



**Stevensville Town Council Meeting**  
**Agenda for**  
**THURSDAY, OCTOBER 09, 2025**  
**6:30 PM**  
**206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
5. Approval of Bi-Weekly Claims
6. Administrative Reports
  - a. Airport
  - b. Building Department
  - c. Finance
  - d. Fire Department
  - e. Police Department
  - f. Public Works
7. New Business
  - a. Discussion/Decision: Dickerson Park (6<sup>th</sup> Street Park) as a Community Garden
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:**

b. Building Department

## **MONTHLY REPORT**

### **Building Department**

September 2025

#### **Permits Issued**

#### **Fees Collected**

##### **Building** ( 2 permits)

1. NSFR .....	\$1582.50
2. New/Remodel Commercial Building .....	\$0
3. Renovation/Remodel .....	\$0
4. Demo re-roof, commercial.....	\$0

##### **Electrical** ( 6 permits)

1. NSFR .....	\$0
2. New/Remodel Commercial Building .....	\$183.60
3. Renovation/Remodel .....	\$360.00
4. Demo .....	\$0

##### **Mechanical** (1 permits)

1. NSFR .....	\$0
2. New/Remodel Commercial Building .....	\$0
3. Renovation/Remodel .....	\$118.75
4. Demo .....	\$0

##### **Plumbing** (1 permit)

1. NSFR .....	\$0
2. New/Remodel Commercial Building .....	\$62.00
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0

**Total permits issued: 10      Total fees collected: \$2,306.85**

#### **Activities**

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

#### **Items of Interest**

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

Prepared by Jenelle Berthoud, Town Clerk

**File Attachments for Item:**

d. Fire Department



## STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

### Activity Report – September 2025

## Calls for the Month of September: 51

Calls for Stevensville Town: 17

Calls for Stevensville Rural: 32

Mutual Aid: 2

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Medical Response: 35

Fire Calls: 9

Motor Vehicle Crash: 7

Total Calls: 51

Missed calls: 0

## Calls for the Year to Date: 526

Calls for Stevensville Town: 193

Calls for Stevensville Rural: 300

Mutual Aid: 33

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Medical Response: 389

Fire Calls: 110

Motor Vehicle Crash: 27

Total Calls: 526

Missed calls: 35

**File Attachments for Item:**

e. Police Department

# Stevensville Police Department Monthly Activity Report 2025

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
<b>CALLS FOR SERVICE</b>	57	76	71	43	56	61	85	83	71			
<b>ARRESTS ADULT/JUV</b>	3	4	4	3	2	2	1	3	1			
<b>TRAFFIC CITATIONS</b>	8	12	5	8	14	7	8	9	7			
<b>TRAFFIC STOPS</b>	15	19	25	9	12	9	18	18	13			
<b>TRAFFIC ACCIDENTS</b>	1	5	2	2	1	1	4	9	6			
<b>VEH TOWS</b>	1	1	1	0	0	0	0	0	0			
<b>HOMICIDES</b>	0	0	0	0	0	0	0	0	0			
<b>ROBBERIES</b>	0	0	0	0	0	0	0	0	0			
<b>BURGLARIES</b>	0	0	0	0	0	0	0	0	0			
<b>THEFTS</b>	2	2	4	0	2	1	1	2	3			
<b>ASSAULTS OR PFMA</b>	2	0	0	2	1	3	0	1	1			
<b>SEX CRIMES</b>	0	0	0	1	0	0	2	0	0			
<b>FRAUD CRIMES</b>	1	1	0	0	1	0	1	2	0			
<b>CRIMINAL MISCHIEF</b>	0	0	0	1	0	0	2	0	1			
<b>PRIVACY COMMUNICAT</b>	2	0	0	0	0	0	0	0	0			
<b>THREATS OR INTIMIDATION</b>	2	5	2	1	2	1	6	0	1			
<b>SUSPICIOUS ACTIVITY</b>	3	1	2	2	2	1	5	0	0			
<b>DISTURBANCE</b>	1	1	1	1	1	3	2	0	0			
<b>UNATTENDED DEATHS</b>	0	1	0	0	0	0	0	0	0			
<b>WELFARE CHECKS</b>	3	6	2	0	3	4	2	3	3			
<b>LOST/FOUND PROPERTY</b>	3	2	1	1	3	3	1	3	2			
<b>BURG ALARMS 911 HANGUPS</b>	2	7	2	3	6	3	7	10	4			
<b>VICTIM NOTIFICATION</b>	1	1	0	0	2	0	0	0	0			



**File Attachments for Item:**

f. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
004583	CORRECTIVE	Closed	Fix irrigation 317 Spring	Town of Stevensville		Stephen Lassiter
004582	CORRECTIVE	Closed	Road base alley behind 400 Charlos	Streets		Stephen Lassiter
004581	CORRECTIVE	Closed	Replace stolen stop sign at 5th and Pine	Streets		Stephen Lassiter
004573	CORRECTIVE	Closed	318 Spring street called Town Hall and reported they still had no water after we had turned him off to fix a leak the previous day. Stephen Lassiter went over and discovered his pipes were clogged. Advised him to call a plumber and follow up with us after.	Mobile / Town of Stevensville	Stephen Lassiter	Andrena Case
004569	CORRECTIVE	Closed	Urn burial Saturday the 27th. Dig Friday.	Town of Stevensville		Stephen Lassiter
004568	CORRECTIVE	Closed	New water leak repair on Spring Street	Town of Stevensville		Stephen Lassiter
004566	SCHEDULED	Closed	Monday empty all garbage	Mobile / Town of Stevensville		Cody Anderson
004563	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Gerald Gaylor Jeff Wilkinson	Steve Kruse
004561	SCHEDULED	Closed	Wednesday Manhole Inspection and degrease	Wastewater / Town of Stevensville		Cody Anderson
004560	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 24-Influent Channel / Wastewater / Town of Stevensville	Kevin McGinley	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
004558	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
004556	SCHEDULED	Closed	Monday empty all garbage	Mobile / Town of Stevensville		Cody Anderson
004555	SCHEDULED	Closed	Run eyewash station until clear	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
004554	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Kevin McGinley	Steve Kruse
004553	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Gerald Gaylor Jeff Wilkinson	Steve Kruse
004552	SCHEDULED	Closed	Check oil level on influent pumps	Wastewater / Town of Stevensville	Cody Anderson Kevin McGinley	Steve Kruse
004551	SCHEDULED	Closed	Wednesday Manhole Inspection and degrease	Wastewater / Town of Stevensville		Cody Anderson
004550	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 24-Influent Channel / Wastewater / Town of Stevensville	Kevin McGinley	Steve Kruse
004550	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	19-Final Clarifier 1 / Wastewater / Town of Stevensville	Kevin McGinley	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
				20-Final Clarifier 2 / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 24-Influent Channel / Wastewater / Town of Stevensville		
004549	CORRECTIVE	Closed	Put new radiator, belts, and pulley on Toro mower	Town of Stevensville		Stephen Lassiter
004547	CORRECTIVE	Closed	Rebuild sludge press with new kit	Town of Stevensville		Stephen Lassiter
004546	CORRECTIVE	Closed	Full burial Friday 9/12. Dig on Thursday.	Town of Stevensville		Stephen Lassiter
004545	CORRECTIVE	Closed	Urn burial Wednesday 9/10. Dig on Tuesday	Town of Stevensville		Stephen Lassiter
004544	CORRECTIVE	Closed	Pick up concrete chunks by Exit Realty	Streets		Stephen Lassiter
004543	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
004542	SCHEDULED	Closed	Monday empty all garbage	Mobile / Town of Stevensville		Cody Anderson
004541	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Kevin McGinley	Steve Kruse
004538	SCHEDULED	Closed	Wednesday Manhole Inspection and degrease	Wastewater / Town of Stevensville		Cody Anderson
004537	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville 23-Headworks Bldg /	Kevin McGinley	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
				Wastewater / Town of Stevensville 24-Influent Channel / Wastewater / Town of Stevensville		
004536	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
004535	SCHEDULED	Closed	Email monthly CL2 residual sheet to DEQ. Directions at Wellhouse	Water / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse
004533	SCHEDULED	Closed	Grrease perf screen and influent pumps		Kevin McGinley	Steve Kruse
004530	SCHEDULED	Closed	Submit monthly DMR	Wastewater / Town of Stevensville	Cody Anderson Stephen Lassiter	Stephen Lassiter
004529	SCHEDULED	Closed	Monday empty all garbage	Mobile / Town of Stevensville		Cody Anderson
004527	SCHEDULED	Closed	Monthly DEQ Sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
004518	CORRECTIVE	Closed	Fix hydraulic leak on sweeper	Streets		Stephen Lassiter
004507	CORRECTIVE	Closed	Replace curbstop at 317 Spring	Town of Stevensville		Stephen Lassiter

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

**UTILITIES REPORT**

Domestic Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	29,749,000	36,702,000

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

*Waste Water Treatment*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	4,910,650	2,189,355 (inaccurate due to SCADA)

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

○

**OTHER**

- 💧 Meter reads and billing cycle
- 💧 Daily road grid inspections
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Water and Waste water plants rounds
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 Alley maintenance
- 💧 Downtown risk management inspections
- 💧 Mowing, trimming, spraying all parks and cemeteries
- 💧 Irrigation in parks and cemeteries
- 💧 Training new Parks Manager
- 💧 2 urn burials
- 💧 Major dig and water repair on Spring Street
- 💧 Rebuilt sludge press

💧 \*\*\*See Q-Ware Report for more detailed operations\*\*\*

**File Attachments for Item:**

a. Discussion/Decision: Dickerson Park (6<sup>th</sup> Street Park) as a Community Garden





## 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 Park Board
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	10/09/2025
<b>Agenda Topic:</b>	Discussion/Decision: Dickerson Park (6 <sup>th</sup> Street Park) as a Community Garden
<b>Backup Documents Attached?</b>	Choose an item.
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	10/09/2025
<b>Notes:</b>	<p>Ken Scrivner, pastor with Bitterroot Family Church here in Stevensville met with Mayor Michalson earlier in the year to discuss the need for a community garden here in Stevensville. The idea was presented to the Park Board at their September 16, 2025, meeting and they voted to take the idea to the town council for their approval.</p> <p>Dickerson Park (6<sup>th</sup> Street Park) is located within the 300 block of 6<sup>th</sup> Street. It currently has a basketball court and grass area that is maintained, mowed and watered by the Parks Department.</p>