



**Stevensville Town Council Meeting
Agenda for
THURSDAY, JUNE 12, 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
 - [a.](#) Special Town Council Meeting Minutes 05/12/2025
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. Unfinished Business
8. New Business
 - [a.](#) Opening of Bids for Water Distribution System Leak Detection Services
 - [b.](#) Discussion/Decision: Special Event Permit for the 20th Annual Scarecrow Festival
 - [c.](#) Discussion/Decision: Placement of a Permanent Sculpture at Creamery Park
 - [d.](#) Discussion/Decision: Additional Parking for Father Ravalli Park
 - [e.](#) Discussion/Decision: Resolution No. 531b, a Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
 - [f.](#) Discussion/Decision: Resolution No. 569 a Resolution for Adopting Wages for Pool Staff for the Town of Stevensville Montana
9. Board Reports
10. Town Council Comments
11. Executive Report
12. 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. Special Town Council Meeting Minutes 05/12/2025

Stevensville Special Town Council Meeting Minutes

for MONDAY, MAY 12, 2025, 5:30 PM 206 Buck Street, Town Hall

1. Call to Order and Roll Call

Mayor Michalson called the meeting to order. Councilmembers Barker, Brown, Bragg 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. New Business

a. Opening of Bids for Pavement Rehabilitation at the Stevensville Airport

Jenelle Berthoud, Town Clerk: opened none for rehabilitation. Received no bids for pavement rehabilitation.

b. Discussion/Decision: Awarding of Bid for Pavement Rehabilitation at the Stevensville Airport

NONE

c. Opening of Bids for Pavement Maintenance at the Stevensville Airport

Jenelle Berthoud: opened Hi-Lite Airfield Services LLC, Watertown NY.

Tyler Reed and Sarah Michaelson with Morrison-Maierle: reviewed the packet for compliance.

Jenelle Berthoud: Bid Amount: \$237,815.33

Jenelle Berthoud: opened American Road Maintance, Tucson, AZ.

Tyler Reed and Sarah Michaelson with Morrison-Maierle: reviewed the packet for compliance.

Jenelle Berthoud: Bid Amount: \$338,895.00

Jenelle Berthoud: opened CR Contracting, Bend, OR

Tyler Reed and Sarah Michaelson with Morrison-Maierle: reviewed packet for compliance.

Jenelle Berthoud: Bid Amount: \$198,020.54

Jenelle Berthoud: opened Road Products LLC, Spokane Valley, WA

Tyler Reed and Sarah Michaelson with Morrison-Maierle: reviewed packet for compliance.

Jenelle Berthoud: Bid Amount: \$201,116.25

d. Discussion/Decision: Awarding of Bid for Pavement Maintenance at the Stevensville Airport

Mayor Michalson: would the council like to make a motion to send these to the Airport Board for their recommendation back to the council.

Councilmember Brown: I move that we table this decision until the Airport Board has time to review the four bids and recommend to the council which one.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Council discussion?

Councilmember Barker: it will be interesting to see where this comes in at, the last two were pretty similar. Are we going to put out again for another round of bidding on the pavement rehabilitation.

Tyler Reed: we will have that discussion with the board and may just look at doing another bid opening next year. I can say that out of all of the projects this is like the lowest priority. At lease we are getting the maintenance done, sealing the cracks and the pavement, it really needs it. We will discuss this with the board.

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

5. Adjournment

Councilmember Brown: make a motion to adjourn.

Councilmember Smith: 2nd.

APPROVE:

ATTEST:

**Bob Michalson, Mayor
Town Clerk**

Jenelle S. Berthoud,

File Attachments for Item:

d. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – May 2025

Calls for the Month of May: 66

Calls for Stevensville Town: 21

Calls for Stevensville Rural: 38

Missed calls: 6

Mutual Aid: 1

Total Calls: 66

Medical Response: 43

Fire Calls: 14

Motor Vehicle Crash: 3

Calls for the Year to Date: 273

Calls for Stevensville Town: 76

Calls for Stevensville Rural: 149

Missed call: 14

Mutual Aid: 14

Total Calls: 273

Medical Response: 206

Fire Calls: 50

Motor Vehicle Crash: 10

File Attachments for Item:

f. Public Works

TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT May 2025

UTILITIES REPORT

Domestic Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	28,457,000	18,214,000

- 💧 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>	4,125,194	3,198,848

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

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 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
- 💧 Continued replacement of water meters
- 💧 Continued training on dump truck and skid steer
- 💧 Placed RFP for leak detection
- 💧 1 emergency call out
- 💧 2 urn burials in Riverside
- 💧 Site visit from Trojan UV
- 💧 Spring water school and exam for PW director
- 💧 Painted the town swimming pool

- 💧 2 water classes in Town Hall
- 💧 Finished Spring cleanup
- 💧 Started mowing, trimming, spraying all parks and cemeteries
- 💧 Began irrigation in parks and cemeteries

File Attachments for Item:

- a. Opening of Bids for Water Distribution System Leak Detection Services



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/12/2025
Agenda Topic:	Opening of Bids for Water Distribution System Leak Detection Services
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/12/2025
Notes:	The town council at a regular scheduled meeting on 01/23/2025 approved the RFP process to obtain bids for Leak Detection of the Towns Water Lines. Public notice in the local newspaper and posting at town hall with a closed date of 06/10/2025 @ 5:00 pm. Bids will be opened at this meeting, 06/12/2025. They will be reviewed by public works supervisor and administration with their recommendation coming back to the town council meeting on 06/26/2025 for awarding of a bid.

File Attachments for Item:

b. Discussion/Decision: Special Event Permit for the 20th Annual Scarecrow Festival



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Loey Knapp, Scarecrow Committee
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/12/2025
Agenda Topic:	Discussion/Decision: Special Event Permit for the 20 th Annual Scarecrow Festival
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/12/2025
Notes:	This Special Event Permit is for reserving the date, time and street closures for the Scarecrow Festival. Any additional needs will be brought back to the town council prior to the event.

TOWN OF STEVENSVILLE
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: 5/5/25 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: Stevensville Scarecrow Festival

CONTACT PERSON: Loey Knapp TELEPHONE: 406 529 9715

ACTIVITY: Scarecrow Festival

LOCATION REQUESTING: MAIN ST, 3rd ST E+W / Veterans Park
10/3/25 - 10/10/25

DATE: October 3rd + 4th STARTING TIME: 12 PM ENDING TIME: 10 PM

ESTIMATED NUMBER OF PEOPLE ATTENDING: 10,000

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: Team Cleanup (Scarecrow board)

FEE: \$ _____

**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.

File Attachments for Item:

c. Discussion/Decision: Placement of a Permanent Sculpture at Creamery Park



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Stevensville Park Board
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/12/2025
Agenda Topic:	Discussion/Decision: Placement of a Permanent Sculpture at Creamery Park
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/12/2025
Notes:	The Park Board met on 06/02/2025 to discuss the placement of a sculpture at Creamery Park. The Scarecrow Festival is celebrating 20 years this year, and they would like to recognize that with a sculpture that the Scarecrow Board will be funding. The Park Board voted in favor of a permanent sculpture to be placed at Creamery Park and are asking the town council for approval. The sculpture would be placed on the north side of the park as you enter from Main Street between the tree and light pole.



File Attachments for Item:

d. Discussion/Decision: Additional Parking for Father Ravalli Park



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Stevensville Park Board
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/12/2025
Agenda Topic:	Discussion/Decision: Additional Parking for Father Ravalli Park
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/12/2025
Notes:	<p>The Park Board met on 06/2/2025 to discuss additional parking for Father Ravalli Park. The Park Board is suggesting that the land located southwest of Father Ravalli Park be utilized for additional parking for park users. The Park Board voted in favor of additional parking for Father Ravalli Park.</p> <p>Currently the only parking available for park users is located on College Street boarding residential homes. This is a well-attended park and when in use the neighboring streets can become very congested. Mayor Michalson and Stephen Lassiter, Public Works Supervisor visited the proposed parking area and determined that there is 4,708 square feet of space. There is already an access onto Main Street for this lot.</p>



File Attachments for Item:

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



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Stephen Lassiter
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/12/2025
Agenda Topic:	Discussion/Decision: Resolution No. 531b, a Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/12/2025
Notes:	At the 06/02/2025 Special Town Council Meeting the town council approved Resolution No. 531a, adding a job description for a Parks Manager. Resolution No. 531b is amending the Parks Manager job description to include additional certification and supervision.

RESOLUTION NO. 531b

**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, **Parks Manager**,
Seasonal Maintenance Worker,
Pool Manager/Head Lifeguard, Lifeguard/Instructor,
Aerobics Instructor

DATED this 12th day of June 2025, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Parks Manager

Department: Public Works

Date: 5/20/2025

GENERAL PURPOSE

Provides roads, streets, parks, trees, weeds, cemetery, swimming pool and splash pad maintenance services. Works with other departments under the Public Works umbrella as needed for meter reads, meter changes, snow plowing and a variety of other technical tasks related to assigned areas of responsibility.

SUPERVISION RECEIVED

Works under the supervision of the Public Works Supervisor

SUPERVISION EXERCISED

Supervises the Pool Staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs maintenance and care of the Town's parks, cemeteries to include mowing, trimming, spraying, moving irrigation lines and maintaining underground irrigation systems including sprinkler heads, main lines and control boxes.

Maintains the swimming pool and splash pad always ensuring a safe environment. Will maintain the proper chlorination and pH levels of the water and routine checks of the pumps and filters for proper working order.

Maintains a safe and clean environment at the playground for all users. This includes safety checks on all equipment, litter removal, and the addition of playground mulch where needed.

Empties all garbage cans around the town and regular maintenance of the park restrooms to ensure a safe and clean environment.

Will assist in funeral services to include digging of graves setting up carpets and lowering devices. Removing them when the service is finished and refilling the grave.

Will assist Public Works with routine and emergency water leak repairs, service line installation, street and alley maintenance, wastewater treatment plant maintenance and repair, spring and fall clean up and any other duties assigned by the Public Works Director.

Winter responsibilities shift to snow removal to include plowing and shoveling and applying ice melt where needed. Preventative maintenance of all vehicles to include mowers, trimmers, chain saws and heavier equipment.

Must hold a CDL License or ability to obtain a license within one year. Will acquire a Certified Pool Operator (CPO) Certificate as soon as possible. Will acquire a Playground Safety Inspector (CPSI) Certification as soon as possible.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

High School Diploma or equivalency and relevant experience.

Any combination of equivalent education and experience may be considered.

Must have a satisfactory driving record.

Ability to work alone or in a team environment.

KNOWLEDGE

This position requires operating heavy equipment. Using the proper materials, tools and methods involved in maintaining repairs of equipment, structures such as streets and alleys.

ABILITIES

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.

Use a variety of hand and power tools.

Perform a 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 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 50-70 lbs., distinguish color, and wear protective apparel, exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards and traffic hazards.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

File Attachments for Item:

f. Discussion/Decision: Resolution No. 569 a Resolution for Adopting Wages for Pool Staff for the Town of Stevensville Montana



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Finance Department
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/12/2025
Agenda Topic:	Discussion/Decision: Resolution No. 569 a Resolution for Adopting Wages for Pool Staff for the Town of Stevensville Montana
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/12/2025
Notes:	

RESOLUTION NO. 569

**A Resolution for Adopting Wages for Pool Staff for the
Town of Stevensville, Montana**

WHEREAS, Section 7-4-4201, Montana Code Annotated, mandates the establishment of wages and compensation of elected and appointed Town officers and all Town employees by ordinance or resolution.

NOW THEREFORE BE IT RESOLVED THAT, the following wages and compensation for the pool staff, for Fiscal Year 2024-2025, are hereby established, approved and adopted;

Pool Manager/Head Lifeguard \$13.50-\$15.00 per hour

Lifeguard/Instructor \$11.50-\$12.50 per hour

BE IT FURTHER RESOLVED THAT, the wages and compensation shall be effective as of June 14, 2025.

PASSED AND ADOPTED by the Town Council and approved by the Mayor this 12TH day of June 2025.

APPROVE:

ATTEST:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk