.g., trail signs, parking signs, etc.) within the Project.
- b. For the purposes of this Agreement, "maintenance of signs," is defined as: the inspection, cleaning, repair and replacement of signs damaged through weathering, vandalism, wind, or other means.

3. Pavement Markings

- a. Upon completion of the Project, the Town agrees that it is responsible, at no cost to MDT, to service, maintain, repair, and pay the cost of operating the pavement markings within the project limits.
- b. For the purposes of this Agreement, "maintenance of pavement markings," is defined as: the inspection, cleaning, repair and replacement of pavement markings damaged through use, weathering, vandalism, wind, or other means.

**ARTICLE IV – GENERAL TERMS AND CONDITIONS**

1. **Term** – The term of this Agreement shall be ten (10) years. After the initial ten (10) year term, this Agreement will renew automatically, for successive ten (10) year terms, unless superseded by a new agreement between the Parties.
2. **Termination** – This Agreement may be terminated by MDT if the Town has violated or breached any term, condition or article of this Agreement and the Town has failed to correct the same within 60 days of receiving notice in writing addressed to the Town at the addresses shown above, from MDT of such violation or breach of any term condition or article of this Agreement. If this Agreement is terminated and the Project improvements are not removed by the Town, the Parties shall consider the improvements abandoned and may, as solely determined by MDT, become the property of MDT, without reimbursement. MDT will maintain the abandoned improvements as it sees fit and may remove it without Town approval. MDT may seek compensation from the Town for maintenance or removal of the Project improvements.

3. **Hold Harmless & Indemnification**

The Town shall protect, defend, indemnify, and hold the State of Montana; MDT; and its elected and appointed officials, agents, and employees, while acting within their duties as such, harmless from and against all claims, liabilities, demands, causes of action, and judgments ( including the cost of defense and reasonable attorney fees) arising in favor of or asserted by the Town's employees or third parties on account of personal or bodily injury, death or damage to property, arising out of any act or omission of the Town, its agents, or sub-contractors, under this Agreement, except the sole negligence of MDT.

4. **Insurance**

- a. **General Requirements:** Each party shall maintain for the duration of this Agreement, at its own cost and expense, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the duties and obligations in this Agreement by each party, its agents, employees, representatives, assigns, or sub-contractors. This insurance shall cover such claims as may be caused by any negligent act or omission.

- b. General Liability Insurance: Each party shall purchase and maintain occurrence coverage with combined single limits for bodily injury, personal injury, and property damage of \$1 million per occurrence and \$2 million aggregate per year to cover such claims as may be caused by or arising out of any negligent acts or omissions in work or services performed under this Agreement, or as established by statutory tort limits as provided by a public entity self-insurance program either individually or on a pool basis as provided by Mont. Code Ann. Title 2, Chapter 9.
- c. General Provisions: All insurance coverage must be with a carrier licensed to do business in the State of Montana or by a public entity self-insured program either individually or on a pool basis. Each party must notify the other immediately of any material change in insurance coverage, such as changes in limits, coverage, change in status of policy, etc. Each party reserves the right to request complete copies of the other party's insurance policy or self-insured memorandum of coverage at any time.
- d. Workers' Compensation Insurance: The Town must maintain workers' compensation insurance and require its contractors and its contractor's sub-contractors and agents to carry their own workers compensation coverage while performing work within MDT right-of-way in accordance with Mont. Code Ann. §§ 39-71-401 and 39-71-405. Neither the Town, the Project contractors, or any of their employees are employees of MDT. This insurance/exemption must be valid for the entire Agreement period.

5. Public Safety

If any repairs to the elements of the Project must be performed to address or prevent a public hazard, the Town will immediately protect the area from public access, contact MDT's District Maintenance Office, and make reasonable and timely effort to correct or repair the hazard.

6. Invoicing and Indirect Cost ("IDC")

If MDT incurs any costs as a result of a public emergency or necessary action on MDT's part concerning the maintenance or repair of the Project, the Town shall compensate MDT for such costs. The Town shall pay MDT within thirty (30) days of its receipt of such invoices.

Mont. Code Ann. § 17-1-106 requires any state agency, including MDT, which receives non-general funds to identify and recover its indirect costs. These costs are in addition to direct project costs. MDT's IDC rate is determined annually as a percentage of the Project's direct costs to cover the Project's share of MDT's IDC as defined by 2 CFR § 200, Appendix VII. MDT's current IDC rate is 13.56% for fiscal year 2024 (July 1, 2023, to June 30, 2024). If the work occurs or extends into fiscal year 2025 or beyond, the IDC rate will be charged at the rate agreed to by MDT and the Federal Highway Administration.



a. Invoice will be sent to:

Big Rose Town, Inc.  
PO Box 905  
Shelby, MT 59474

Commented [BL1]: Verify invoicing address.

b. Payments shall be made to:

Montana Department of Transportation  
Attention: Collections  
2701 Prospect Avenue  
PO Box 201001  
Helena, MT 59620-1001

7. Choice of Law and Venue

This Agreement shall be governed by the laws of Montana. The parties agree that any litigation concerning this Agreement must be brought in the First Judicial District Court, in and for the Town of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees, except as otherwise noted in this Agreement on Indemnification.

8. Binding Effect – The benefits and obligations set forth in this Agreement shall be binding upon, and inure to the benefit of, the Parties’ respective successors, administrators and assigns.

9. Relationship of Parties – Nothing contained in this Agreement shall be deemed or construed (either by the Parties hereto or any third party) to create the relationship of principal and agent or create any partnership, joint venture, or other association between the Parties.

10. Non-Discrimination – The Town will require that during the performance of any work arising out of this Agreement the Town, for itself, assignees, and successors shall comply with all applicable non-discrimination regulations and requirements set forth in Attachment “A” attached hereto and made part of this Agreement.

11. ADA - Any construction or maintenance resulting from this Agreement must include appropriate pedestrian facilities that meet or exceed current MDT standards for accessibility as set forth by the United States Department of Justice 2010 ADA Standards for Accessible Design, United States Access Board Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way, and MDT’s Detailed Drawings, 608 series.

12. Audit – The Legislative Auditor and the Legislative Fiscal Analyst may, without prior notice and during normal business hours, audit, at their own cost and expense, all records, reports, and other documents the Town maintains in connection with this Agreement.
13. Access and Retention of Records – The Town agrees to provide the State, Legislative Auditor, or their authorized agents access to any records necessary to determine compliance with this Agreement (Mont. Code Ann. § 18-1-118). The Town agrees to create and retain records supporting this Agreement for a period of three years after the completion date of this Agreement or the conclusion of any claim, litigation or exception relating to this Agreement taken by the State of Montana or a third party.
14. Highway Modifications – If MDT modifies or improves the highway or roadway facilities effected by this Agreement, the Town will modify, upon reasonable notice at no expense to MDT, the Project accordingly.
15. Revocation – This Agreement is revocable by MDT in the event that the Project facilities within the right-of-way cease to be used by the Town for a period of one year or abandoned otherwise. Upon revocation or abandonment, the system facilities must be removed in compliance with this Agreement.
16. Utilities – The right of any private or public utility now lawfully occupying the right-of-way to operate and maintain utility facilities supersedes any right granted by this Agreement to the Town. Copies of existing utility permits may be obtained from MDT’s District Utility Agent.
17. Amendment and Modification – The Parties may modify or amend this Agreement only by a written Amendment signed by the Parties. In addition to the terms and conditions contained herein, the provisions of any Amendment may be incorporated and made a part hereof by this reference in the terms of the amendment so provided. In the event of any conflict between the terms and conditions hereof and the provision of any Amendment, the provision of the Amendment shall control.
18. Representatives
  - a. Town’s Representative: The Town’s Representative for this Agreement shall be Bob Michalson, Town Mayor, and Jenelle Berthoud, Town Clerk, as designated by Stevensville. Whenever approval or authorization from or communication or submission to the Town is required by this Agreement, such communication or submission shall be directed to the Town’s Representative and approvals or authorizations shall be issued only by such Representative; provided, however, that in exigent circumstances when Town’s Representative is not available, MDT may direct its communication or submission to other designated Town personnel or agents.

- b. MDT's Representative: MDT's Representative for this Agreement shall be the District Administrator or Maintenance Chief or such other individual as MDT shall designate in writing. Whenever direction to or communication with MDT is required by this Agreement, such direction or communication shall be directed to MDT's Representative; provided, however, that in exigent circumstances when MDT's Representative is not available, Town may direct its direction or communication or submission to other designated MDT personnel or agents.

19. Counterpart Execution - This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement may be executed and delivered by facsimile or other electronic signature by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received.

*(Signature Pages to Follow)*

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives effective as of the date of final signature.

**SIGNATURES:**

**MONTANA DEPARTMENT OF TRANSPORTATION**

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Montana Department of Transportation

\_\_\_\_\_  
Title Printed name

Approved for Legal Content: By: \_\_\_\_\_

Approved for Civil Rights Content: By: \_\_\_\_\_

**Town of Stevensville**

Date \_\_\_\_\_  
Town Mayor

Date \_\_\_\_\_  
Town Clerk

**ATTACHMENT A**

**MDT Nondiscrimination and Disability Accommodation Notice**

DRAFT

**ATTACHMENT B**

**Plans**

DRAFT



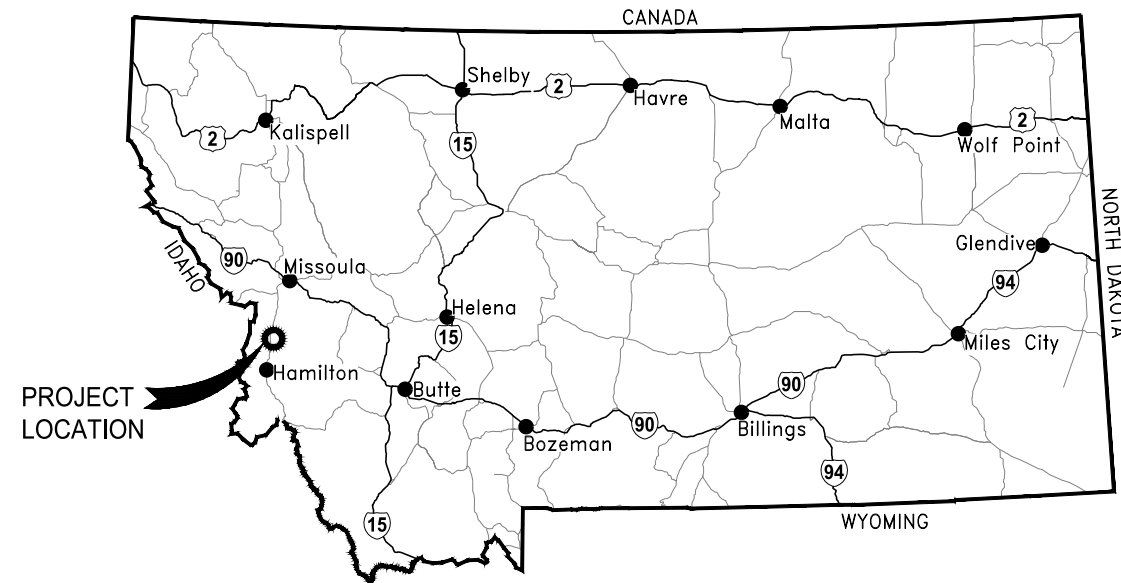
## Stevensville Town Council Meeting

### Agenda Item Request

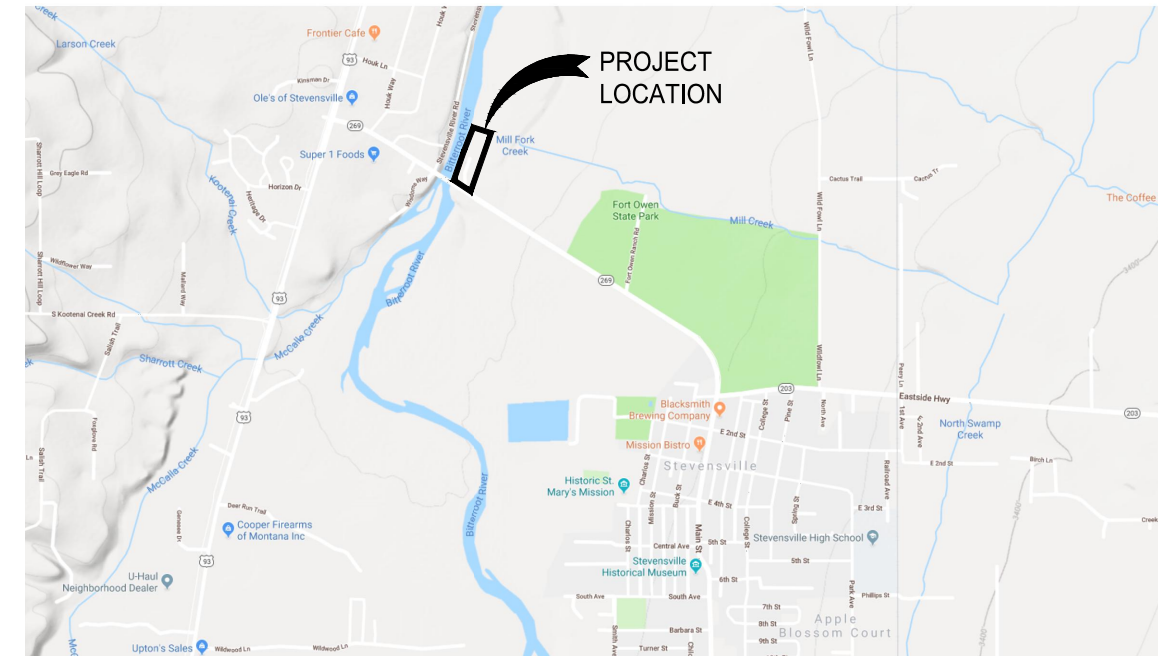
**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Montana Department of Transportation (MDT)
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/25/2024
<b>Agenda Topic:</b>	Discussion/Decision: Approval of Memorandum of Agreement between the Town of Stevensville and MDT for the John Owen Fishing Access Site
<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>	04/25/2024
<b>Notes:</b>	This agreement sets forth the terms of the town's construction and maintenance responsibilities for the project for MDT to provide the town with the necessary encroachment permits to construct and install the project.

# CONSTRUCTION PLANS FOR: JOHN OWEN FAS FWP #7173727

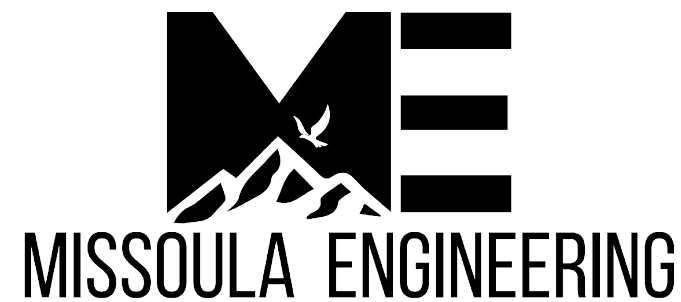


LOCATION MAP



VICINITY MAP

PREPARED BY:



PO Box 2833 Missoula, Montana 59806  
Phone # (406) 215-1555

PREPARED FOR:



PO Box 200701 Helena, Montana 59620  
Phone # (406) 841-4000

## SHEET INDEX

SHEET NO.	DRAWING DESCRIPTION
1	Cover Sheet
2	General Notes and Legend
3	Quantities and Abbreviations
4	Existing Conditions
5	Overall Site Plan
6	Tree Removal Plan
7	Demolition Plan
8	Site Plan (1 of 2)
9	Site Plan (2 of 2)
10	Grading Plan (1 of 2)
11	Grading Plan (2 of 2)
12	Plan and Profile
13	Typical Sections Details
14	Sign and Parking Details
15	Latrine Details
16	Fencing Details
17	Gate Details
18	Right of Way Details
19	Erosion Control Plan
20	Erosion Control Details

PRELIMINARY - NOT FOR CONSTRUCTION



**Know what's below.  
Call before you dig.**

CALL UTILITY NOTIFICATION  
CENTER OF MONTANA  
**1-800-424-5555**  
CALL FOR THE MARKING OF  
UNDERGROUND UTILITIES  
**2 BUSINESS DAYS BEFORE**  
YOU DIG, GRADE, OR EXCAVATE

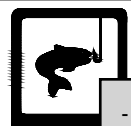
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**MONTANA FISH,  
WILDLIFE & PARKS**

**COVER SHEET**

JOHN OWEN FAS FWP #7173727



SHEET: **1** of **1**  
- Page 180 -



**CONSTRUCTION NOTES:**

1. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY SHOULD ANY CONFLICTS EXIST BETWEEN THE PLANS AND WHAT IS FOUND IN THE FIELD.
2. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND PROTECT ALL UTILITY LINES. IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE ONE CALL UTILITY LOCATION CENTER AT 1-800-424-5555 AT LEAST 2 BUSINESS DAYS PRIOR TO PERFORMING ANY EXCAVATION.
3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS, (AT THEIR EXPENSE) REQUIRED TO PERFORM THE WORK. THESE PERMITS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: RAVALLI COUNTY AND STATE OF MONTANA PERMITS.
4. ALL WORK SHALL BE COMPLETED IN A SAFE MANNER AND CONSISTENT WITH O.S.H.A GUIDELINES.
5. CONTRACTOR SHALL PROTECT ALL ADJACENT IMPROVEMENTS FROM DAMAGE AND EROSION. DISTURBED AREAS SHALL BE RESTORED TO THE ORIGINAL CONDITION OR TO THE PROPOSED DESIGN GRADE AS INDICATED ON THE PLANS.
6. ALL CIVIL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE FOLLOWING CODES AS APPLICABLE: MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS 6TH EDITION AND INTERNATIONAL BUILDING CODE. IN INSTANCES WHERE A CONFLICT EXISTS BETWEEN THE REFERENCED CODES CONTACT THE ENGINEER. THE MOST STRINGENT CODE SHALL RULE.
7. ALL REQUIRED COMPACTION TESTING SHALL BE PROVIDED BY AN INDEPENDENT TESTING FIRM AT THE EXPENSE OF THE CONTRACTOR.
8. IMPORT MATERIAL REQUIRED TO COMPLETE EARTHWORK SHALL BE IMPORTED FROM OFF-SITE OR DETERMINED TO BE SUITABLE BY SUPPLYING INDEPENDENT TESTING OF MATERIAL AND AFTER INSPECTION BY ENGINEER AND WRITTEN APPROVAL BY THE OWNER. CONTRACTOR IS RESPONSIBLE FOR SOURCING AND DELIVERY OF ALL IMPORTED FILL MATERIAL AND SHALL BE CONSIDERED INCIDENTAL TO THE WORK. ALL IMPORT MATERIAL SHALL BE CLEAN MATERIAL FREE OF DEBRIS AND SUITABLE FOR USE AS STRUCTURAL FILL.
9. ALL WORK WITHIN THE MDT ROW SHALL BE IN CONFORMANCE WITH MDT STANDARDS AND REGULATIONS INCLUDING BUT NOT LIMITED TO RE-VEGETATION.
10. WATER NECESSARY FOR CONSTRUCTION ACTIVITIES SHALL BE PROVIDED BY THE CONTRACTOR AND CONSIDERED INCIDENTAL TO THE WORK. ALL PERMITTING FOR USE OF ANY ON-SITE WATER SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

**SURVEY NOTES:**

1. SURVEY DATUM:  
HORIZONTAL - STATE PLANE, NAD 83  
VERTICAL - NAVD 88
2. SURVEY INFORMATION SHOWN ON DRAWINGS ARE BASED UPON LIMITED SURVEY DATA. EXISTING CONDITIONS MAY VARY FROM THOSE SHOWN. CONTRACTOR IS RESPONSIBLE FOR VERIFYING EXISTING CONDITIONS PRIOR TO BEGINNING CONSTRUCTION.
3. CONTRACTOR SHALL MAINTAIN OR REPLACE ANY EXISTING SURVEY MONUMENTS, CONTROL POINTS, AND STAKING. REPLACEMENT COSTS SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE COMPLETED BY A LICENSED SURVEYOR IN THE STATE OF MONTANA.

**CONSTRUCTION STAKING NOTES:**

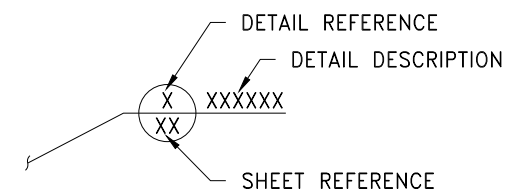
1. STAKING WILL BE THE RESPONSIBILITY OF THE CONTRACTOR FOR SCHEDULING AND PAYMENT

**LEGEND**

EXISTING	PROPOSED		EXISTING	PROPOSED	
		PROPERTY LINE			BOLLARD
		EASEMENT			SIGN
		CENTERLINE			MAILBOX
		EDGE OF ROAD			WATER VALVE
		MAJOR CONTOUR			WATER METER
		MINOR CONTOUR			FIRE HYDRANT
		WATER MAIN			MONITORING WELL
		WATER SERVICE			POTABLE WATER WELL
		SEWER MAIN			BLOW-OFF ASSEMBLY
		SEWER SERVICE			SEWER MANHOLE
		SEWER FORCE MAIN			SEWER CLEAN-OUT
		CURB			SEPTIC TANK
		FENCE			STORMWATER SUMP
		OVERHEAD POWER LINE			TEST PIT
		UNDERGROUND POWER LINE			ELECTRIC METER
		UNDERGROUND GAS LINE			TELEPHONE RISER
		UNDERGROUND TELEVISION LINE			TELEPHONE MANHOLE
		UNDERGROUND TELEPHONE LINE			LIGHT POLE
		UNDERGROUND FIBER OPTIC LINE			CATV RISER
		UNDERGROUND IRRIGATION LINE			GAS METER
		STORMWATER SWALE			GAS VALVE

\* THIS IS A STANDARD LEGEND, NOT ALL SYMBOLS MAY BE USED OR SHOWN ON THIS PROJECT \*

**DETAIL CALLOUT**



**HATCH LEGEND**

	TYPICAL GRAVEL SECTION
	ROAD RECONDITIONING
	BANK RESTORATION
	RIVER ACCESS

**PRELIMINARY - NOT FOR CONSTRUCTION**

DRAWN BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVISED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

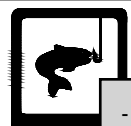
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



**MONTANA FISH,  
WILDLIFE & PARKS**

**GENERAL NOTES AND LEGEND**  
JOHN OWEN FAS FWP #7173727



2  
of

ABBREVIATIONS

A.C.I.	AMERICAN CONCRETE INSTITUTE	GA	GAUGE	R/W	RIGHT OF WAY
AC	ASBESTOS CONCRETE	GAL	GALLON	RAD	RADIUS
AFF	ABOVE FINISHED FLOOR	GALV	GALVANIZED	RCP	REINFORCED CONCRETE PIPE
ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE	GND	GROUND	RD	ROOF DRAIN
ARCH	ARCHITECTURAL	GVL	GRAVEL	REQD	REQUIRED
ASPH	ASPHALT	GW	GROUNDWATER	RM	REFERENCE MARK
ASTM	AMERICAN SOCIETY OF TESTING AND MATERIALS			RR	RAILROAD
AVE	AVENUE	HDPE	HIGH DENSITY POLYETHYLENE	RT	RIGHT
		HORIZ	HORIZONTAL		
BFV	BUTTERFLY VALVE	HWY	HIGHWAY	S	SOUTH
BLDG	BUILDING	HYD	HYDRANT	SCH	SCHEDULE
BLK	BLOCK			SD	STORM DRAIN
BLVD	BOULEVARD	IBC	INTERNATIONAL BUILDING CODE	SDI	STORM DRAIN INLET
BM	BENCHMARK	ID	INSIDE DIAMETER	SDWK	SIDEWALK
BSMT	BASEMENT	IE	INVERT ELEVATION	SE	SOUTHEAST
BVCE	BEGIN VERTICAL CURVE ELEVATION	INV	INVERT	SF	SQUARE FEET
BVCS	BEGIN VERTICAL CURVE STATION			SHT	SHEET
BW	BOTTOM OF WALL	K	RATE OF VERTICAL CURVE	SS	SANITARY SEWER
				SSTL	STAINLESS STEEL
CB	CATCH BASIN	LBS	POUNDS	ST	STREET
CCJ	CONCRETE CONTROL JOINT	LF	LINEAR FOOT	STA	STATION
CEJ	CONCRETE EXPANSION JOINT	LPG	LIQUID PROPANE GAS	SW	SOUTHWEST
CF	CUBIC FEET	LT	LEFT	SY	SQUARE YARD
CIP	CAST IRON PIPE	LVC	LENGTH OF VERTICAL CURVE		
CL, $\epsilon$	CENTERLINE			TA	TOP OF ASPHALT
CLR	CLEAR	MAX	MAXIMUM	TBC	TOP BACK OF CURB
CMP	CORRUGATED METAL PIPE	MDT	MONTANA DEPARTMENT OF TRANSPORTATION	TC	TOP OF CONCRETE
CMU	CONCRETE MASONRY UNIT	MECH	MECHANICAL	TEL	TELEPHONE
CO	CLEAN OUT	MFD	MANUFACTURED	TMB	TEMPORARY BENCH MARK
CONC	CONCRETE	MFR	MANUFACTURER	TS	TOP OF SLAB
CP	CONTROL PANEL, CONTROL POINT	MH	MANHOLE	TW	TOP OF WALL
CULV	CULVERT	MIN	MINIMUM	TYP	TYPICAL
CY	CUBIC YARD	MISC	MISCELLANEOUS		
		MJ	MECHANICAL JOINT	UG	UNDERGROUND
DET	DETAIL	MJ	MECHANICAL JOINT	UTIL	UTILITY
DIA, $\phi$	DIAMETER	MPWSS	MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS		
DIM	DIMENSION			V	VALVE, VOLTAGE
DIP	DUCTILE IRON PIPE	N	NORTH	VB	VALVE BOX
DRWY	DRIVEWAY	N:	NORTHING	VERT	VERTICAL
DWG	DRAWING	NG	NATURAL GAS	VOL	VOLUME
		NIC	NOT IN CONTRACT		
(E)	EXISTING	NO	NUMBER	W	WEST
E	EAST	NOM	NOMINAL	W/	WITH
E:	EASTING	NTS	NOT TO SCALE	W/O	WITHOUT
EA	EACH	NW	NORTHWEST	WD	WOOD
EG	EXISTING GRADE/ELEVATION			WM	WATER METER
EL	ELEVATION	OC	ON CENTER	WTR	WATER
ELEC	ELECTRIC, ELECTRICAL	OD	OUTSIDE DIAMETER	WWF	WELDED WIRE FABRIC
EOP	EDGE OF PAVEMENT	OHP	OVER HEAD POWER	WWM	WELDED WIRE MESH
EVCE	END VERTICAL CURVE ELEVATION				
EVCS	END VERTICAL CURVE STATION	(P)	PROPOSED	XS	CROSS SECTION
EX	EXISTING	P.U.E.	PUBLIC/PRIVATE UTILITY EASEMENT	YD	YARD
EXC	EXCAVATE	PC	POINT OF CURVATURE		
		PE	POLYETHYLENE		
(F)	FUTURE	PERP	PERPENDICULAR		
FC	FACE OF CURB	PI	POINT OF INTERSECTION		
FCV	FLOW CONTROL VALVE	PL, $\epsilon$	PROPERTY LINE		
FD	FOUNDATION DRAIN	PRELIM	PRELIMINARY		
FDN	FOUNDATION	PRV	PRESSURE REDUCING VALVE		
FF	FINISHED FLOOR	PSF	POUNDS PER SQUARE FOOT		
FG	FINISHED GRADE/ELEVATION	PSI	POUNDS PER SQUARE INCH		
FL	FLOWLINE	PT	POINT OF TANGENT		
FLG	FLANGE	PVC	POLYVINYL CHLORIDE		
FO	FIBER OPTIC	PVI	POINT OF VERTICAL INTERSECTION		
FTG	FOOTING				

\* THIS IS A STANDARD ABBREVIATION LIST, NOT ALL ABBREVIATIONS MAY BE USED OR SHOWN ON THIS PROJECT \*

**PRELIMINARY - NOT FOR CONSTRUCTION**

SYMBOLS

@	AT
$\Delta$	ANGLE OF DEFLECTION

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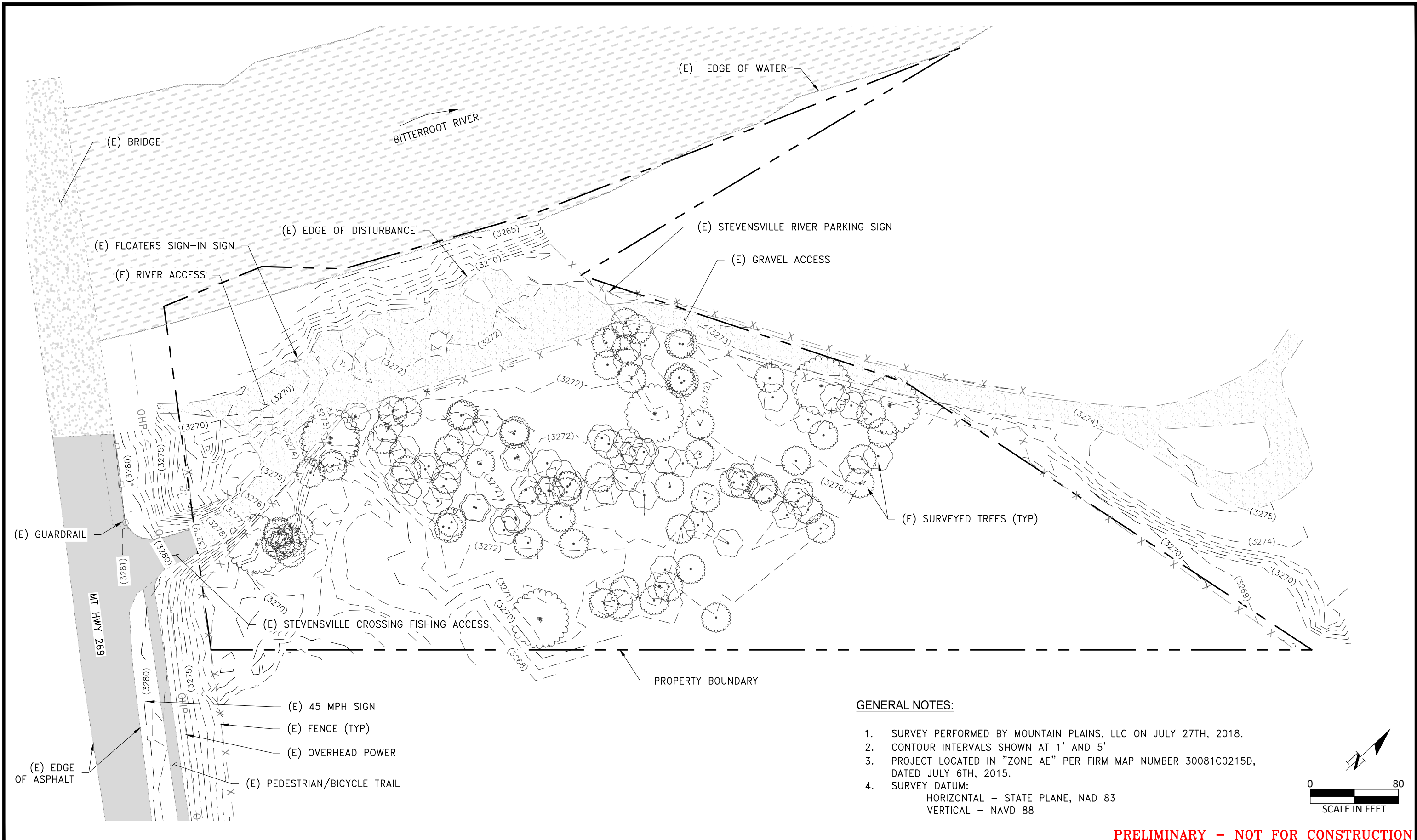
**MONTANA FISH,  
WILDLIFE & PARKS**

**QUANTITIES AND ABBREVIATIONS**

JOHN OWEN FAS FWP #7173727



3  
of



**GENERAL NOTES:**

1. SURVEY PERFORMED BY MOUNTAIN PLAINS, LLC ON JULY 27TH, 2018.
2. CONTOUR INTERVALS SHOWN AT 1' AND 5'
3. PROJECT LOCATED IN "ZONE AE" PER FIRM MAP NUMBER 30081C0215D, DATED JULY 6TH, 2015.
4. SURVEY DATUM:  
 HORIZONTAL - STATE PLANE, NAD 83  
 VERTICAL - NAVD 88

**PRELIMINARY - NOT FOR CONSTRUCTION**

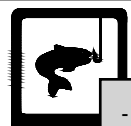
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**MONTANA FISH,  
WILDLIFE & PARKS**

**EXISTING CONDITIONS**

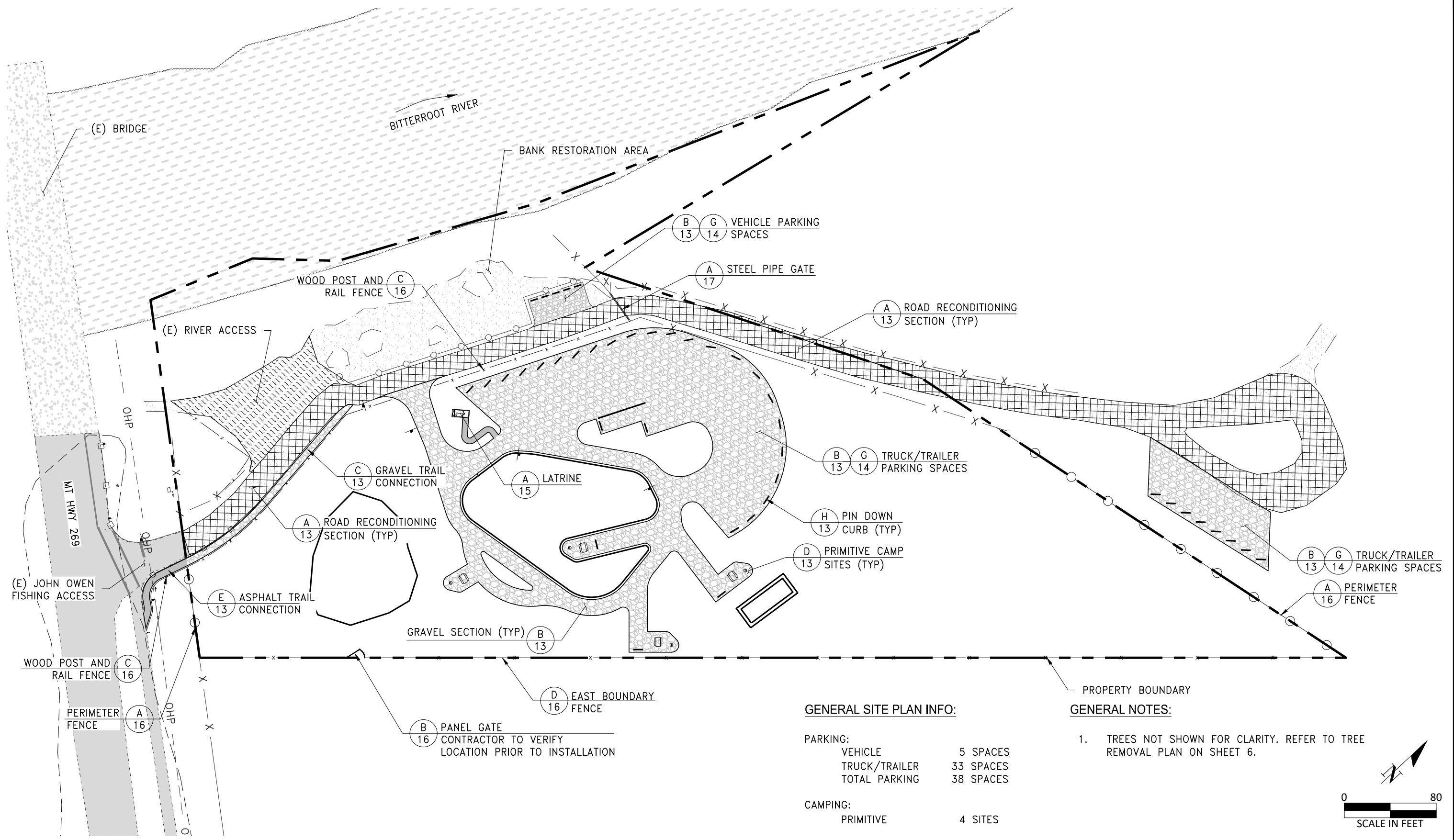
JOHN OWEN FAS FWP #7173727



0 80  
SCALE IN FEET

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of  
- Page 183 -





**GENERAL SITE PLAN INFO:**

<b>PARKING:</b>	
VEHICLE	5 SPACES
TRUCK/TRAILER	33 SPACES
<b>TOTAL PARKING</b>	<b>38 SPACES</b>
<b>CAMPING:</b>	
PRIMITIVE	4 SITES

**GENERAL NOTES:**

- TREES NOT SHOWN FOR CLARITY. REFER TO TREE REMOVAL PLAN ON SHEET 6.



**PRELIMINARY - NOT FOR CONSTRUCTION**

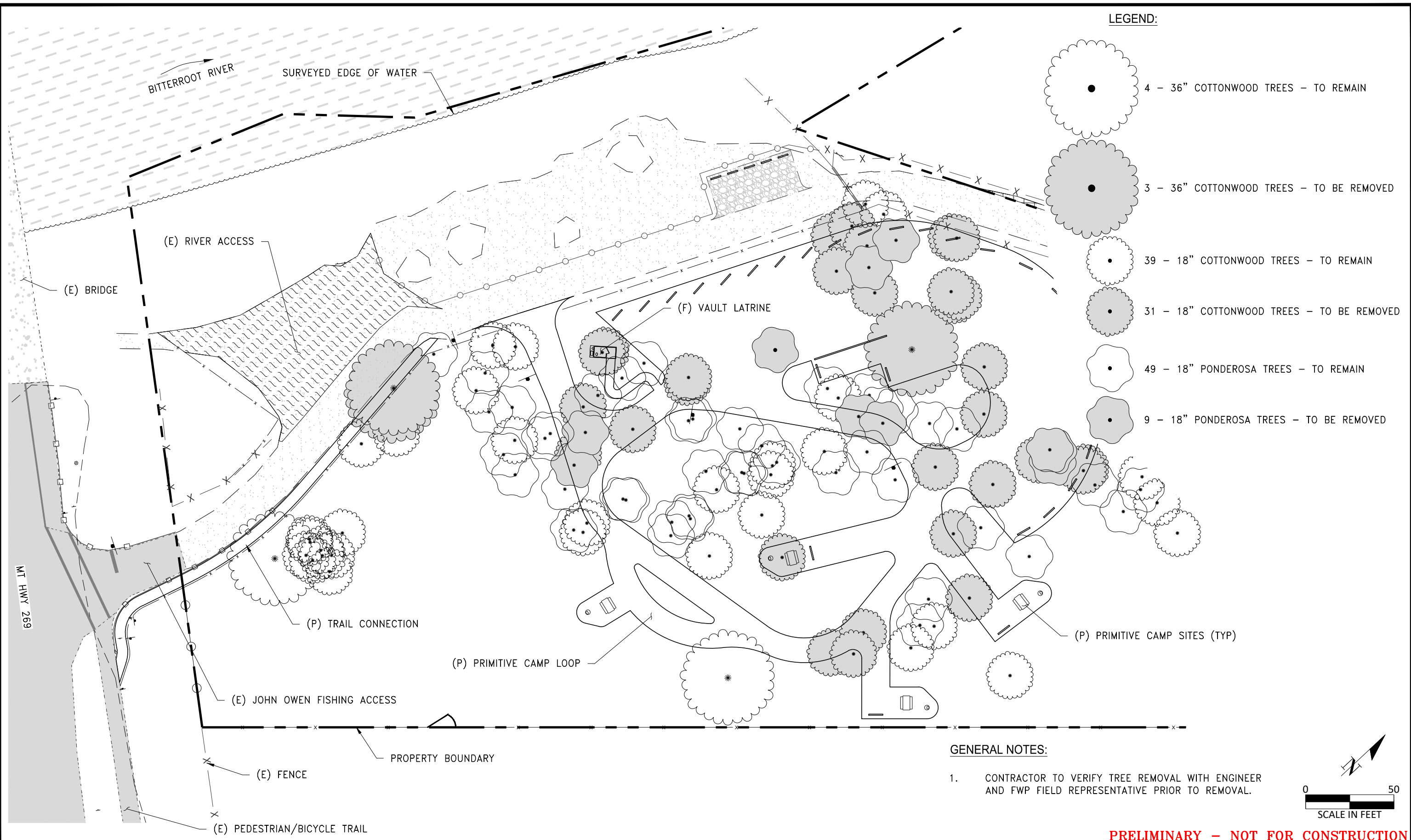
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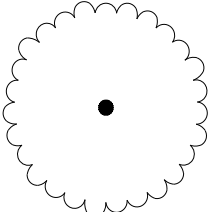
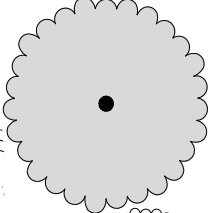

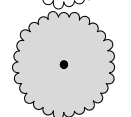

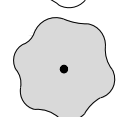
**MONTANA FISH,  
WILDLIFE & PARKS**

**OVERALL SITE PLAN**  
JOHN OWEN FAS FWP #7173727

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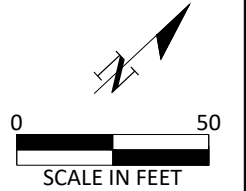


**LEGEND:**

-  4 - 36" COTTONWOOD TREES - TO REMAIN
-  3 - 36" COTTONWOOD TREES - TO BE REMOVED
-  39 - 18" COTTONWOOD TREES - TO REMAIN
-  31 - 18" COTTONWOOD TREES - TO BE REMOVED
-  49 - 18" PONDEROSA TREES - TO REMAIN
-  9 - 18" PONDEROSA TREES - TO BE REMOVED

**GENERAL NOTES:**

1. CONTRACTOR TO VERIFY TREE REMOVAL WITH ENGINEER AND FWP FIELD REPRESENTATIVE PRIOR TO REMOVAL.

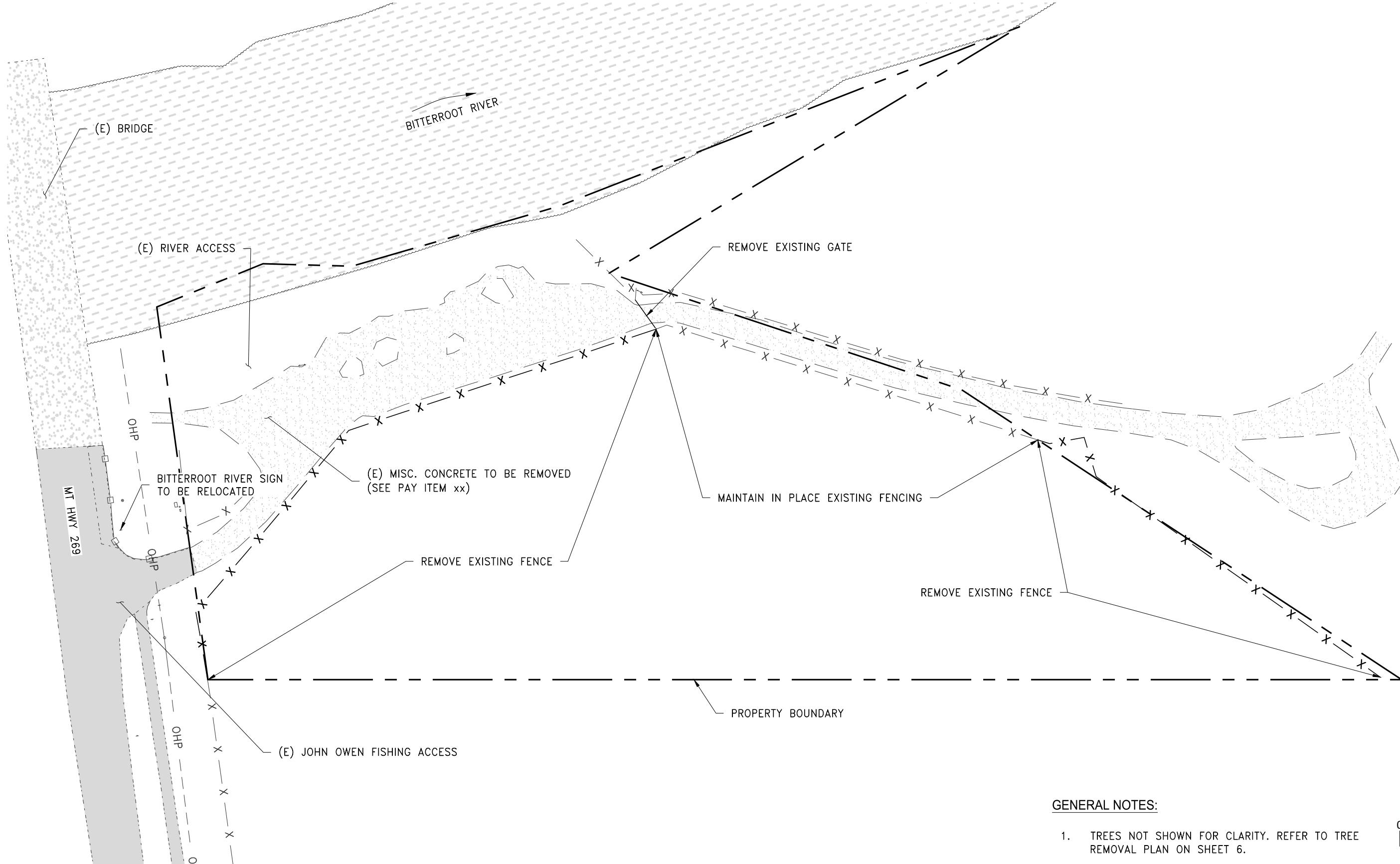


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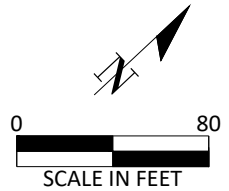


**TREE REMOVAL PLAN**  
 JOHN OWEN FAS FWP #7173727



**GENERAL NOTES:**

1. TREES NOT SHOWN FOR CLARITY. REFER TO TREE REMOVAL PLAN ON SHEET 6.



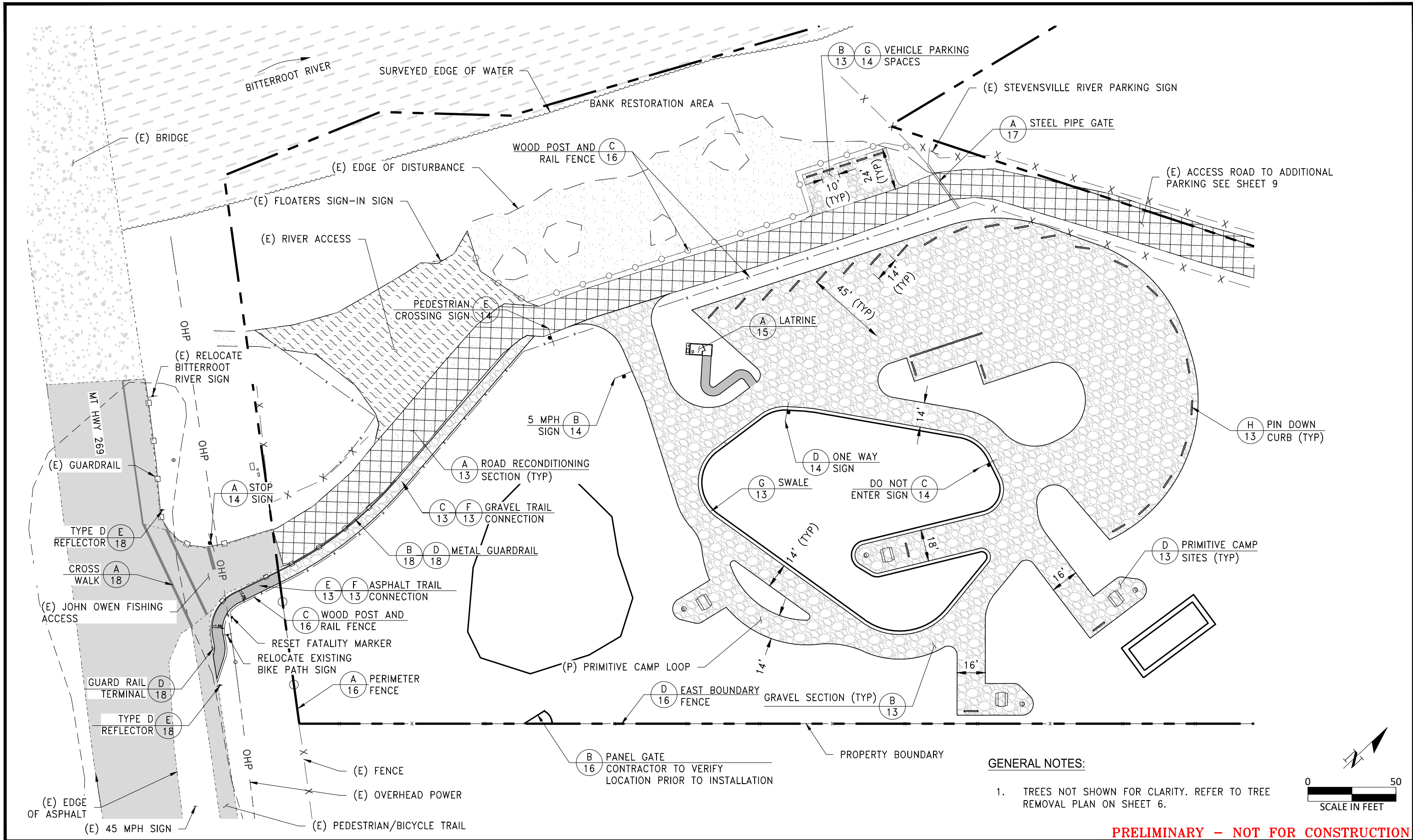
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**DEMOLITION PLAN**  
 JOHN OWEN FAS FWP #7173727



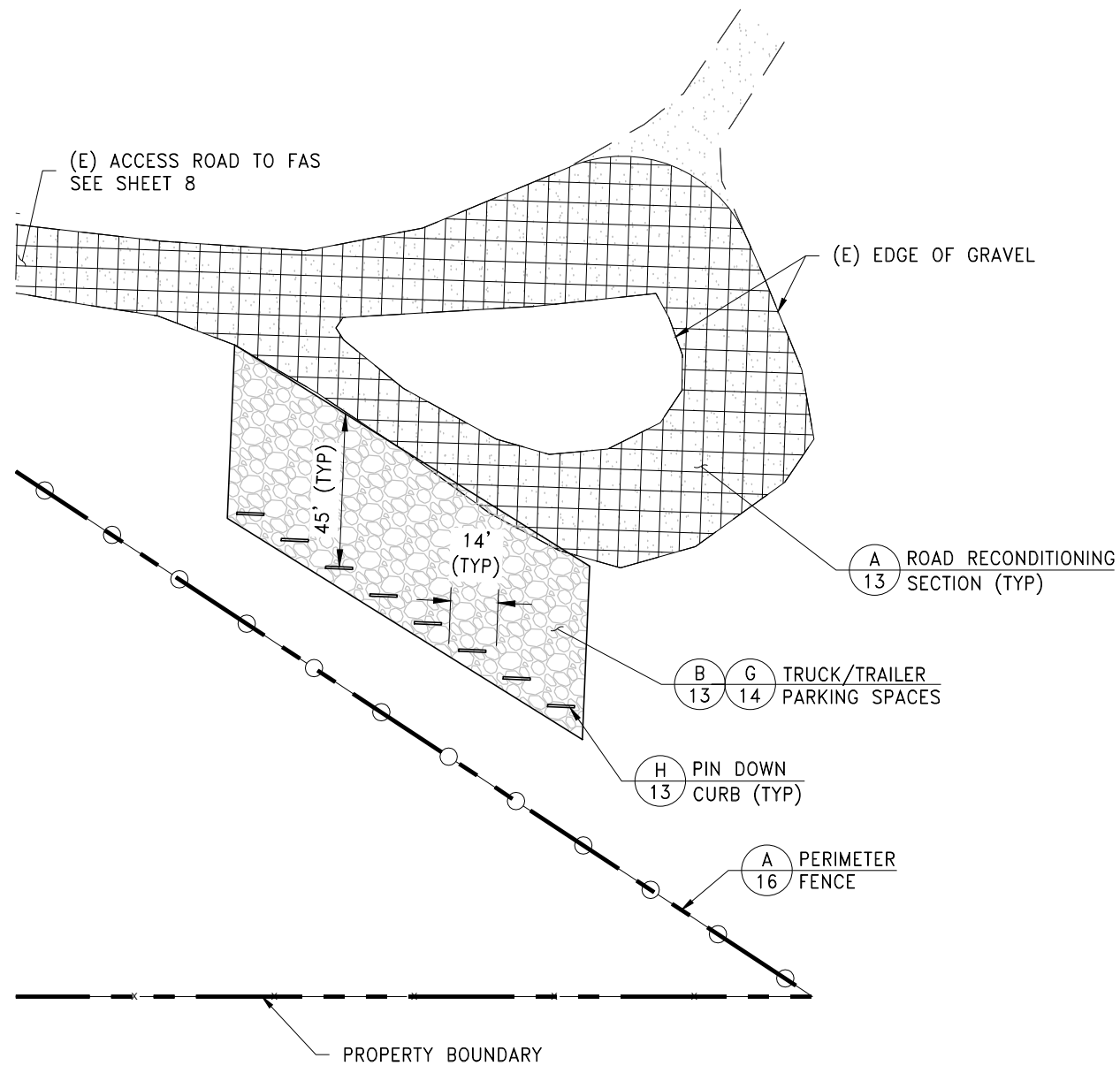


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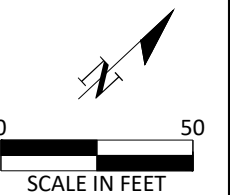


**SITE PLAN (1 OF 2)**  
 JOHN OWEN FAS FWP #7173727



GENERAL NOTES:

1. TREES NOT SHOWN FOR CLARITY. REFER TO TREE REMOVAL PLAN ON SHEET 6.



**PRELIMINARY - NOT FOR CONSTRUCTION**

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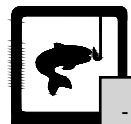
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**MONTANA FISH,  
WILDLIFE & PARKS**

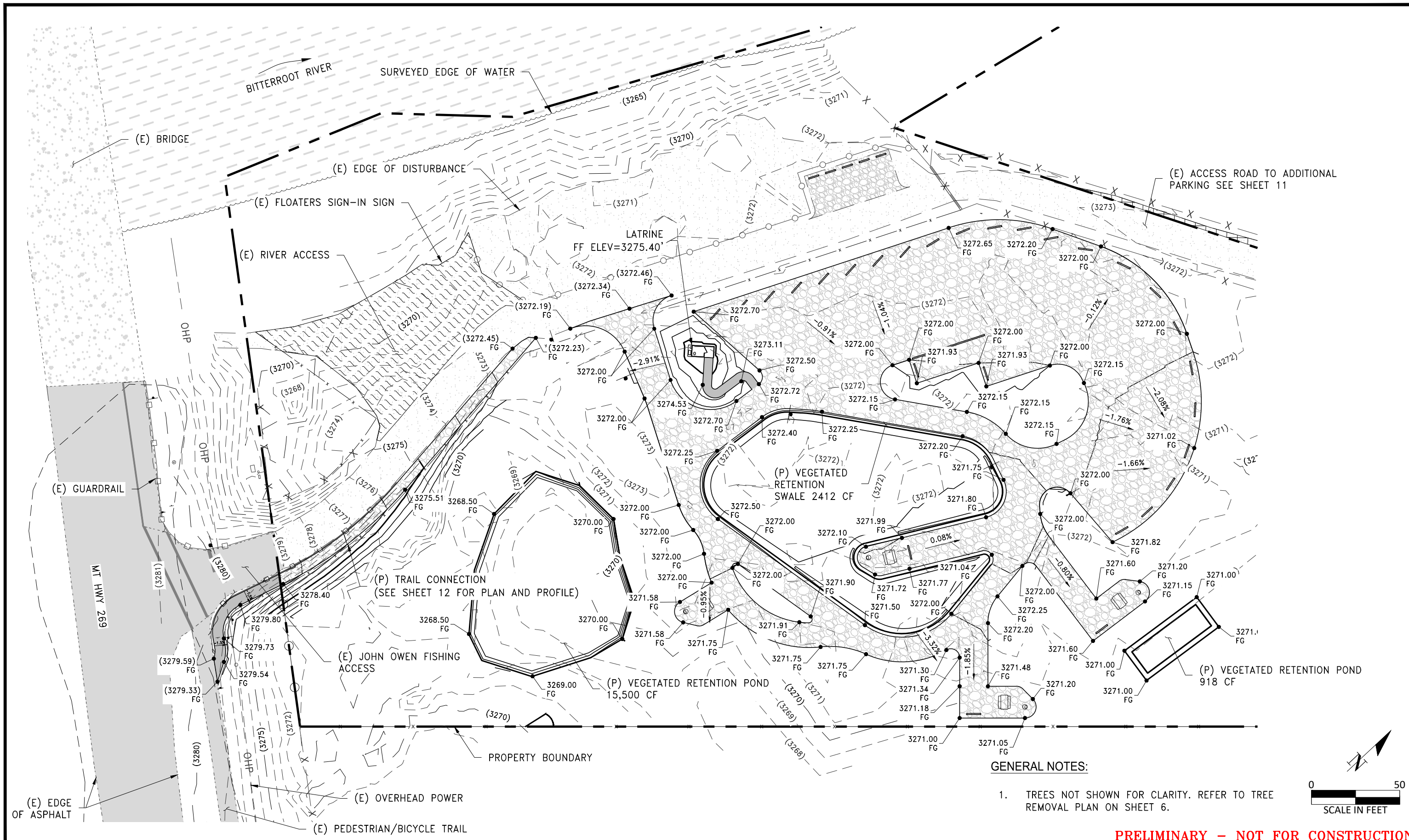
**SITE PLAN (2 OF 2)**

JOHN OWEN FAS FWP #7173727



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of



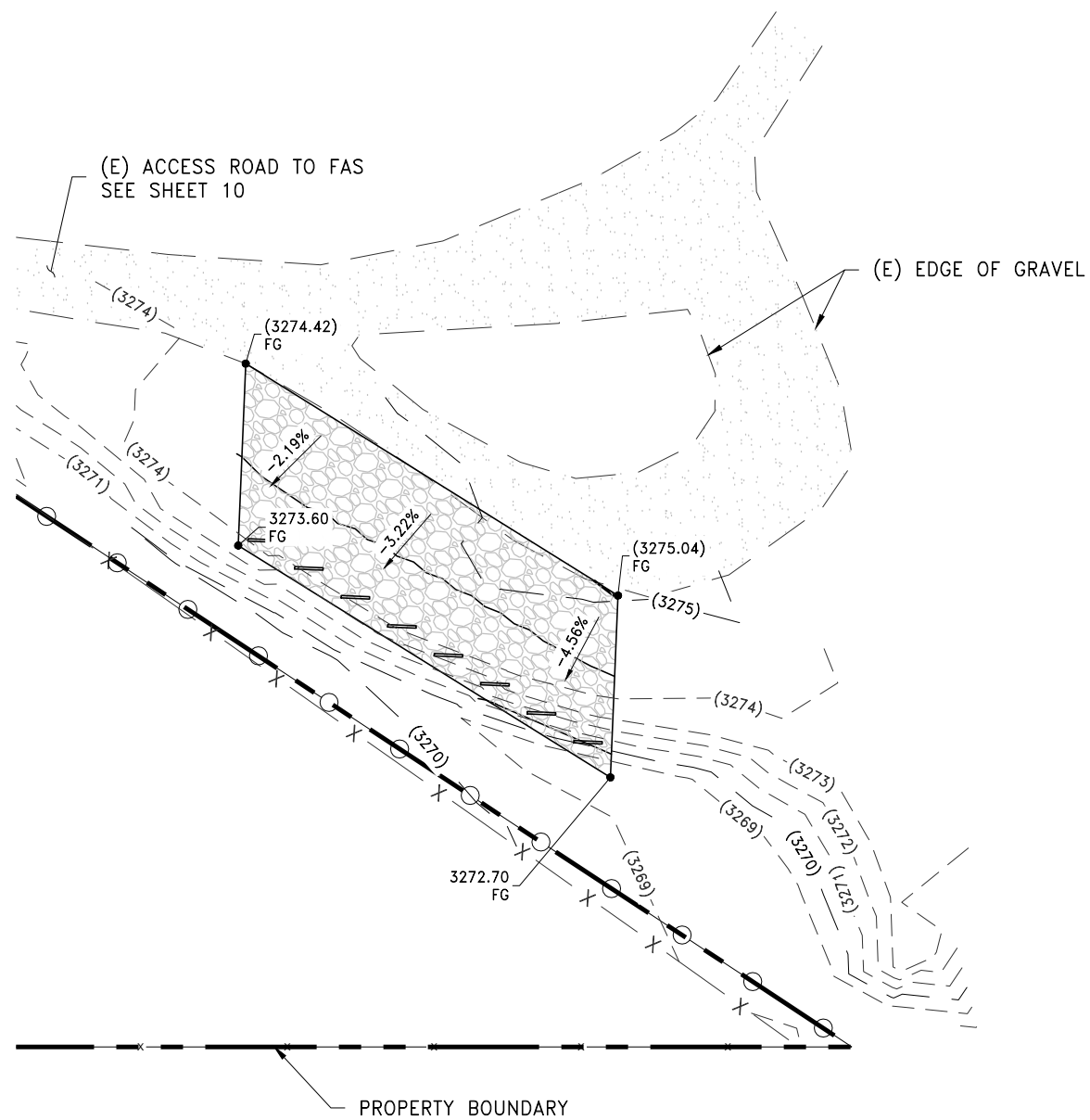


**PRELIMINARY - NOT FOR CONSTRUCTION**

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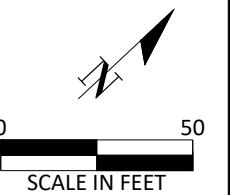


**GRADING PLAN (1 OF 2)**  
**JOHN OWEN FAS FWP #7173727**



**GENERAL NOTES:**

1. TREES NOT SHOWN FOR CLARITY. REFER TO TREE REMOVAL PLAN ON SHEET 6.



**PRELIMINARY - NOT FOR CONSTRUCTION**

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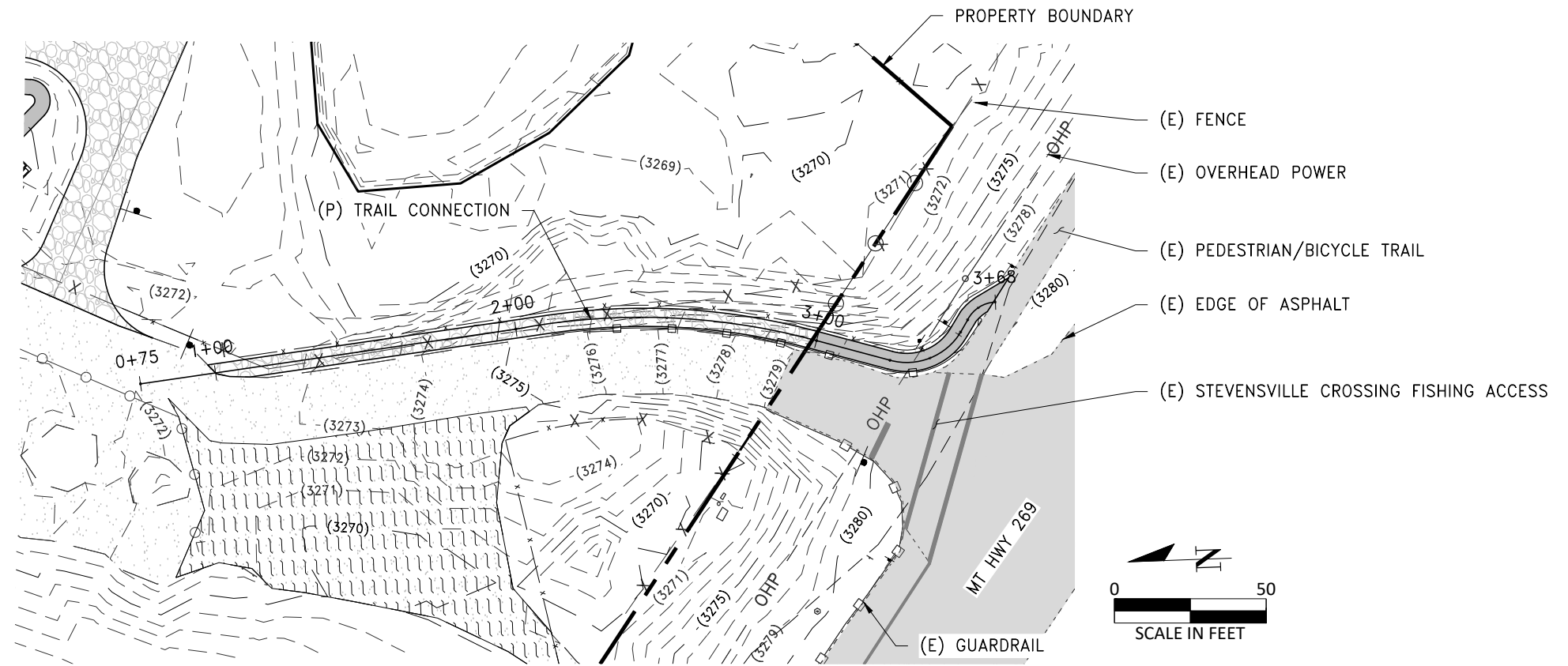
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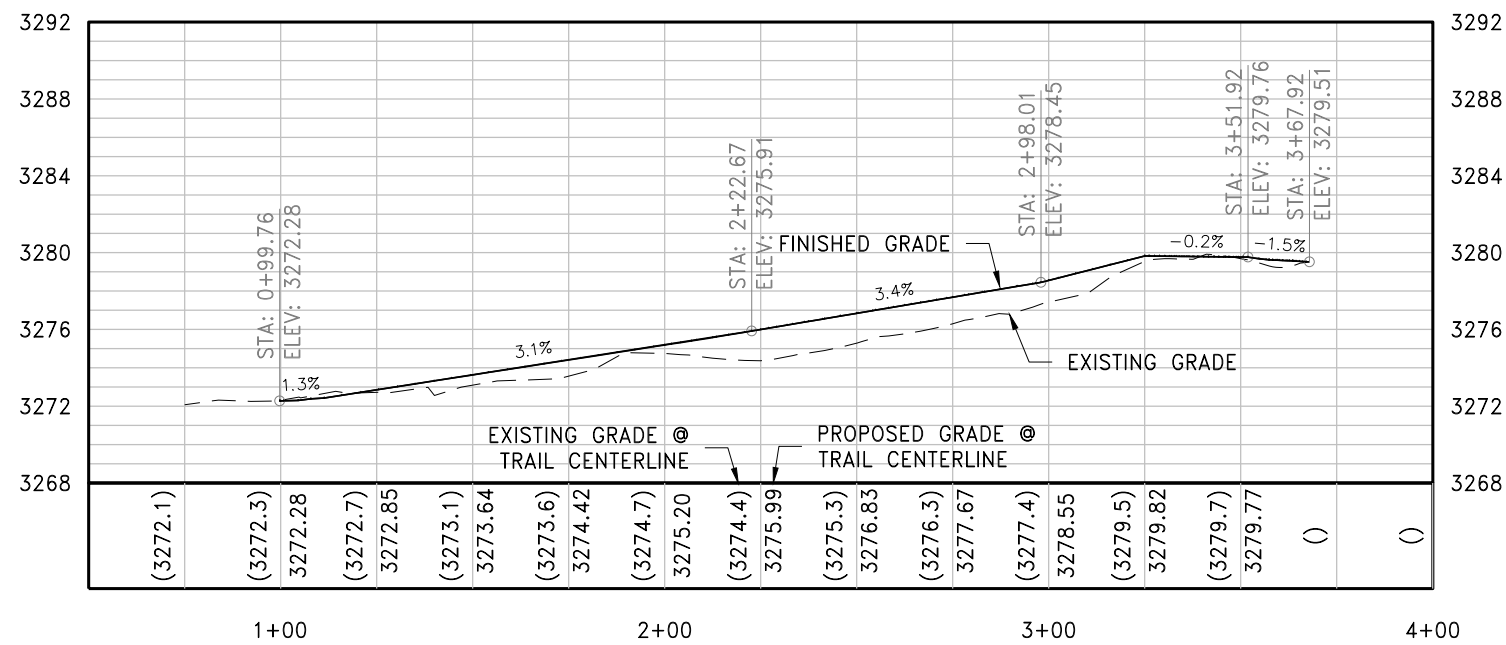
**MONTANA FISH,  
WILDLIFE & PARKS**

**GRADING PLAN (2 OF 2)**  
JOHN OWEN FAS FWP #7173727

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of  
- Page 190 -



PLAN VIEW



PROFILE VIEW

GENERAL NOTES:

- TREES NOT SHOWN FOR CLARITY. REFER TO TREE REMOVAL PLAN ON SHEET 6.

PRELIMINARY - NOT FOR CONSTRUCTION

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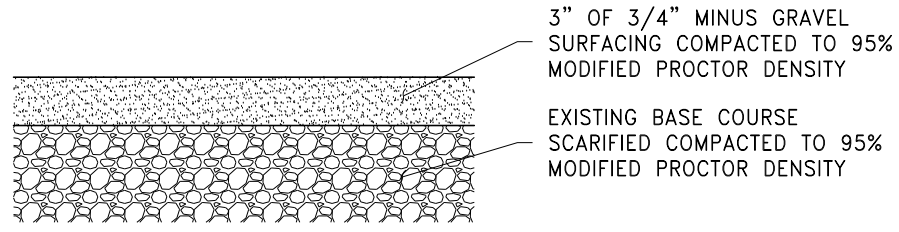
**MONTANA FISH,  
WILDLIFE & PARKS**

**PEDESTRIAN PATH PLAN & PROFILE**  
 JOHN OWEN FAS FWP #7173727

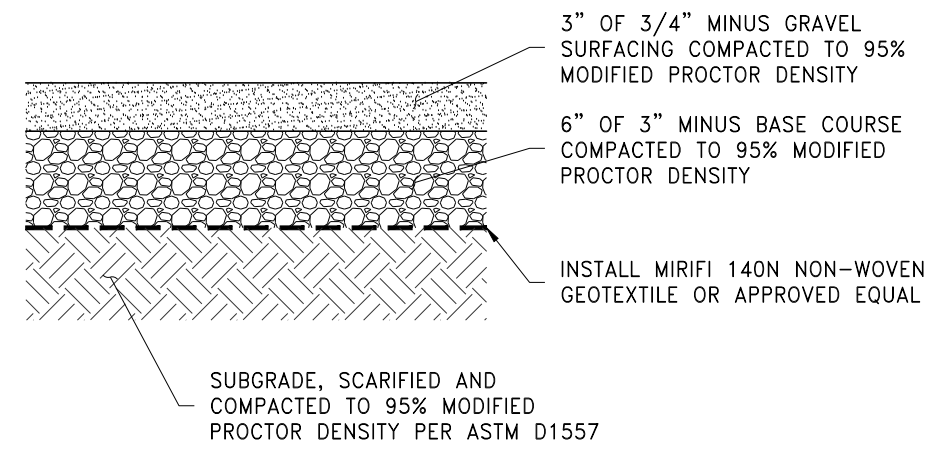


SHEET: 12 of  
 - Page 191 -

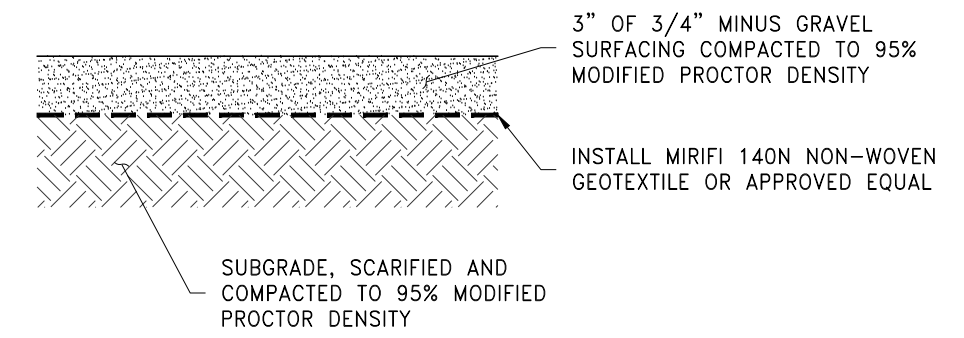




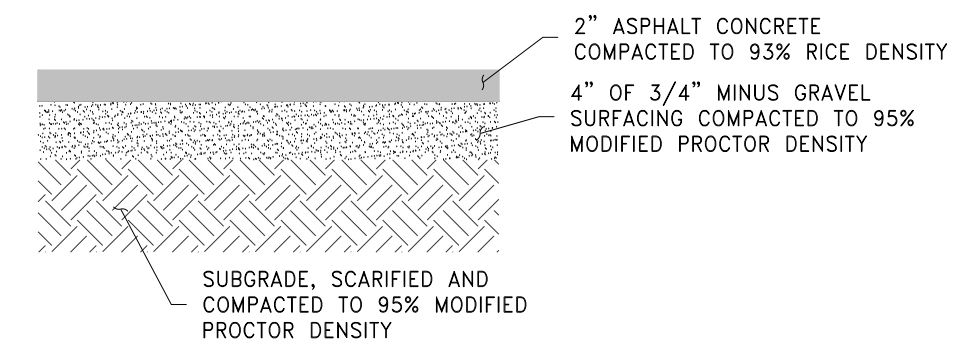
**A** TYPICAL ROAD RECONDITIONING SECTION  
 13 NOTE: 1. PLEASE SEE TABLE A-1 FOR MATERIAL SPECIFICATIONS. NOT TO SCALE



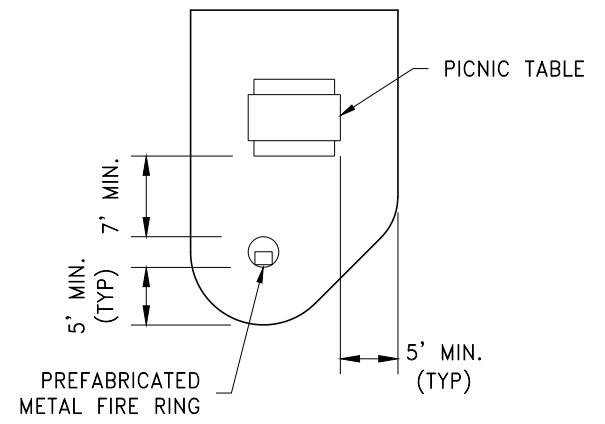
**B** TYPICAL GRAVEL SECTION  
 13 NOTE: 1. PLEASE SEE TABLE A-1 FOR MATERIAL SPECIFICATIONS. NOT TO SCALE



**C** GRAVEL TRAIL SECTION  
 13 NOTE: 1. PLEASE SEE TABLE A-1 FOR MATERIAL SPECIFICATIONS. NOT TO SCALE



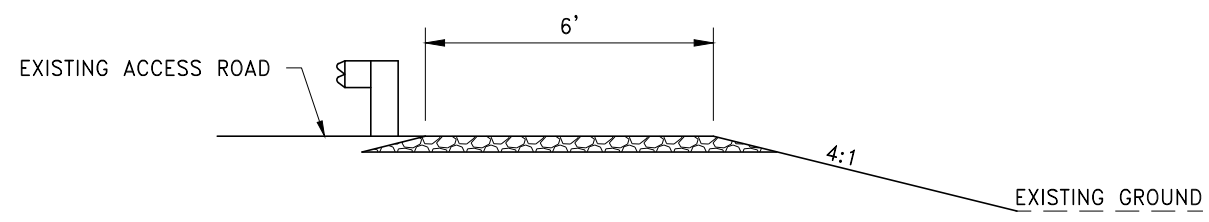
**E** ASPHALT TRAIL SECTION  
 13 NOTE: 1. PLEASE SEE TABLE A-1 FOR MATERIAL SPECIFICATIONS. NOT TO SCALE



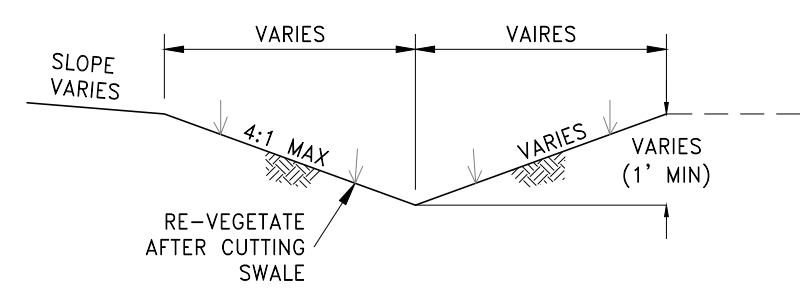
**D** CAMPSITE LIVING AREA DETAIL  
 13 NOT TO SCALE

TABLE A-1  
 GRADATION SPECIFICATIONS

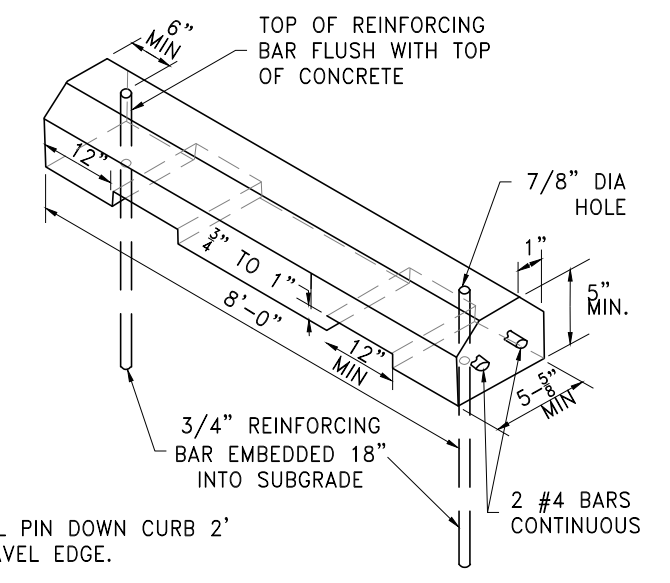
SIEVE SIZE	GRAVEL SURFACING % SPECIFICATION	BASE COURSE % SPECIFICATION
3" (75 MM)		100
2" (50 MM)		
1" (25 MM)		
3/4" (19 MM)	100	
1/2" (12.5 MM)		
3/8" (9.5 MM)		
#4 (4.75 MM)	40-70	25-60
#8 (2.36 MM)		
#10 (2 MM)	25-55	
#40 (425 μm)		
#200 (75 μm)	2-10*	12



**F** PEDESTRIAN TRAIL SECTION  
 13 NOT TO SCALE



**G** TYPICAL SWALE DETAIL  
 13 NOT TO SCALE



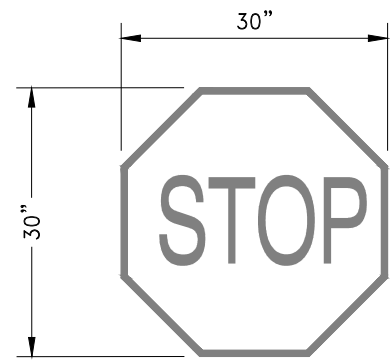
**H** PIN DOWN CURB DETAIL  
 13 NOTE: 1. INSTALL PIN DOWN CURB 2' FROM GRAVEL EDGE. NOT TO SCALE

PRELIMINARY - NOT FOR CONSTRUCTION

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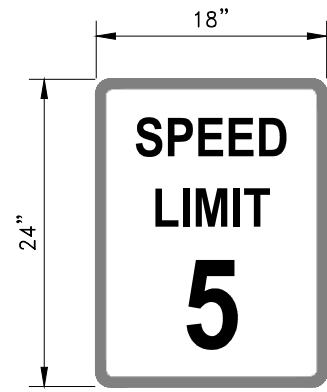


**TYPICAL SECTIONS DETAILS**  
 JOHN OWEN FAS FWP #7173727



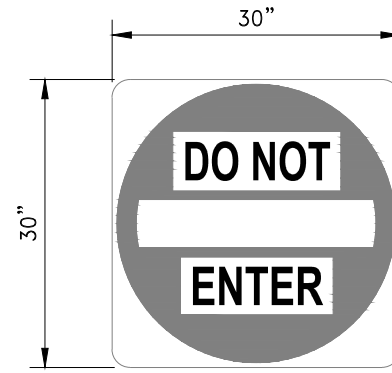
MUTCD - R1-1  
TEXT - WHITE  
BACKGROUND - RED  
BORDER - WHITE

**A** STOP SIGN  
14 NOT TO SCALE



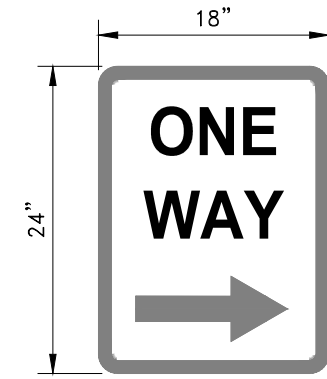
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TEXT - BLACK  
BACKGROUND - WHITE  
BORDER - BLACK

**B** 5 M.P.H. SPEED LIMIT SIGN  
14 NOT TO SCALE



MUTCD - R5-1  
TEXT - RED  
BACKGROUND - WHITE  
BORDER - BLACK

**C** DO NOT ENTER SIGN  
14 NOT TO SCALE



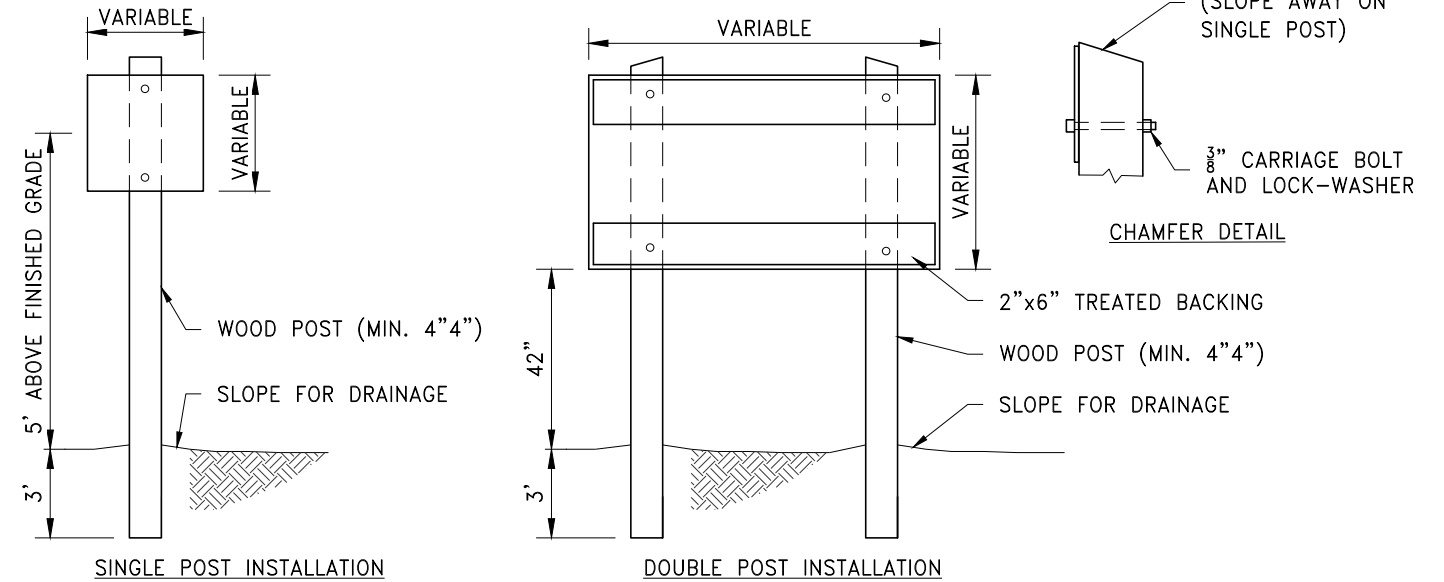
MUTCD - R6-2R  
TEXT - BLACK  
BACKGROUND - WHITE  
BORDER - BLACK

**D** ONE WAY SIGN  
14 NOT TO SCALE



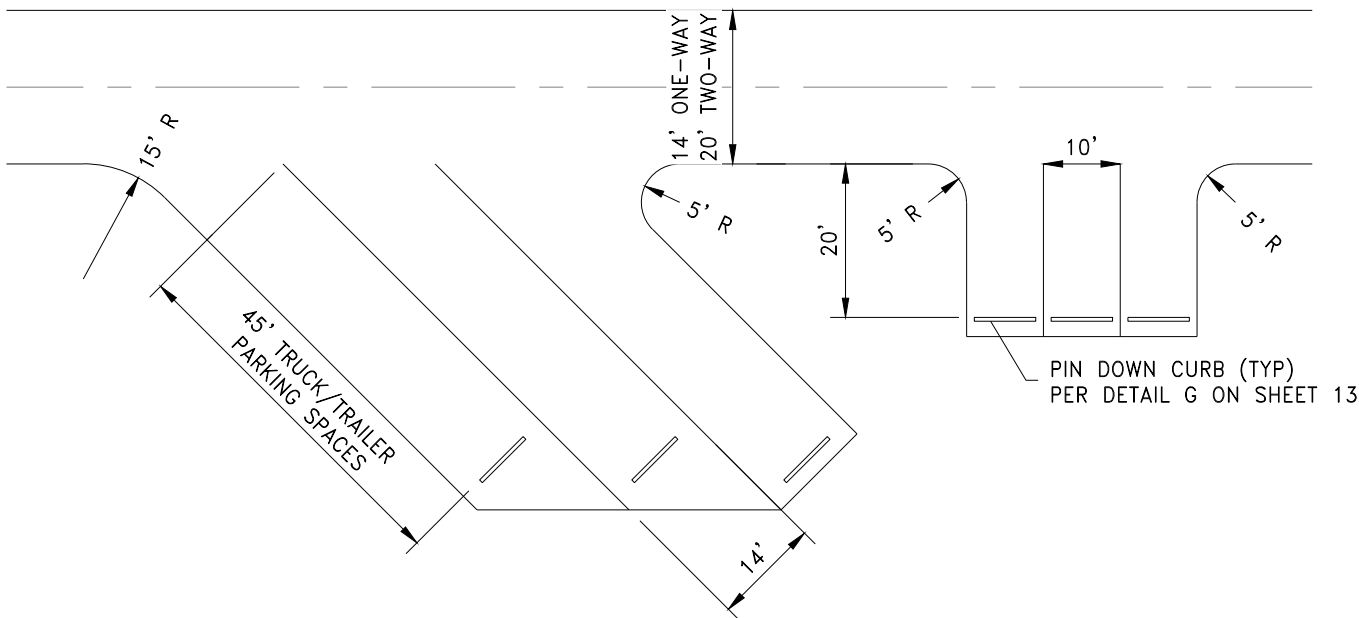
MUTCD - W11-2  
IMAGE - BLACK  
BACKGROUND - YELLOW  
BORDER - BLACK

**E** PEDESTRIAN CROSSING SIGN  
14 NOT TO SCALE



- NOTES:
1. USE PRESSURE TREATED TIMBERS FOR ALL SIGN POSTS. NEED BREAK-AWAY HOLES (OR DEVICE) FOR LARGER POSTS.
  2. COAT ALL POSTS WITH PRESERVATIVE FOR ALL DRILLED HOLES AND CUT SURFACES.
  3. USE CADMIUM PLATED OR GALVANIZED STEEL FOR ALL BOLTS, NUTS & WASHERS.
  4. PLACE BOLTS TO NOT INTERFERE WITH SIGN LETTERING. PAINT BOLT HEADS TO MATCH SIGN.
  5. CENTER SINGLE POST PANELS TO POST, OVERHANG PANELS 3" BEYOND POSTS FOR DOUBLE POST INSTALLATIONS. EXTEND ALL POSTS 3" ABOVE SIGN PANELS.

**H** SIGN INSTALLATION DETAIL  
14 NOT TO SCALE



**G** GENERAL PARKING LAYOUT DIMENSIONS  
14 NOT TO SCALE

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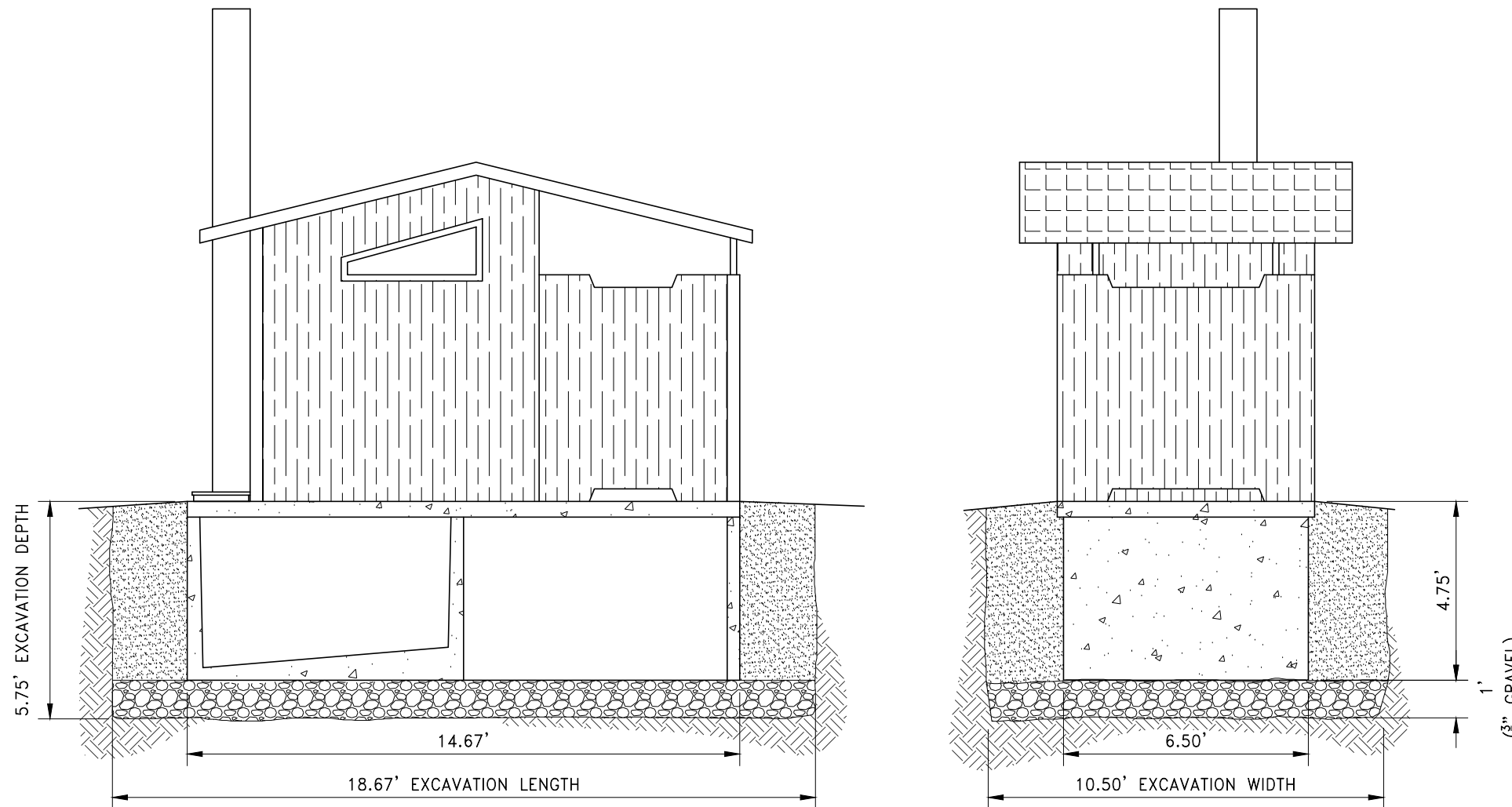


**MONTANA FISH,  
WILDLIFE & PARKS**

**SIGN AND PARKING DETAILS**  
JOHN OWEN FAS FWP #7173727



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of  
- Page 193 -



GENERAL

THE LATRINE WILL BE PURCHASED AND DELIVERED TO THE SITE BY OWNER.

INSTALLATION

GENERAL INSTALLATION INVOLVES EXCAVATION, LEVELING BOTTOM OF HOLE WITH DRAIN AGGREGATE, INSTALLING LATRINE, BACKFILLING AROUND LATRINE AND LANDSCAPING.

EXCAVATION:

- A. EXCAVATE SUBSOIL TO A POINT 12 INCHES DEEPER THAN REQUIRED FOR LATRINE INSTALLATION.
  - 1. DEPTH OF EXCAVATION IS 5.75' FOR THE PRECAST LATRINES MANUFACTURED BY MISSOULA CONCRETE.
  - 2. FINISH FLOOR ELEVATION IS SHOWN ON THE SITE PLAN.
- B. MINIMIZE OVER EXCAVATION. STOCKPILE EXCAVATED MATERIAL FOR LATER BACKFILLING AND LANDSCAPING.
- C. COMPACT BOTTOM OF HOLE WITH THREE PASSES OF WHACKER OR SKID PLATE COMPACTION DEVICE.

LEVELING:

- A. USE SMALL GRAVEL, 3/8 INCH MINUS CRUSHED OR SCREENED GRAVEL, AND PLACE ENOUGH IN BOTTOM OF HOLE SUCH THAT WHEN COMPACTED, IT WILL BE 12 INCHES DEEP.
- B. COMPACT LEVELING MATERIAL WITH THREE PASSES OF COMPACTION DEVICE.
- C. LEVEL BASE FOR INSTALLATION OF LATRINE.

LATRINE INSTALLATION:

- A. THE PRECAST LATRINE WILL BE SET BY THE SUPPLIER.
- B. INSURE THAT LATRINE SITS LEVEL AND PLUMB WHEN DONE INSTALLING.

BACKFILLING:

- A. PLACE IN SUCCESSIVE 8 INCH LAYERS MATERIAL PREVIOUSLY EXCAVATED FROM HOLE AND COMPACT.
  - 1. REMOVE ROCKS LARGER THAN 6 INCHES IN DIAMETER FROM THE FILL.
  - 2. REMOVE BRANCHES, ROOTS AND OTHER OR ORGANIC DEBRIS IN FILL.

LANDSCAPING:

- A. SLOPE GRADE AWAY FROM LATRINE.
- B. BLEND FILL SLOPE INTO SURROUNDING TERRAIN.
- C. REMOVE SURPLUS FILL MATERIAL.
- D. REMOVE SOIL TO A DEPTH OF 2 INCHES BENEATH LOCATION FOR ENTRANCE SLAB AND COMPACT.
- E. PLACE TWO INCHES OF 3/4 INCH PEA GRAVEL FOR BEDDING, LEVEL AND COMPACT.

A LATRINE INSTALLATION DETAIL  
15

NOT TO SCALE

PRELIMINARY – NOT FOR CONSTRUCTION

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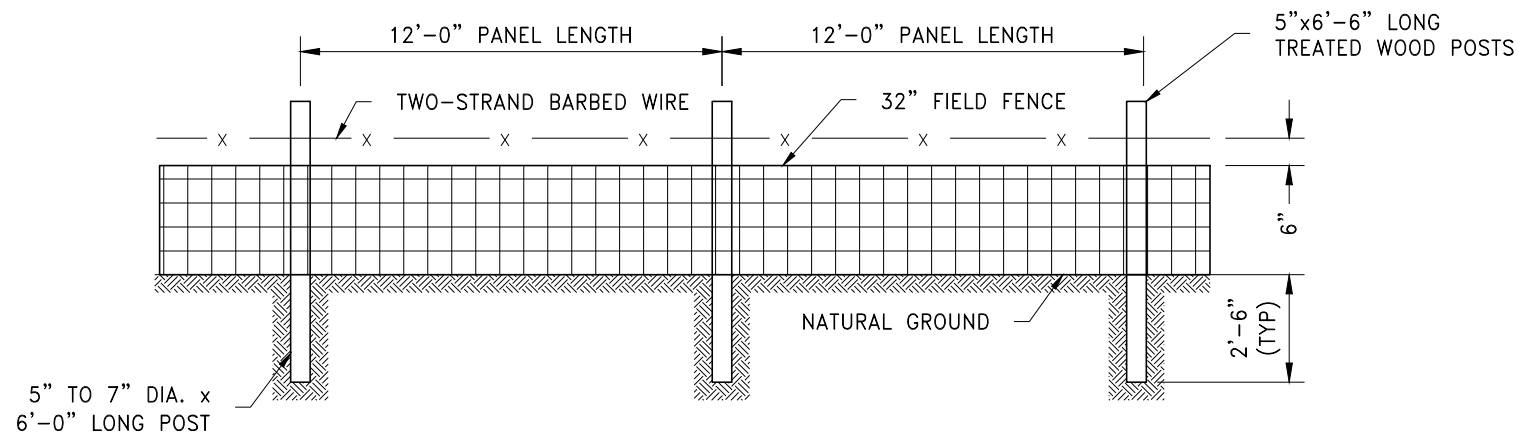
**MONTANA FISH,  
WILDLIFE & PARKS**

**LATRINE DETAILS**

JOHN OWEN FAS FWP #7173727

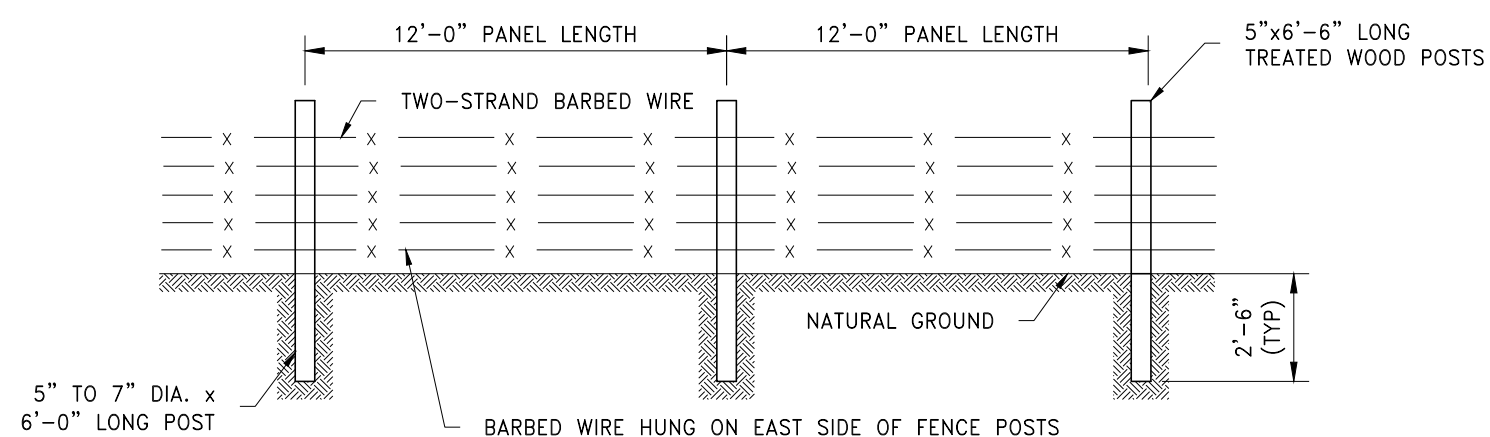


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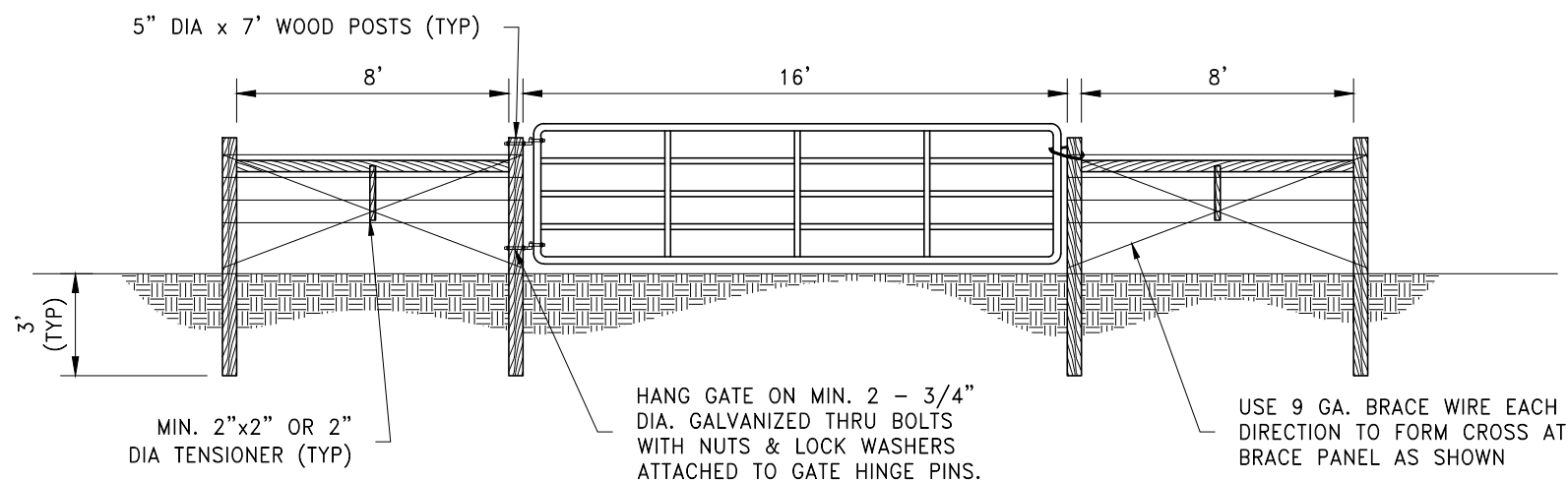
**A**  
16  
PERIMETER FENCE DETAIL

NOT TO SCALE



**D**  
16  
EAST BOUNDARY FENCE DETAIL

NOT TO SCALE

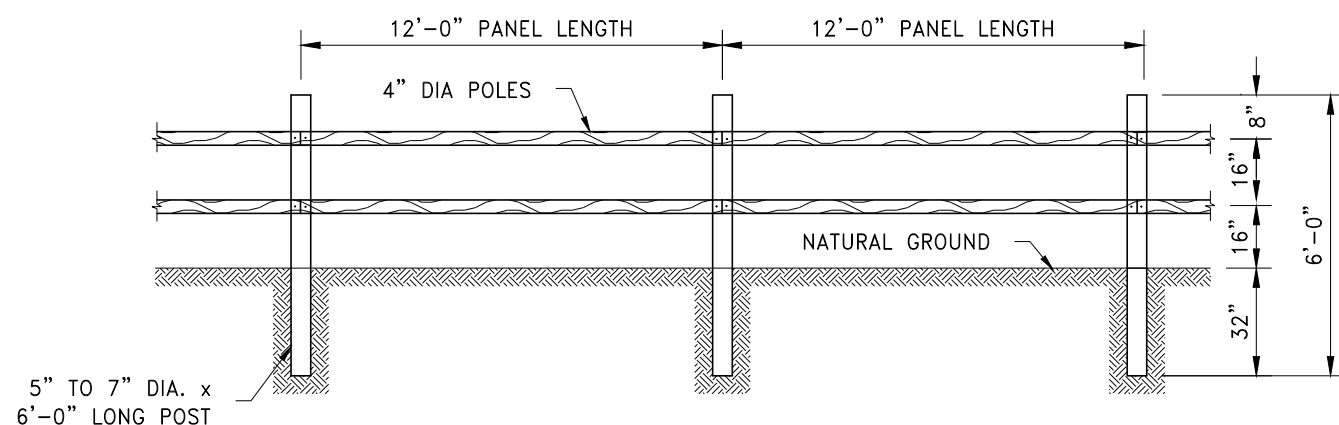


**B**  
16  
PANEL GATE DETAIL

NOT TO SCALE

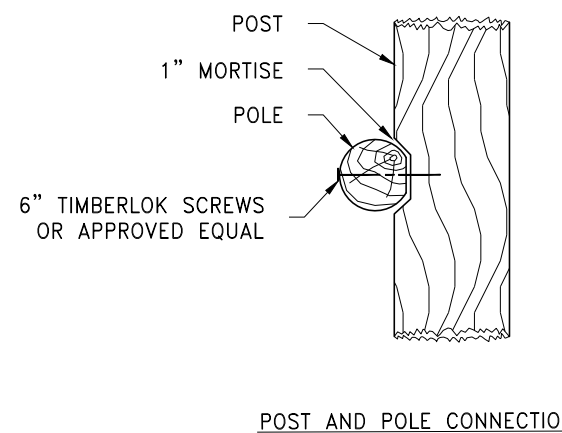
**GENERAL NOTES:**

1. ALL WIRE TO BE TWO-STRAND BARBLESS WIRE



**C**  
16  
WOOD POST AND RAIL FENCE DETAIL

NOT TO SCALE



**GENERAL NOTES:**

1. BEVEL POLE @ POST TO ACHIEVE 3" THICKNESS
2. POST AND POLES TO BE FULLY TREATED, SEE SECTION 02820

**PRELIMINARY - NOT FOR CONSTRUCTION**

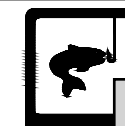
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**MONTANA FISH,  
WILDLIFE & PARKS**

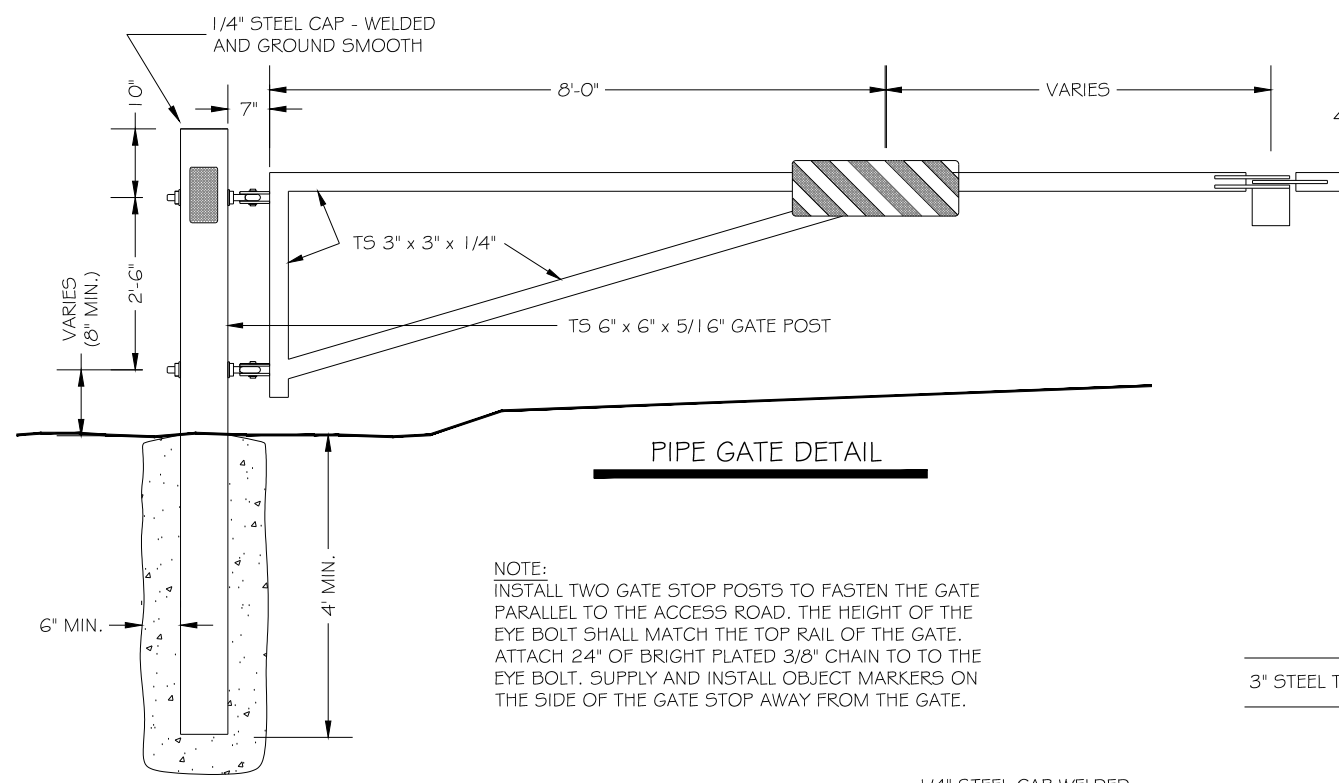
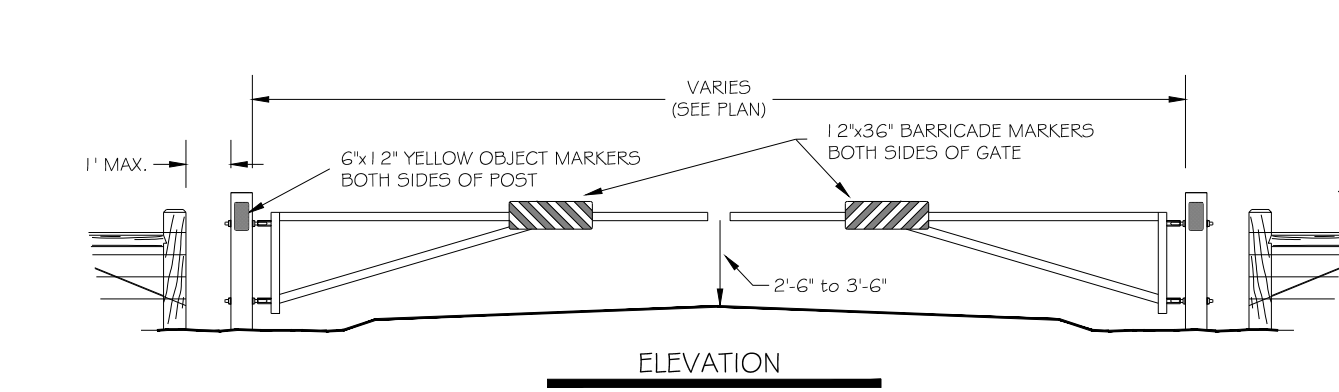
**FENCING DETAILS**

JOHN OWEN FAS FWP #7173727

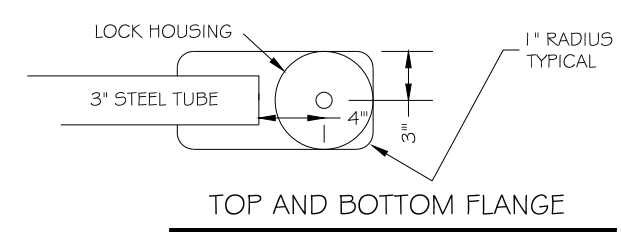
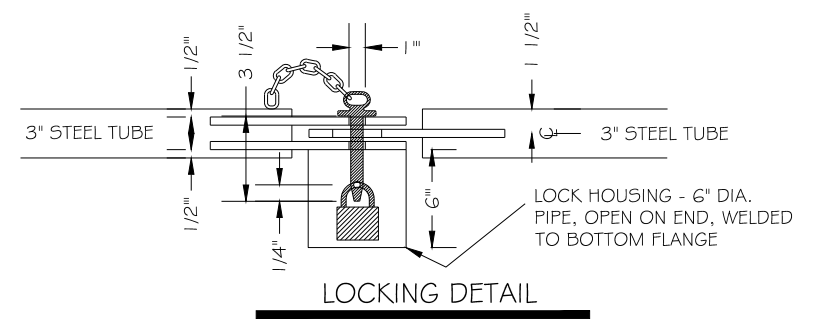
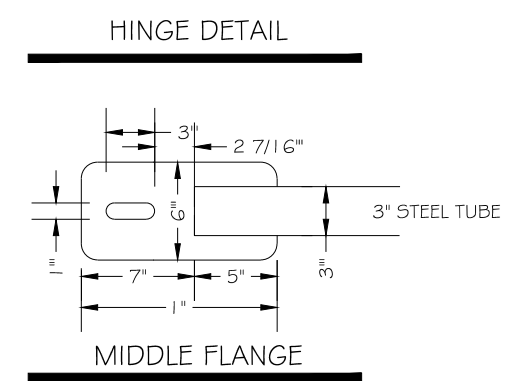
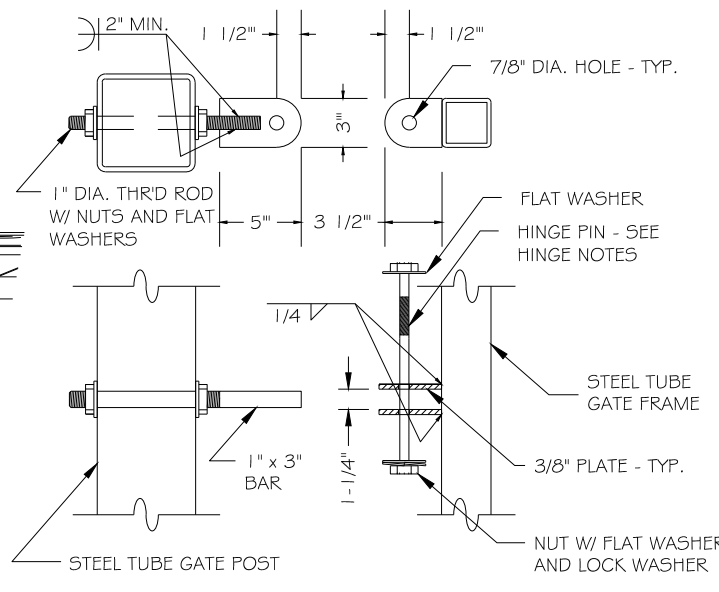
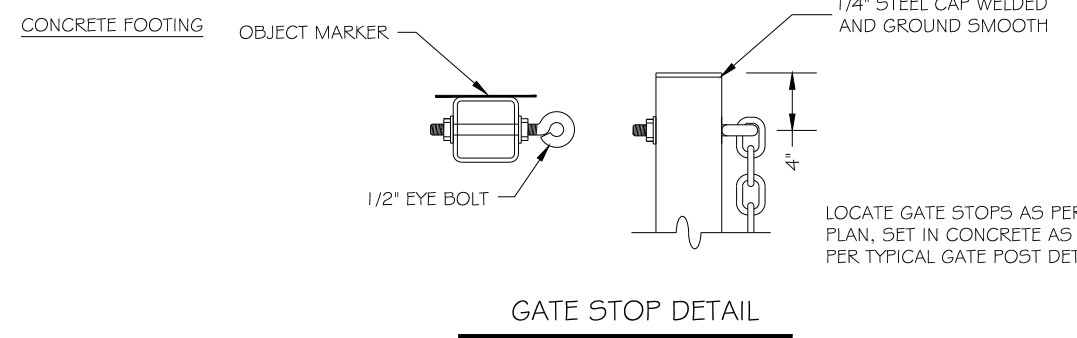


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of

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NOTE:  
 INSTALL TWO GATE STOP POSTS TO FASTEN THE GATE PARALLEL TO THE ACCESS ROAD. THE HEIGHT OF THE EYE BOLT SHALL MATCH THE TOP RAIL OF THE GATE. ATTACH 24" OF BRIGHT PLATED 3/8" CHAIN TO THE EYE BOLT. SUPPLY AND INSTALL OBJECT MARKERS ON THE SIDE OF THE GATE STOP AWAY FROM THE GATE.



- GENERAL NOTES:**
1. TUBE STEEL TO BE ASTM A500 GRADE B
  2. BOLTS TO BE ASTM A325, GRADE A
  3. LENGTHS OF GATE AND STOP POSTS VARY DEPENDING ON TERRAIN. FIELD VERIFY REQUIRED LENGTH PRIOR TO CONSTRUCTION TO ENSURE MINIMUM BURY DEPTH.
  4. ALL WELDS TO BE GROUND SMOOTH.
  5. ALL STEEL TO BE FINISHED W/ INDUSTRIAL ACRYLIC POLYURETHANE, SEMI-GLOSS FINISH, COLOR TO BE SELECTED BY OWNER.
- HINGE NOTES:**
1. HINGE BOLT THREADS TO BE EXPOSED 1" MINIMUM BEYOND NUTS ON EITHER SIDE OF GATE POST TO ALLOW ADJUSTMENT.
  2. PROVIDE 3/4" DIA. X 3" HINGE PINS AT EACH HINGE.
  3. GREASE THREADS OF HINGE BOLTS BEFORE INSTALLATION.
- LOCK NOTES:**
1. PROVIDE 7/8" DIA. X 3 1/2" HITCH PIN. BEVEL END OF PIN AND DRILL HOLE TO ACCEPT 3/8" DIA. PADLOCK HASP.
  2. ATTACH PIN TO GATE WITH 24" BRIGHT PLATED 3/8" CHAIN.
  3. IF THE CONTRACTOR CHOOSES TO USE THEIR OWN LOCK DURING CONSTRUCTION, A KEY MUST BE PROVIDED TO FWP PROJECT MANAGER AND REGIONAL STAFF. INSTALL FWP LOCK #2661 AT FINAL ACCEPTANCE.

**A**  
 17  
**STEEL PIPE GATE INSTALLATION DETAIL**

NOT TO SCALE

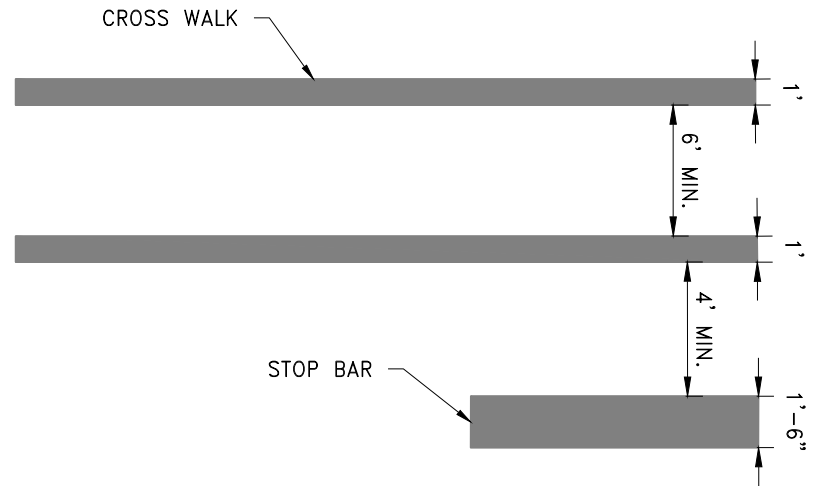
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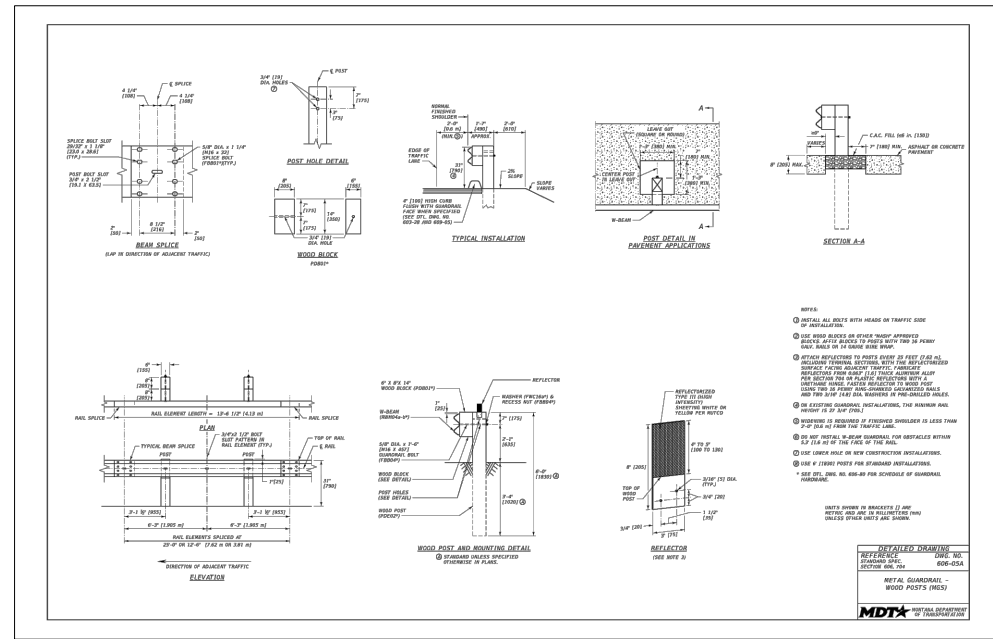
**GATE DETAILS**  
 JOHN OWEN FAS FWP #7173727





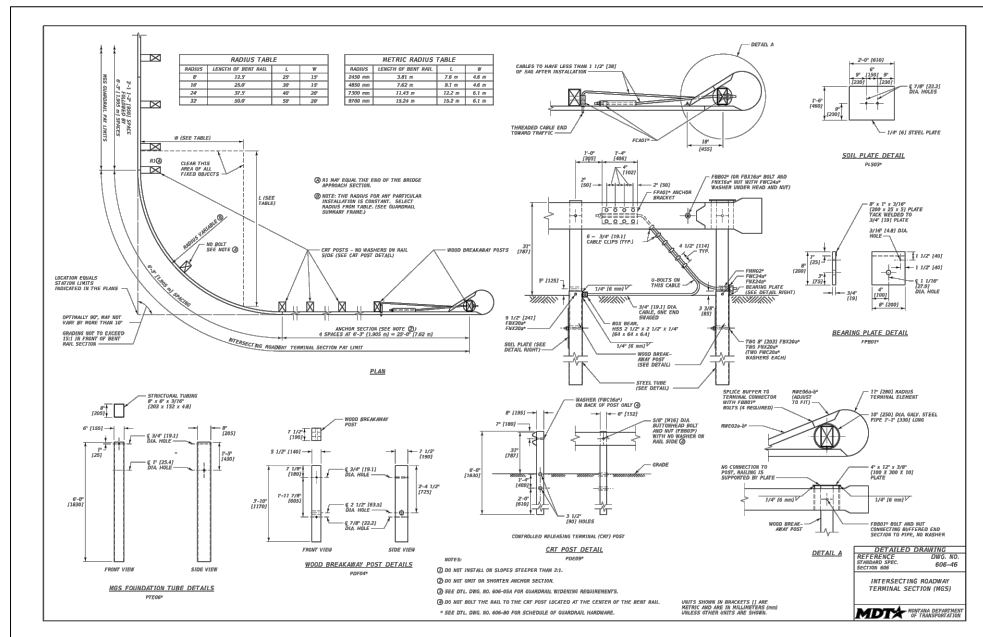
**A** CROSS WALK DETAIL  
18

NOT TO SCALE



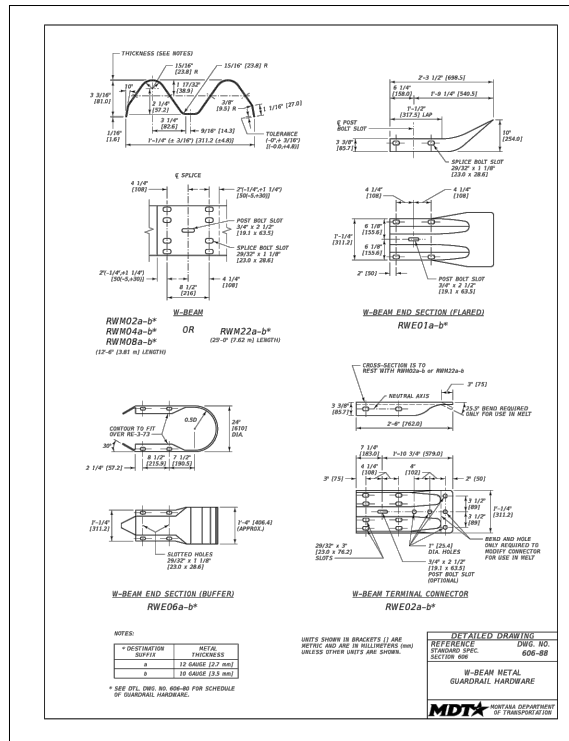
**B** METAL GUARDRAIL WITH WOOD POSTS DETAIL  
18

NOT TO SCALE



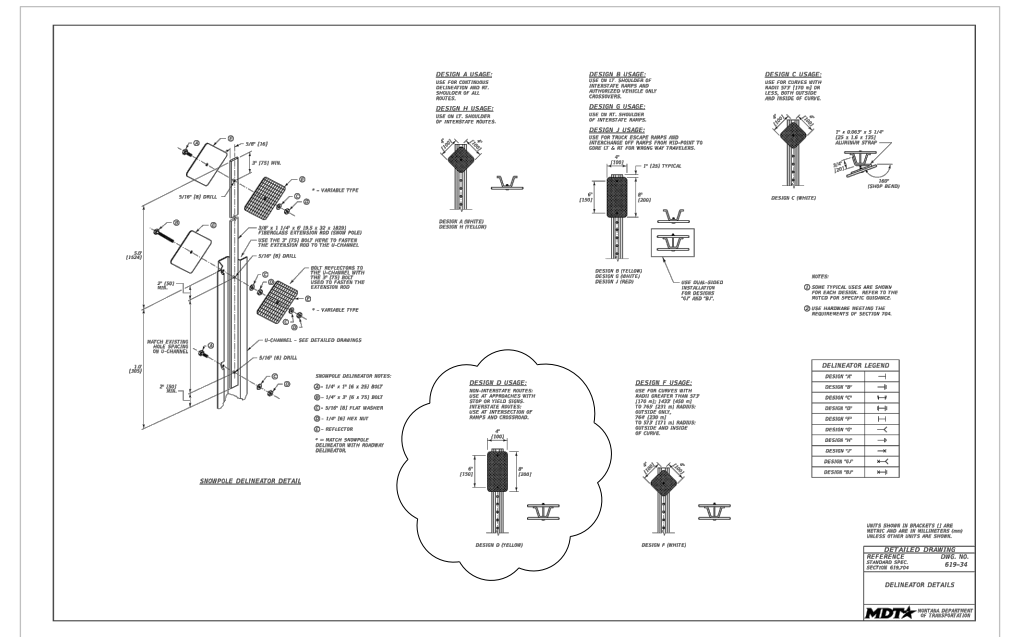
**C** GUARDRAIL TERMINAL DETAIL  
18

NOT TO SCALE



**D** W-BEAM RUB RAIL DETAIL  
18

NOT TO SCALE



**E** TYPE D REFLECTORS DETAIL  
18

NOT TO SCALE

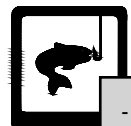
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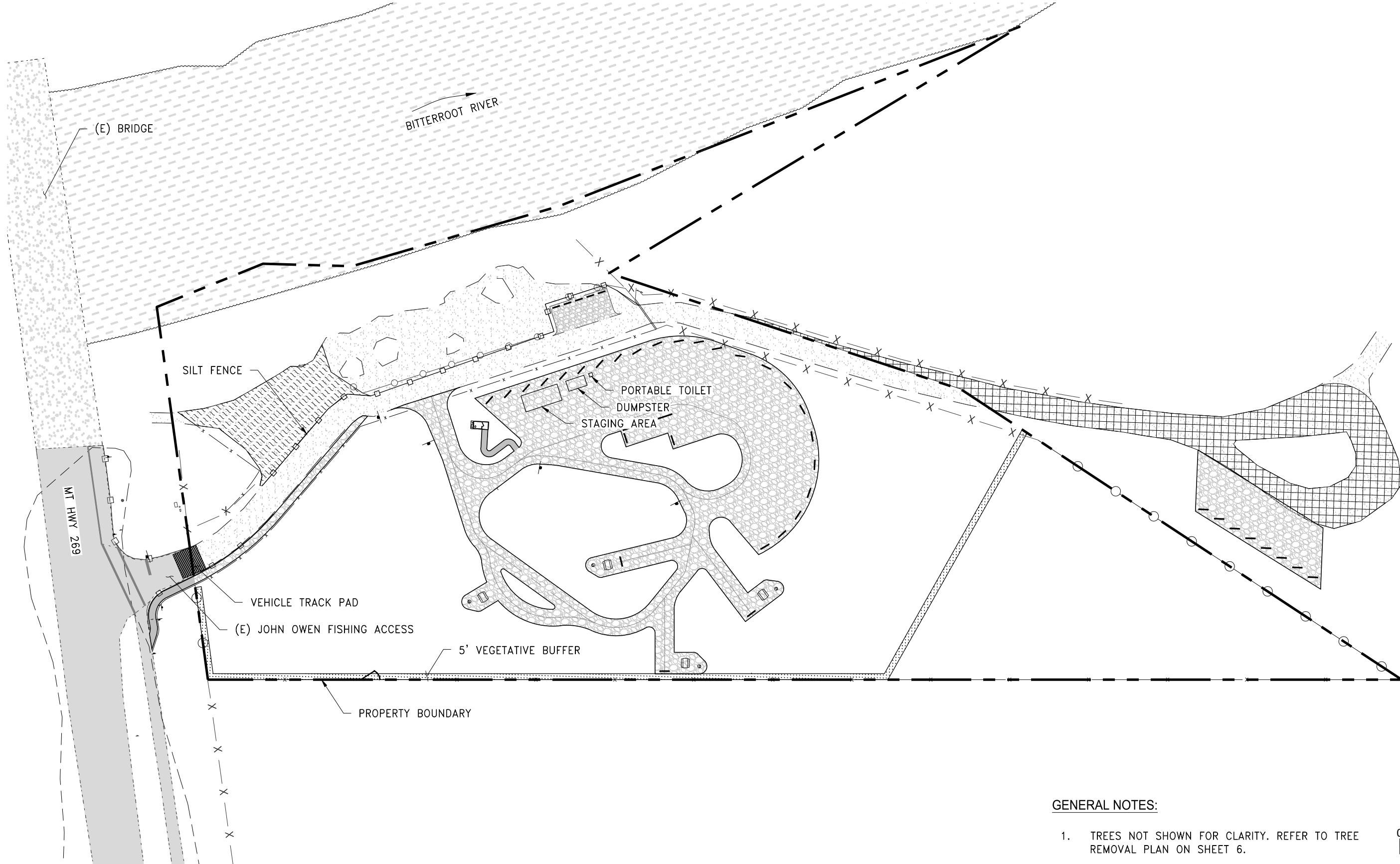


**MONTANA FISH,  
WILDLIFE & PARKS**

**RIGHT OF WAY DETAILS**  
JOHN OWEN FAS FWP #7173727

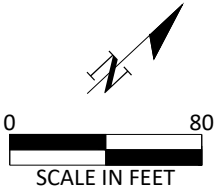


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**GENERAL NOTES:**

- 1. TREES NOT SHOWN FOR CLARITY. REFER TO TREE REMOVAL PLAN ON SHEET 6.



**PRELIMINARY – NOT FOR CONSTRUCTION**

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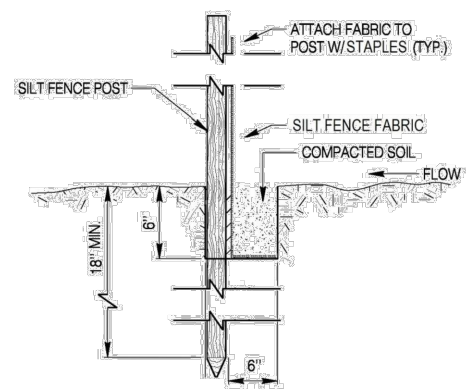
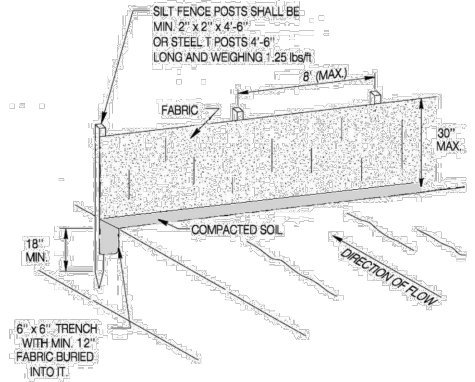
**MONTANA FISH,  
WILDLIFE & PARKS**

**EROSION CONTROL PLAN**  
JOHN OWEN FAS FWP #7173727



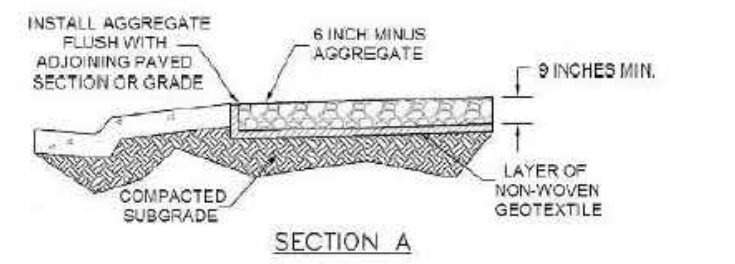
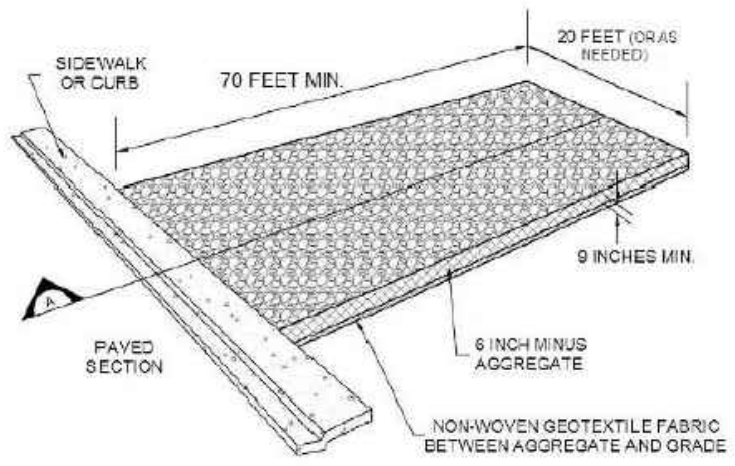
FET: 19  
of  
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**SILT FENCE (con.)**



Adapted from WYDOT Temp. Erosion Control Measures

**A** SILT FENCE DETAIL  
19 NOT TO SCALE



**VEHICLE TRACK PAD**  
Not to Scale

**B** VEHICLE TRACK PAD DETAIL  
19 NOT TO SCALE

NOTE:  
1. VEHICLE TRACK PAD IS TEMPORARY AND SHALL BE REMOVED AFTER CONSTRUCTION.

PRELIMINARY - NOT FOR CONSTRUCTION

DRAWN BY:	DATE:	REVISED BY:	DATE:	APPROVED BY:	DATE:
CHECKED BY:	DATE:	APPROVED BY:	DATE:	APPROVED BY:	DATE:



**EROSION CONTROL DETAILS**  
JOHN OWEN FAS FWP #7173727

**File Attachments for Item:**

c. Discussion/Decision: Special Event Permit for the Stevensville Harvest Valley Farmers Market

TOWN OF STEVENSVILLE  
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: April 5, 2024 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: Stevensville Harvest Valley Farmers Market

CONTACT PERSON: Stacie Barker & Jesse Bundren TELEPHONE: Stacie 406-381-6145  
Jesse 406-207-9425

ACTIVITY: Farmers Market

LOCATION REQUESTING: West 3rd & Main Street

DATE: May 4th - Oct 5th STARTING TIME: 7am ENDING TIME: 3:00 pm

ESTIMATED NUMBER OF PEOPLE ATTENDING: 200

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  
(W. 3rd Street to Alley.)

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 their area

FEE: \$ 100.00 Market manager will do a final market walk through to pick up left behind items.

\*\*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.



## 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>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Stevensville Harvest Valley Farmers Market
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/25/2024
<b>Agenda Topic:</b>	Discussion/Decision: Special Event Permit for the 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>	04/25/2024
<b>Notes:</b>	Special event permit, proof of insurance and payment have all been received by the town clerk.

**File Attachments for Item:**

d. Discussion/Decision: Special Event Permit for the Stevensville Harvest Valley Farmers Market and Car Show



TOWN OF STEVENSVILLE  
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: April 5 2024 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: Stevensville Harvest Valley Farmers Market

CONTACT PERSON: Stacie Barker - Jesse Bundren TELEPHONE: Stacie 406-381-8145  
Jesse 406-207-9425

ACTIVITY: Car Show at Farmers Market

LOCATION REQUESTING: East 3rd - Church St.

DATE: June 15th STARTING TIME: 7am ENDING TIME: 3:00pm

ESTIMATED NUMBER OF PEOPLE ATTENDING: 200-300

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 area. Market master will do a final walk-through for left behind items

FEE: \$ 75.00

\*\*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.





## 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>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Stevensville Harvest Valley Farmers Market
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/25/2024
<b>Agenda Topic:</b>	Discussion/Decision: Special Event Permit for the Stevensville Harvest Valley Farmers Market and 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>	04/25/2024
<b>Notes:</b>	Special event permit, proof of insurance and payment have all been received by the town clerk.

**File Attachments for Item:**

e. Discussion/Decision: Compensation for City Clerk Jenelle Berthoud



## 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>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Gina Crowe, Finance Officer
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	bob@townofstevensville.com
<b>Requested Council Meeting Date for Item:</b>	4-25-24
<b>Agenda Topic:</b>	Discussion/Decision: Compensation for City Clerk Jenelle Berthoud
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	4-25-24
<b>Notes:</b>	Jenelle has worked 612 hours since 12/23/23. I have added 80 hrs. to it since Jenelle will be helping Andrena with the Utility Billing until she is comfortable on her own. I propose giving Jenelle \$3.00 hr. for her total time which comes to \$2075.34.

**File Attachments for Item:**

f. Discussion/Decision: Suspend Town Council Rules to Cancel the May 9, 2024, Town Council Meeting and Authorizing Claims to be Paid out of Cycle



## 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>	Bob Michalson
<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>	04/25/2024
<b>Agenda Topic:</b>	Discussion/Decision: Suspend Town Council Rules to Cancel the May 9, 2024, Town Council Meeting and Authorizing Claims to be Paid out of Cycle
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	04/25/2024
<b>Notes:</b>	Town council members and the mayor will be attending conference this week. There will be one town council meeting in the month of May and that will be on May 23, 2024.