



**Stevensville Town Council Meeting
Agenda for
THURSDAY, MARCH 27, 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.](#) Town Council Meeting Minutes 02/27/2025
 - [b.](#) Special Town Council Meeting Minutes CLOSED SESSION 03/13/2025
 - [c.](#) Town Council Meeting Minutes 03/13/2025
5. Approval of Bi-Weekly Claims
 - [a.](#) #19563-#19581
6. New Business
 - [a.](#) Discussion/Decision: Utility Easement Agreement Between Landowner Severson and the Town of Stevensville
 - [b.](#) Opening of RFP's for Tree Trimming Services
 - [c.](#) Discussion/Decision: Awarding of Bid for Tree Trimming Services
 - [d.](#) Opening of Bids for Self-Serve Fuel Station at the Stevensville Airport
 - [e.](#) Discussion/Decision: Awarding of Bid for Self-Serve Fuel Station at the Stevensville Airport
 - [f.](#) Discussion/Decision: Resolution No.532A a Resolution of the Stevensville Town Council Amending the Purchasing Policy for the Town of Stevensville
 - [g.](#) Informational: CTAP Grant, Engineering Firm was Chosen for the Update of the Town of Stevensville Growth Policy
 - [h.](#) Discussion/Decision: Approve Budget Workshops for April 9 and April 30, 2025, at 5:30 PM
7. Board Reports
8. Town Council Comments
9. Executive Report
10. 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 02/27/2025

Stevensville Town Council Meeting Minutes
for THURSDAY, FEBRUARY 27, 2025, 6:30 PM 206 Buck Street, Town
Hall

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)

4. Approval of Minutes

Mayor Michalson: there are no minutes due to all of the things that Jenelle has been doing with the Creekside stuff.

5. Approval of Bi-Weekly Claims

a. #19516- #19528

Mayor Michalson: introduced bi-weekly claims #19516- #19528.

Councilmember Barker: I make a motion to approve bi-weekly claims #19516- #19528.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council?

Councilmember Nelson: #19516 ordinance hearing?

Mayor Michalson: when we had to put in for the ordinance hearings, parking and variance for state law.

Councilmember Nelson: #19521.

Jenelle Berthoud, Town Clerk: those are the people that are helping with the water rights.

Councilmember Nelson: so, these are fees from the company?

Mayor Michalson: Ross Miller contracted with this company they have basically taken over the wells to figure everything out.

Councilmember Nelson: are these the last phases by chance that we will be paying for this by chance.

Councilmember Brown: #19523 M&M and the airport project, the towns share is that in there, the airport has that in their budget to cover this?

Mayor Michalson: correct.

Councilmember Brown: #19524, credit card. CDL physical for Matthew. My question comes at the end of that page, for Cody there were two \$39.96.

Gina Crowe: page 7.

Councilmember Brown: yes, page 7.

Gina Crowe: they are split between the different fund. So, because he belongs to different departments is why he is split.

Councilmember Brown: my question is why is one guys bills much higher than the other. #19528 Ed Sutherland sanding of streets, is that where we are buying our sand now? Sand for streets, are we buying sand from him now?

Mayor Michalson: that was Ed, sanding.

Councilmember Brown: so, we paid Ed to sand the streets?

Mayor Michalson: for that weekend.

Gina Crowe: how would you have wanted that listed?

Councilmember Brown: it was just confusing.

Mayor Michalson: it was a weekend that we were not able to do it. Any more questions on the claims? Public comments? Seeing none, Jenelle, would you take the vote.

Councilmember Brown: aye.

Councilmember Barker: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

6. Unfinished Business

a. Discussion/Decision: Service Contract Between Trojan Technologies Group ULC and the Town of Stevensville

Mayor Michalson: introduced unfinished business item a. Service Contract Between Trojan Technologies Group ULC and the Town of Stevensville. Has to do with our UV lighting at the plant, Stephen brought it my attention, I brought it to you and you guys had some questions.

Stephen Lassiter, Public Works Director: Trojan has fees for the work that they do. The UV system is the last disinfectant before it leaves the plant. There are 24 bulbs per bank, it is designed to switch over every month, but for some reason it just keeps coming back to the same bank, it has been running like this for over a year. Steve Kruse tried to fix it. Since it was installed, it has never had an

inspection. If this goes down, we will be in a lot of trouble, we can get fined. One charge from Trojan was \$3200 but if we get on this contract, it would be \$1600. A question that you had last time was how much would it be after the 8 hours. It is \$315 per hour. If they were to come Cody and I would be there the whole time. It is a program and computerized thing.

Mayor Michalson: this company from Canada flies in and gets a hotel, and that is beyond this price.

Stephen Lassiter: it is included in the price of the \$1650.00. I did not see anything that was plus that.

Mayor Michalson: so, when they are here for the eight hours, they are also the \$315 per hour.

Stephen Lassiter: that is included in the \$1650. You get them for eight hours for the \$1650.

Councilmember Barker: before we go any further, we need to have a motion on the table please.

Councilmember Barker: I make a motion for the approval of Service Contract Between Trojan Technologies Group ULC and the Town of Stevensville. However, it does state in the bottom here which should not have been included in this topic, it should have been a new business item a second quote.

Mayor Michalson: so then don't put that in the motion.

Councilmember Barker: I am just letting you know that this should be in new business.

Councilmember Smith: can we repeat the motion.

Councilmember Barker: Service Contract Between Trojan Technologies Group ULC and the Town of Stevensville. Excluding the second quote that is attached to this agenda item. This was not the original.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council?

Councilmember Brown: I have questions, have we talked HDR or called them and talked to them to tell them what is wrong, do they have some suggestions, did we have a request for service go out and if so when did it all go to and the deadline. I had some questions on the Trojan contract. It says that they perform routine maintenance is this something that is considered routine maintenance. Under routine maintenance is says visit and it is blank. They don't really say what their routine visit is, they other thing is they have Mr. Lassiter as the person signing the contract and that should be the mayor and one place, I found under number 23 under the federal laws of Canada.

Stephen Lassiter: I have not spoken to HDR, I have not requested for them to come here. To my knowledge HDR are not UV people.

Mayor Michalson: not sure what HDR can do for us.

Councilmember Brown: they are our engineering company for water and sewer. They might have a suggestion. Do we know what the routine maintenance is for.

Stephen Lassiter: it is a routine diagnostic check to make sure the system is running, the ballast are good, the computer components are good. If they found a problem, it is going to be above the \$1650 I just don't know what.

Councilmember Smith: you said that you tried to do some maintenance on it. was it a part from them?

Stephen Lassiter: yes, a ballast. It was a rebuilt part from them. It did not make any difference, so that tells us it is something in the main system. Something has to be done with this, it has been running like this for over a year. They can see that, but they can not diagnose it from there. These bulbs are \$900 apiece.

Councilmember Barker: how many banks of lights are there?

Stephen Lassiter: one bank is working, 24 lights in one bank.

Councilmember Barker: I see where there are two.

Stephen Lassiter: yes, it is the last step to kill everything off before it leaves the plant.

Mayor Michalson: it has to be done; it comes down to do you want to do it one time or do we want to do a five-year contract.

Stephen Lassiter: that is correct.

Councilmember Barker: the only thing I am concerned about is the subject to change, is that after the five years?

Stephen Lassiter: we are locked in so that is after the five years. That is per the contract, I was surprised that it is over half price.

Councilmember Barker: I just hope that it includes his airfare because that seems really cheap.

Stephen Lassiter: it does not say anything about the extra, they are out of Canada but have an office on Colorado.

Councilmember Barker: this other one says airfare included. Each additional day on sight.

Mayor Michalson: how old is the system Steve, do you know?

Stephen Lassiter: it was done when the upgrade took place. Bulbs have been changed.

Mayor Michalson: then it sounds like a service contract is a good idea.

Stephen Lassiter: this way you do a service contract every year they come and service it. I will call them tomorrow and it will take a bit.

Councilmember Barker: I just feel that it is not included in there and I don't want to get stuck with something, I understand that we have to have it done, but there are so many little things.

Stephen Lassiter: good point.

Councilmember Smith: if we did not have the contract, it could be even more.

Councilmember Nelson: I was just reading about the scheduled maintenance, and then anything outside the general maintenance will be quoted separately. Do we know what they want to be charging for that?

Stephen Lassiter: the amount per hour.

Mayor Michalson: any more comments from the council before I ask for public comment. Would the council like to table this to get some other answers, how would the council like to proceed.

Councilmember Barker: I think that this should be tabled until we get the questions answered.

Stephen Lassiter: I will also contact HDR Cindy.

Councilmember Brown: if they are able to log into your system, they should be able to tell what is wrong. The biggest thing about this contract is what is it going to be outside this contract. If they are calling this routine maintenance. If they only cover certain things. If we knew what the routine maintenance was going to be.

Mayor Michalson: next year will be routine maintenance. This year we know it is a repair.

Councilmember Brown: we will probably be paying the \$1650 plus a repair bill.

Mayor Michalson: could you find that out Stephen.

Stephen Lassiter: yes, I can do that.

Councilmember Barker: it is in the contract that the buyer is responsible for all of it. there is a lot of specifics.

Councilmember Brown: maybe it is wiser to just have them fix the thing, I don't know.

Mayor Michalson: what if they came here without a contract?

Stephen Lassiter: \$3500.00. But he did not say anything about parts.

Councilmember Nelson: in the contract under that part that she was quoting it makes it very clear it seems like they are going to come down diagnose an issue. You have obviously bought parts from them; are they going to come back and install a part for you.

Stephen Lassiter: I feel like we should be able to do it.

Councilmember Nelson: just to be the devils advocate, what will they charge you for training.

Stephen Lassiter: they can't charge me for hanging around.

Councilmember Brown: I was reading up on the Trojan site and they do train people.

Mayor Michalson: do we have a motion to table.

Councilmember Barker: would like to rescind the motion for Service Contract Between Trojan Technologies Group ULC and the Town of Stevensville.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd to rescind. Discussion from the council? Public comment? Seeing none, Jenelle take the vote.

Councilmember Nelson: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Councilmember Barker: aye

Mayor Michalson: passes 4-0, now I need a motion to table it.

Councilmember Nelson: I make a motion that we table the Trojan contract with the town of Stevensville until we get further information.

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd. Further discussion from the council and tabling.

Councilmember Brown: maybe since this has been going on for a long time, maybe the former people made notes down there. I was just wondering if someone already made a call to HDR and there are notes down there.

Mayor Michalson: further comments from the council? Public comment? Seeing none, Jenelle take the vote.

Councilmember Nelson: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Councilmember Barker: aye.

Mayor Michalson: Passes 4-0

7. New Business

a. Discussion/Decision: Resolution No. 562 a Resolution Adopting a Safety-Health & Workers Compensation Policy

Mayor Michalson: introduced new business item a. Resolution No. 562 a Resolution Adopting a Safety-Health & Workers Compensation Policy. Gina has been on this for a while, got a hold of MMIA. We did not have a workmen's comp policy so that is what this is.

Councilmember Brown: I move that we approve Resolution No. 562 a Resolution Adopting a Safety-Health & Workers Compensation Policy.

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council?

Councilmember Barker: I just want to thank Gina for taking the time to put this together because the town has not had something like this before. Obviously, it is a piece that has been missing for some time and looking at this it is very cut and dry and put together.

Mayor Michalson: any other comments from the council? Public comments? 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: Remove Yield Sign at the Southbound Corner of Church Street and 5th Street and Replace with Stop Sign

Mayor Michalson: introduced new business item b. Remove Yield Sign at the Southbound Corner of Church Street and 5th Street and Replace with Stop Sign.

Councilmember Barker: I make a motion to approve the Remove Yield Sign at the Southbound Corner of Church Street and 5th Street and Replace with Stop Sign.

Councilmember Nelson: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council?

Councilmember Brown: I am just wondering if anyone reviewed Resolution No. 230, we have a streets and highways on our growth policy, they did have in there about our through streets and intersections, 2006.

Mayor Michalson: Councilmember Brown I did read that, and it does say in the resolution to have HDR map out a streets plan, so I went through the growth

policy and see where it says to follow the master streets plan. The only problem is that Jenelle has looked high and low and everywhere, we can not find a 2006 master plan for streets. In the annex building and in here.

Jenelle Berthoud: I looked through everything, we just recently had some organization at the annex building, so I went back over and looked again and here at town hall.

Councilmember Brown: I drove by these areas I feel that it would be a better place at the intersection for people to stop at 5th Street. We have that curve at the end of 5th Street on to College to keep that traffic to slow down and around that corner.

Councilmember Smith: we just can't do that.

Mayor Michalson: any comments from the council?

Councilmember Smith: originally it was that we would put a stop sign at 5th and College, but it was determined by MCA that it is not possible, because you can't stop traffic at a non-intersection.

Councilmember Brown: there is a stop sign at that intersection on 5th if you are heading toward the school there is a stop sign there. It would be best to put the stop signs on 5th Street at the intersection of Church going east/west instead of going north/south. The other problem is on the other corner where you want to put the sign there are some big old trees and there is a yield sign there now and so when they leaf out it will be hard to see the sign and that needs to be trimmed by the town.

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

Councilmember Smith: aye.

Councilmember Brown: no.

Councilmember Barker: no.

Councilmember Nelson: aye

Mayor Michalson: fails 2-2

- c. Discussion/Decision: Remove Yield Sign at the Northbound Corner of Church Street and 5th Street and Replace with Stop Sign

Mayor Michalson: introduced new business item c. Remove Yield Sign at the Northbound Corner of Church Street and 5th Street and Replace with Stop Sign.

NO MOTION WAS MADE.

d. Discussion/Decision: Install Stop Sign at the Northbound Corner of Church Street and 6th Street

Mayor Michalson: introduced new business item d. Install Stop Sign at the Northbound Corner of Church Street and 6th Street.

Councilmember Smith: I move that we install a stop sign at the northbound corner of Church Street and 6th Street.

Councilmember Nelson: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council.

Councilmember Brown: item d does not say that there is a yield sign currently at that corner.

Chief Boe: there is not a yield sign.

Councilmember Brown: can Councilmember Smith revise his motion please.

Councilmember Smith: I move to install a stop sign at the north corner of Church and 6th Street.

Councilmember Nelson: 2nd.

Mayor Michalson: we have a motion and a 2nd. Discussion from the council?

Councilmember Smith: the main purpose of all of these is the main safety of the kids walking home. On 6th these are the main routes, I have seen at least 20-25 kids and more on 6th. The purpose is to slow down traffic because yield signs and the 25 mph speed limits are like suggestions and I have seen in the 6th years of living I have seen to many near misses. Perhaps there is even more that the chief can add to this.

Chief Boe: I wanted to talk to you all before you started talking about this. So, when this was brought to my attention a couple of weeks ago it was something that I was already aware of. These areas that we have identified, we have spent a lot of time, me, Officer Pierce, and Officer Franklin. The things that I have been looking at are speed, visibility and the conditioning of the drivers. We have talked about this in the past, we have far too many yield signs. We get a lot of speeding through out town; I hear about the convenience of using Church and College Street. Safety out ways convenience. All of those major streets, 2nd, 3rd, 4th and 5th we have pedestrian traffic on those streets especially during the school year. For as long as we have sat at these intersections, we have the data. Moving through those back ways and avoiding Main Street, that is why I partnered up with Councilmember Smith.

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

Councilmember Nelson: aye.

Councilmember Barker: no.

Councilmember Smith: aye.

Councilmember Brown: aye.

Mayor Michalson: passes 3-1

- e. Discussion/Decision: Remove Yield Sign at the Southbound Corner of Church Street and 6th Street and Replace with Stop Sign

Mayor Michalson: introduced new business item e. Remove Yield Sign at the Southbound Corner of Church Street and 6th Street and Replace with Stop Sign.

Councilmember Smith: I move that Remove Yield Sign at the Southbound Corner of Church Street and 6th Street and Replace with Stop Sign

Councilmember Nelson: 2nd.

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

Councilmember Barker: is that a dead-end street anyway?

Councilmember Brown: yes, that is a dead-end street with the apartment buildings.

Mayor Michalson: I do say that a lot of kids cut through there onto 6th.

Chief Boe: cutting through to the high school we have them walking in traffic every day.

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

Councilmember Barker: aye.

Councilmember Smith: aye.

Councilmember Nelson: aye.

Councilmember Brown: aye.

Mayor Michalson: passes 4-0

- f. Discussion/Decision: Remove Yield Sign at the Southbound Corner of College Street and 4th Street and Replace with Stop Sign

Mayor Michalson: introduced new business item f. Remove Yield Sign at the Southbound Corner of College Street and 4th Street and Replace with Stop Sign. I had a discussion with our Chief, just like you councilmembers, I drove every street and the only thing that I was puzzled about was the line of sight

is not obstructed, no trees and no shrubs. Chief told me he wanted that on there because to slow down the traffic.

Councilmember Nelson: I make a motion that we remove the yield sign at the Southbound Corner of College Street and 4th Street and Replace with Stop Sign

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council?

Councilmember Barker: this is the street right before the park.

Mayor Michalson: right by the little church on 4th Street.

Chief Boe: 6th street runs besides CJ's. we are getting a lot of traffic coming from north to south. What they do is typically come off of 2nd Street to Church just to avoid the congestion on Main Street.

Councilmember Barker: Kodiak's is on 6th Street.

Chief Boe: we get a lot of traffic that cut through and use the back roads to go from Stevensville to Corvallis.

Councilmember Barker: we are still trying to slow them down on 2nd Street. You can put up stop signs, but it is going to be a continuous issue no matter what we do.

Chief Boe: they are conditioned to use the yield signs and over time we will condition them to use the stop signs.

Councilmember Barker: we have had them up on 2nd Street for five years and they still fly through the stop signs.

Chief Boe: this is one effort to get them to stop and slow down. Everything that we can do will help.

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

Councilmember Barker: aye.

Councilmember Brown: no.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-1

g. Discussion/Decision: Remove Yield Sign at the Northbound Corner of College Street and 4th Street and Replace with Stop Sign

Mayor Michalson: introduced new business item g. Remove Yield Sign at the Northbound Corner of College Street and 4th Street and Replace with Stop Sign.

Councilmember Smith: I move to Remove Yield Sign at the Northbound Corner of College Street and 4th Street and Replace with Stop Sign

Councilmember Nelson: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Nelson: aye.

Councilmember Brown: no.

Councilmember Smith: aye.

Councilmember Barker: aye.

Mayor Michalson: passes 3-1

8. Board Reports

NONE

9. Town Council Comments

Councilmember Brown: want to thank the girls for getting us the town council rules. You need to read them and sign them. We have not had any town correspondence for a while, have we just not had any.

Mayor Michalson: we have not had any.

Jenelle Berthoud: Councilmember Brown when would you like the council to have these back.

Councilmember Brown: I would say by the next council meeting. Thank you.

Councilmember Nelson: I just wanted to thank Steve, you guys do so much work around here, you deal with delicate situations, and I want to say thank you.

10. Executive Report

Mayor Michalson: on February 19th Stephen Lassiter and I sat in on an online meeting about sewage disposal. On the 20th of this month public works and the police department took a drivers safety course that MMIA gave here at town hall. On the 24th Steve Lassiter and I went to a flood plan meeting with the DNRC. Joan from MDOT sent a message that they will be placing no parking signs in front of Ahava Coffee, and I will be meeting with Steve to open up some parking spots in Lange Park. Yesterday I started putting out flyers for the chili feed, he is getting a lot of good donations so that should go really well. We will be having another closed session email about Burnt Fork Estates so be watching your email. We will be starting the budget early because we do not have to worry about water and sewer rates and department heads will be putting in their wish lists. I would like to put in a wish list myself, I think the town needs a street sweeper, the one that we have is a piece of crap. When I travel, I see the other towns that have a street sweeper, we need one

and we need to find the money. I will be out of town and attending an MMIA conference next month from the 15th -18th I am going to ask the council that we cancel the C.O. W. Meeting for next month. The reason is, Jenelle made a good point last week that we had started reading on the impact fees, Jenelle wondered if we could put this in as part of our growth policy study. Dani came back with an answer, we can work it into it, but they can't work on it. She also recommended that we keep on eye on Senate Bill 133, I looked that up and it is very detailed, and she suggested that we hold off on our C.O.W. meeting until the legislature makes a final decision on it, they want to make some big changes. How you assess your fees, holding committee meetings. It is very in depth and holding a C.O.W. meeting would be counterproductive. I will have Jenelle send out a cancelation for the meeting.

11. Adjournment

Councilmember Smith: I move that we adjourn.

Councilmember Nelson: 2nd.

APPROVE:

ATTEST:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

c. Town Council Meeting Minutes 03/13/2025

Stevensville Town Council Meeting Minutes
for THURSDAY, MARCH 13, 2025, 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, and Smith were all present. Councilmember Nelson has resigned from the council as of this evening.

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 02/13/2025

Mayor Michalson: introduced approval of minutes for town council meeting 02/13/2025.

Councilmember Smith: I move that we approve the town council minutes for 2/13/2025.

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

b. Special Town Council Meeting Minutes CLOSED SESSION 02/19/2025

Mayor Michalson: introduced special town council meeting minutes for 02/19/2025

Councilmember Smith: I move that we approve the special town council meeting minutes for 02/19/2025.

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd.

Jenelle Berthoud, Town Clerk: if you have a comment please write that comment down on the yellow paper, do not discuss this openly.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

5. Approval of Bi-Weekly Claims

a. #19529-#19562

Mayor Michalson: introduced approval of bi-weekly claims #19529-#19562.

Councilmember Barker: I move that we approve bi-weekly claims #19529-#19562.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council?

Councilmember Smith: the very first claim was that a budgeted item or were we hit by surprise.

Gina Crowe: the water meter at the sewer plant was broken and so it was replaced.

Mayor Michalson: I think that it has been broken for a while, Andrena had looked at this and has been monitoring it.

Councilmember Brown: claim #19537, truck repair \$1,148.67.

Jeff Motley, Fire Chief: that was for the transmission leak on the ladder truck, that was the one that I was telling you guys about.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

6. Administrative Reports

Mayor Michalson: introduced administrative reports.

a. Airport

In the packet.

Brian Germane, Airport Manager: one thing that is not on this list is the water well went down last Friday. The vault flooded hit the pressure switch and got that repaired on Saturday morning. FAA asked that we delay some of the RFP's for projects while we see what is going to happen. We were able to move forward with the fuel tank. One of these weeks the fuel tank and the lease should be getting resolved. We spoke at the last board meeting about lease rates. There should have been an increase happening every year and it was not being done, so they decided that we need to get everyone caught up so we will be doing that for 2025/2026.

b. Building Department

In the packet.

c. Finance

None

d. Fire Department

In the packet.

Jeff Motley, Fire Chief: we did get the ladder back up and operational. Business is normal, open burning is open, it is open for the month of March in town and then again in October. Getting ready to start fire training 101 program for a few individuals.

e. Police Department

In the packet.

John Boe, Chief of Police: Officer Franklin, is starting week nine on Monday at the academy doing a great job. Chili cook off is this Saturday, looking pretty good, this will be my first one and I have been working pretty hard. I appreciate the town and the community members and business leaders for assisting me in this. Pretty busy month as it gets warmer, we will see an increase.

Councilmember Barker: I did notice just up from CJ's that snow pile that is right in front of the church it is still in the way.

Chief Boe: I will call Jeff and see if he can mitigate that problem.

f. Public Works

In the packet.

Stephen Lassiter, Public Works Supervisor: Hill Billy Fencing is ready to start at Father Ravalli when they get there and pull the fence we will go and fill in the holes. No parking signs went up by the coffee shop. We have two guys in Great Falls at training and taking tests.

Councilmember Brown: while you are filling in holes in Father Ravalli Park the area by the sprinkler head over where the kids drove into the park, there is a pretty big hole.

Stephen Lassiter: yes, that whole area needs to be fixed.

7. Public Hearings

a. Amendments of the Budget for Fiscal Year 2023-2024

Mayor Michalson: introduced public hearing for amendments of the budget for fiscal year 2023-2024.

PUBLIC COMMENT

NONE

8. Unfinished Business

a. Discussion/Decision: Service Contract Between Trojan Technologies Group ULC and the Town of Stevensville

Mayor Michalson: introduced unfinished business item a. Service Contract Between Trojan Technologies Group ULC and the Town of Stevensville .

Councilmember Barker: I make a motion to approve Service Contract Between Trojan Technologies Group ULC and the Town of Stevensville.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. With your permission I would like to have Stephen come up and explain his findings from HDR and the email from Trojan.

Stephen Lassiter: HDR did come down last week to scout it out and look at it. He took the operators manual and going to look at it. He thinks that he can download the program and look at the semantics. He is not going to have a part that Trojan would have but he is optimistic that he can figure it out. It was a good question, and they do have a guy that is familiar with those systems. My opinion is that we still need to have the professionals look at it. I did find out that the motel and

travel is all included in the price for Trojan. Whatever HDR finds we will still have to call Trojan for parts. That area down there is its own world.

Mayor Michalson: how would the council like to proceed? Do you want to wait and see what HDR says?

Councilmember Barker: I think that having this contract on the back burner especially after going down and seeing the bigger picture of what these pieces and parts are for. I greatly appreciate Steve for taking the time to show me. I think regular maintenance would maybe help us from having this problem again. Steve put it in perspective so that I would understand.

Stephen Lassiter: on another note, to consider is that Trojan is about 6-8 weeks out.

Mayor Michalson: does the council want to accept this contract with Trojan and have it on the back burner. I think that it is a good thing for down the road.

Councilmember Barker: I think one of the questions that we asked was training, being able to walk these guys through the training not necessarily coming here. At least we have a contract in place in case something goes wrong we will have it covered.

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

Councilmember Smith: aye.

Councilmember Brown: no.

Councilmember Barker: aye.

Mayor Michalson: passes 2-1

9. New Business

a. Discussion/Decision: Resolution No. 563 a Resolution of the Town Council of the Town of Stevensville, MT, Providing for the Amendments of the Budget for the Fiscal Year 2023-2024

Mayor Michalson: introduced new business item a. Resolution No. 563 a Resolution of the Town Council of the Town of Stevensville, MT, Providing for the Amendments of the Budget for the Fiscal Year 2023-2024.

Councilmember Barker: I move that we approve Resolution No. 563 a Resolution of the Town Council of the Town of Stevensville, MT, Providing for the Amendments of the Budget for the Fiscal Year 2023-2024.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

b. Discussion/Decision: Track out of Service Agreement, E. 2nd Street

Mayor Michalson: introduced new business item b. Track out of Service Agreement, E. 2nd Street . in December I came before you guys so that I could have MRL draw up an agreement to take out the track. This is covered by our TIFT/TEDD money.

Councilmember Smith: I move to accept Track out of Service Agreement, E. 2nd Street.

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council?

Councilmember Barker: I think that this is well worth it. right now, going across those tracks there are big holes, and it is a mess. Hopefully this will make a little smoother transition.

Mayor Michalson: I will say that part of this agreement we look at the language that if the railroad was to put the track back in it would be the towns responsibility I did talk to Trent about that, it is the same thing all the way down to Darby.

Councilmember Barker: there is so much disrepair all the way down.

Mayor Michalson: I think that it is a good deal. I have had calls from bus drivers saying thank you. Any other comments from the council? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Brown: aye.

Councilmember Smith: aye.

Councilmember Barker: aye.

Mayor Michalson: passes 3-0

c. Discussion/Decision: Replace Yield Sign with a Stop Sign at the Corner of Turner Street and Chilcott Street

Mayor Michalson: introduced new business item c. Replace Yield Sign with a Stop Sign at the Corner of Turner Street and Chilcott Street. When you guys started with the stop signs, I started to think and the next morning I went up to the corner and there was a bus sitting there. A bus stops there for the last 20 years always has. They all come from Heritage and Barbara. The bus stops there and if there should be a stop sign it should be there.

Councilmember Smith: I move to Replace Yield Sign with a Stop Sign at the Corner of Turner Street and Chilcott Street.

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council?

Councilmember Smith: when it has to do with the safety of the children you have to back that up.

Mayor Michalson: yes, I even talked with Andrena that maybe we should even have a bus stop sign. The buses have been stopping there forever. You don't think that they stop there.

Councilmember Brown: I don't know how long the bus has been running on that side of town, we were walking to school, there was no bus service on that side of town.

Mayor Michalson: it has been there since I have been here, and I have been here for twenty years.

Councilmember Smith: are these regular buses or special buses.

Mayor Michalson: school buses.

Stephen Lassiter: the bus stops there for a long time; half the bus gets off at that stop.

Mayor Michalson: seeing none, Jenelle, would you please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

d. Discussion/Decision: Consent to the Mayors Appointment of Rich Liddle as a Stevensville Volunteer Firefighter

Mayor Michalson: introduced new business item d. Consent to the Mayors Appointment of Rich Liddle as a Stevensville Volunteer Firefighter.

Jeff Motley, Fire Chief: comes from the district, he is a firefighter @ EMT he comes with a lot of credentials he would be a great addition to the department. Highly recommend him.

Councilmember Barker: I make a motion to approve Consent to the Mayors Appointment of Rich Liddle as a Stevensville Volunteer Firefighter.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council?

Councilmember Barker: did he just move into town, how does that all work.

Jeff Motley, Fire Chief: he did not move into town, he is in town often. He is no longer wanting to be on rural. To keep him operational and keep his training and assets I want to keep him on the town roster.

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

Councilmember Smith: aye.

Councilmember Barker: aye.

Councilmember Brown: aye.

Mayor Michalson: passes 3-0

e. Discussion/Decision: Schedule a C.O.W. Meeting to Discuss Claims Coding

Mayor Michalson: introduced new business item e. Schedule a C.O.W. Meeting to Discuss Claims Coding.

Gina Crowe, Finance Director: I thought that you guys have had a lot of questions about the coding, so I thought that it would be good to show you and teach you how we code items.

Councilmember Brown: I move that we schedule a C.O.W. meeting for April 1st, 2025, at 5:30 pm.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

10. Board Reports

NONE

11. Town Council Comments

Councilmember Barker: I just like to, I was not in participation of taking the lights down, so I want to say thank you. Ahava Coffee was part of that also great way to step in and be part of the community, I know that they are trying really hard. I saw the stop signs go up and they are starting to park in the back. I know that we talked about getting them some more parking within Lange Park. Thank you, Steve, for showing me what goes on down at the sewer plant.

12. Executive Report

Mayor Michalson: on March 4th Jenelle and I did a site meeting with Mr. Wolf and PCI for Twin Creeks Phase 2. There are still some things that we need to work out, right now they are just moving dirt. Andrena, Stephen and public works attended a disaster meeting in Hamilton for water and wastewater. I sat in on a conference call with Marylin Wolff about Burnt Fork Estates. The no parking signs are up in front of Ahava Coffee. Steve and I are going to go over and look at the parking that the park board approved. I will be out of town attending an MMIA conference in Las Vegas from the 16-19th. This Saturday is the Police Department Chili, pretty sure that it is going to be well attended. Chief Boe

comes in every day excited. I have an email from Dani Arp, that they will be choosing a firm next week for the growth policy.

13. Adjournment

Councilmember Smith: move that we adjourn.

Councilmember Barker: 2nd.

APPROVE:

ATTEST:

Bob Michalson, Mayor
Town Clerk

Jenelle S. Berthoud,

File Attachments for Item:

a. #19563-#19581

03/25/25
16:14:31

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 4/25

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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
*** Claim from another period (3/25) ****								
19563		1436 Maureen M. O'Connor	139.45					
Meal and Mileage reimbursement for travel to and from the COLJ District 1 meeting in Polson MT.								
		COLJ25 03/19/25 Mileage Reimbursement	130.20			1000 410360	370	101000
		COLJ25 03/19/25 Meal Reimbursement	9.25			1000 410360	377	101000
*** Claim from another period (3/25) ****								
19564	C	1841 Overstreet Law Group	1,465.50					
Legal services for the Town								
		1370 03/14/25 Burnt Fort Estate	33.00*			1000 411100	352	101000
		1370 03/14/25 Berta Farms	181.50*			1000 411100	352	101000
		1370 03/14/25 Davenport	1,138.50*			1000 411100	352	101000
		1370 03/14/25 All other Town Issues	82.50*			1000 411100	352	101000
		1370 03/14/25 Filing Court Fees	30.00*			1000 411100	352	101000
19565	C	1702 DE Lage Landen Finance Services,	82.00					
Printer Lease Fire Dept and Court for 4/1/2025 - 4/30/2025								
		589637892 04/01/25 Printer lease Court/FD	41.00			1000 410360	320	101000
		589637892 04/01/25 Printer lease Court/FD	41.00			1000 420410	320	101000
*** Claim from another period (3/25) ****								
19566		155 Supply Ditch Association	355.00					
Spring Water Assessment for 2025. 250 shares of water rights. Service water for Riverside Cemetery Irrigation.								
		4709 03/15/25 Spring Water Assessment Fee	355.00			1000 430900	342	101000
*** Claim from another period (3/25) ****								
19567	C	2033 CHEMICAL MONTANA COMPANY	4,012.98					
Chemicals for the Water Plant								
		31114 03/12/25 Chemicals for Water Plant	4,012.98			5210 430540	222	101000
*** Claim from another period (3/25) ****								
19568	E	2006 RICOH	7.85					
RICOH Printer Copies for the month of February 2025								
		5071011148 03/01/25 Printer Copy Admin	1.17			1000 410550	320	101000
		5071011148 03/01/25 Printer Copy Bldg	1.18			2394 420531	320	101000
		5071011148 03/01/25 Printer Copy Water	2.75			5210 430510	320	101000
		5071011148 03/01/25 Printer Copy Sewer	2.75			5310 430610	320	101000
*** Claim from another period (2/25) ****								
19569	C	1696 First Call Computer Solutions,	72.00					
IT Services - Microsoft 365 Licensing Annual Fee 2025								
		103743 03/01/25 IT Services - Council	7.90			1000 410100	356	101000
		103743 03/01/25 IT Services - Mayor	2.02			1000 410200	356	101000
		103743 03/01/25 IT Services -Court	2.02			1000 410360	356	101000
		103743 03/01/25 IT Services - Admin	10.01			1000 410550	356	101000
		103743 03/01/25 IT Services - PD	15.98			1000 420100	356	101000
		103743 03/01/25 IT Services - FD	10.01			1000 420410	356	101000
		103743 03/01/25 IT Services - Bldg	2.02			2394 420531	356	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		103743 03/01/25 IT Services - Water	10.01			5210 430510	356	101000
		103743 03/01/25 IT Services - WWTP	10.01			5310 430610	356	101000
		103743 03/01/25 IT Services - Airport	2.02			5610 430300	356	101000
		*** Claim from another period (3/25) ****						
19570	C	1696 First Call Computer Solutions,	87.74					
		Part needed for computers to connect hardwire instead of wireless						
		103790 03/11/25 IT Services	87.74			1000 411201	220	101000
19571	E	2000 RICOH USA Inc	133.70					
		Printer Lease for Town Hall for period 4/5/25 - 5/4/25						
		109057508 03/17/25 Printer Lease	6.68*			1000 410100	320	101000
		109057508 03/17/25 Printer Lease	6.69*			1000 410200	320	101000
		109057508 03/17/25 Printer Lease	3.34			1000 410360	320	101000
		109057508 03/17/25 Printer Lease	20.06			1000 410550	320	101000
		109057508 03/17/25 Printer Lease	13.37			2394 420531	320	101000
		109057508 03/17/25 Printer Lease	40.11			5210 430510	320	101000
		109057508 03/17/25 Printer Lease	40.11			5310 430610	320	101000
		109057508 03/17/25 Printer Lease	3.34*			5610 430300	320	101000
		*** Claim from another period (3/25) ****						
19572		23 VALLEY DRUG AND VARIETY	15.91					
		Mail notices and paper						
		741828 03/19/25 Postage	2.09			1000 410550	311	101000
		741828 03/19/25 Postage	1.82*			5210 430510	311	101000
		740637 03/13/25 Blue paper for Court	12.00			1000 420410	210	101000
		*** Claim from another period (2/25) ****						
19573	C	2017 GEOSYNTEC	8,253.75					
		Well 1 Preapp Support Phase 1,2 & 3. WWTP return flow analysis prelim Well 1. Work performed in February 2025.						
		618070 03/20/25 Water Rights Project	8,253.75			5210 430530	352	101000
		*** Claim from another period (3/25) ****						
19574		293 Mountain Air Insurance Services	2,500.00					
		Renewal Policy - Old Republic Aviation 3/30/25-3/30/26. Annual renewal of airport liability ins policy for 1,000,000 premises.						
		100033 03/01/25 A- Renewal of liability insura	2,500.00*			5610 430300	510	101000
		*** Claim from another period (3/25) ****						
19575	C	2058 Kenneth Franklin	30.61					
		Fuel reimbursement while in Police Academy						
		170041 03/09/25 Fuel	30.61			2810 420100	370	101000
		*** Claim from another period (3/25) ****						
19576	C	2051 Kevin McGinley	241.50					
		Travel to Great Falls for the Waste Water Conference and Exam.						
		WWTPCon25 03/21/25 Travel to Conference	241.50			5310 430610	370	101000

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TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 4/25

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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (3/25) ****								
19577		2059 Gina Crowe	179.00					
		Reimbursement for Office Chair						
		32225 03/22/25 Office Chair	179.00			1000 410550	363	101000
*** Claim from another period (3/25) ****								
19578	C	958 TIRE RAMA	431.25					
		Rims for Backhoe						
		70614951 03/18/25 Rims for Backhoe	107.82*			1000 430200	360	101000
		70614951 03/18/25 Rims for Backhoe	107.81			1000 460430	360	101000
		70614951 03/18/25 Rims for Backhoe	107.81*			5210 430510	360	101000
		70614951 03/18/25 Rims for Backhoe	107.81*			5310 430610	360	101000
*** Claim from another period (3/25) ****								
19579	E	1659 CHS Mountain West CO-OP	90.18					
		Fuel and DEF for town vehicles						
		UV4-171740 03/21/25 Fuel/Def for Town	30.06			1000 430100	231	101000
		UV4-171740 03/21/25 Fuel/Def for Town	30.06			5210 430510	231	101000
		UV4-UY9138 03/10/25 Fuel/Def for Town	30.06			5310 430610	231	101000
*** Claim from another period (3/25) ****								
19580	E	1061 WESTERN BUILDING CENTER	18.99					
		Railroad tie for Ahava Parking						
		15I1281489 03/17/25 Railroad tie	18.99			1000 460430	220	101000
*** Claim from another period (3/25) ****								
19581	C	2060 H.D. FOWLER CO	247.20					
		Replacement Valves for the Well House						
		I6947185 03/11/25 Operating Supplies	247.20			5210 430530	230	101000
# of Claims			19	Total:		18,364.61		
Total Electronic Claims			15,175.25	Total Non-Electronic Claims		3189.36		

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TOWN OF STEVENSVILLE
Fund Summary for Claims
For the Accounting Period: 4/25

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	2,673.34
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	16.57
2810 POLICE TRAINING & PENSION	
101000 Cash - Operating	30.61
5210 WATER	
101000 Cash - Operating	12,706.49
5310 SEWER	
101000 Cash - Operating	432.24
5610 AIRPORT	
101000 Cash - Operating	2,505.36
Total:	18,364.61

03/25/25
16:14:31

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 4 / 25

Page: 5 of 5
Report ID: AP100A

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

Stacie Barker, Councilmember

Open, Councilmember

Cindy Brown, Councilmember

Wallace Smith, Councilmember

Bob Michalson, Mayor

Date Approved _____

File Attachments for Item:

a. Discussion/Decision: Utility Easement Agreement Between Landowner Severson and the Town of Stevensville



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	03/27/2025
Agenda Topic:	Discussion/Decision: Utility Easement Agreement Between Landowner Severson and the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/27/2025
Notes:	Please see attached documents.

Return to:
William E. McCarthy
Worden Thane P.C.
321 W. Broadway, Suite 300
Missoula, MT 59802

UTILITY EASEMENT AGREEMENT

This Utility Easement Agreement (“**Agreement**” or “**Easement Agreement**”) is made by and between

Grantors:

NORM COHEN (“Cohen”)
625 Middle Burnt Fork Rd
Stevensville, MT 59870-6612

Town of Stevensville (“Town”)
PO Box 37
Stevensville, MT 59870-0037

Grantee:

Severson Family Limited Partnership (“Severson”)
760 S. Burnt Creek Rd
Stevensville, MT 59870-6655

The Grantors and Grantee are collectively referred to in this Agreement as the “**Parties**”.

WHEREAS, Grantor Cohen is the owner of the real property located in Ravalli County, Montana described as follows (which property is a servient tenement and referred to in this Agreement as the “Cohen’s Property”):

Parcel B2 Remainder, Certificate of Survey No. 4654A, located in the NW1/4, Section 31, T. 9N, R. 19W, PMM, Ravalli County, Montana.

Geocode: 13-1765-31-1-01-14-0000
Assessment Code: 426230

WHEREAS, Grantor Town is the owner of the real property adjacent to the South of Cohen’s Property located in Ravalli County, Montana described as follows (which property is a servient tenement and referred to in this Agreement as the “Town’s Property”):

Tract C, Certificate of Survey No. 4488, located in the NW1/4, Section 31, T. 9N, R. 19W, PMM, Ravalli County, Montana.

Geocode: 13-1765-31-1-01-13-0000
Assessment Code: 426220

WHEREAS, Grantee Severson is the owner of the real property adjacent to the South of Town's Property located in Ravalli County, Montana, described as follows (which property is the dominant tenement and referred to in this agreement as the "Severson Property"):

Parcel A, Certificate of Survey No. 3995, located in the NW1/4, Section 31, T. 9N, R. 19W, PMM, Ravalli County, Montana.

Geocode: 13-1765-31-1-01-05-0000

Assessment Code: 344310

WHEREAS, a depiction of the Parties' Properties as follows:



NOW, THEREFORE, each Grantor hereby grants to Grantee a perpetual, nonexclusive easement over and across each Grantor's Property, as described herein, for the benefit of the Grantee and Grantee's successors and assigns, in the location, for the purposes, and on the terms

and conditions set forth below, and each party expressly intends this easement to run with the land.

Section 1. Purpose of easement. This easement is a utility easement for the purpose of installing, constructing, maintaining, repairing, improving, and replacing utility services to Grantee's Property, including all utility lines, pipes, cables, equipment, and supplies over each Grantor's Property to serve Grantee's Property.

Section 2. Description and location of the easement. The easement is:

a. A strip of land thirty feet (30') wide measured from the western property boundary of Grantor Cohen's Property (in an access easement for the benefit of Town's Property that already exists on COS 4488 and COS 4654A) to Grantor Town's Property, in approximately the location shown on the exhibits attached to this agreement as **Exhibit A** and incorporated herein by this reference.

And

b. A strip of land thirty feet (30') wide measured from the western property boundary of Grantor Town's Property to Grantee Severson's Property, in approximately the location shown on the exhibits attached to this agreement as **Exhibit A** and incorporated herein by this reference.

c. The easement is described with particularity below.

The easement is thirty (30') feet wide, measured from the western property boundary of each Grantors' Property lines, until reaching Grantee's Property line, and is specifically intended to accommodate any utilities to service Grantee's Property.

Section 3. Access to the easement. The Grantee will have the right of access to the easement across the Grantor's Property by whatever route or routes will cause the least damage and inconvenience to the Grantors. The Grantee will consult with the Grantors before driving vehicles off-road to get to the easement, and will use the route suggested by the Grantors, as long as that route provides effective access to the easement. The Grantee will have the right to use temporary work space adjacent to the easement when installing, maintaining, and replacing equipment in the easement.

Section 4. Construction and Maintenance. Grantee will be solely responsible for all costs associated with maintaining any utilities installed in the Easement.

Section 6. Repair of damage. If Grantee performs excavation or any other surface disturbance work in the easement, when the excavation is complete the Grantee will restore any damage to the easement.

Section 7. Subject to prior rights. This easement is subject to all existing easements and valid easements and rights of way of record as of the date of recording of this Agreement.

Section 8. Attorney's Fees. If any person who becomes subject to this Agreement institutes legal proceedings to enforce the terms of this Agreement, the unsuccessful party to the proceedings will pay the reasonable attorney's fees and legal costs of the successful party, both at trial and on appeal, and including charges for paralegals and other law firm staff, as they may be approved by the court having jurisdiction over the proceedings.

Section 9. Modification of Agreement. No modification of this Agreement will be valid, binding, or enforceable unless the modification is in writing, is signed by all of the owners of the Grantees' Properties and of Grantor's Property and is recorded in the office of the Ravalli County Clerk and Recorder.

Section 10. Interpretation to support validity of Agreement. If any provision of this Agreement can be interpreted in two ways, one of which would render the provision valid and the other of which would render the provision invalid, the provision will be interpreted in the manner which would render it valid. If any provision of this Agreement is declared or becomes invalid, unenforceable or contrary to law, the parties agree that the provision will be considered severed from the remaining provisions of this Agreement and will not affect the validity, legality, or enforceability of the other provisions of this Agreement, and this Agreement will be interpreted as if it never contained the provision.

Section 11. Attachments not necessarily to scale. The parties acknowledge that Exhibit A is not an actual survey; that Exhibit A may or may not be to scale; and that Exhibit A is intended to identify the approximate location of the Utility Easement.

Section 12. Counterparts. This Agreement may be executed simultaneously in one or more counterparts, and such agreements taken collectively shall be considered an original, valid and binding Agreement, and is effective upon execution by Grantor.

Section 13. Easement to Run with the Land. The benefits of this easement are appurtenant to all or any portion of Grantee's Property and will run with the title to all or any portion of Grantee's property, whether or not this Agreement is referred to in the conveyances of Grantee's property. The burdens of this easement are appurtenant to all or any portion of each Grantors' property and will run with the title to each Grantors' property, whether or not this Agreement is referred to in the conveyances of each Grantors' property.

[Signature pages to follow]

IN WITNESS WHEREOF, Grantor has executed this instrument on the date or dates designated below.

GRANTORS:

Norm Cohen

STATE OF MONTANA)
 ss.
County of Ravalli)

This instrument was acknowledged before me on the _____ day of _____, 2025, by Norm Cohen.

Notary Signature

Town of Stevensville:

By: _____
Its: _____

STATE OF MONTANA)
 ss.
County of Ravalli)

This instrument was acknowledged before me on the _____ day of _____, 2025, by _____, as _____ for the Town of Stevensville.

Notary Signature

GRANTEE:
Severson Family Limited Partnership

By: _____
Daniel Severson
Its: General Partner

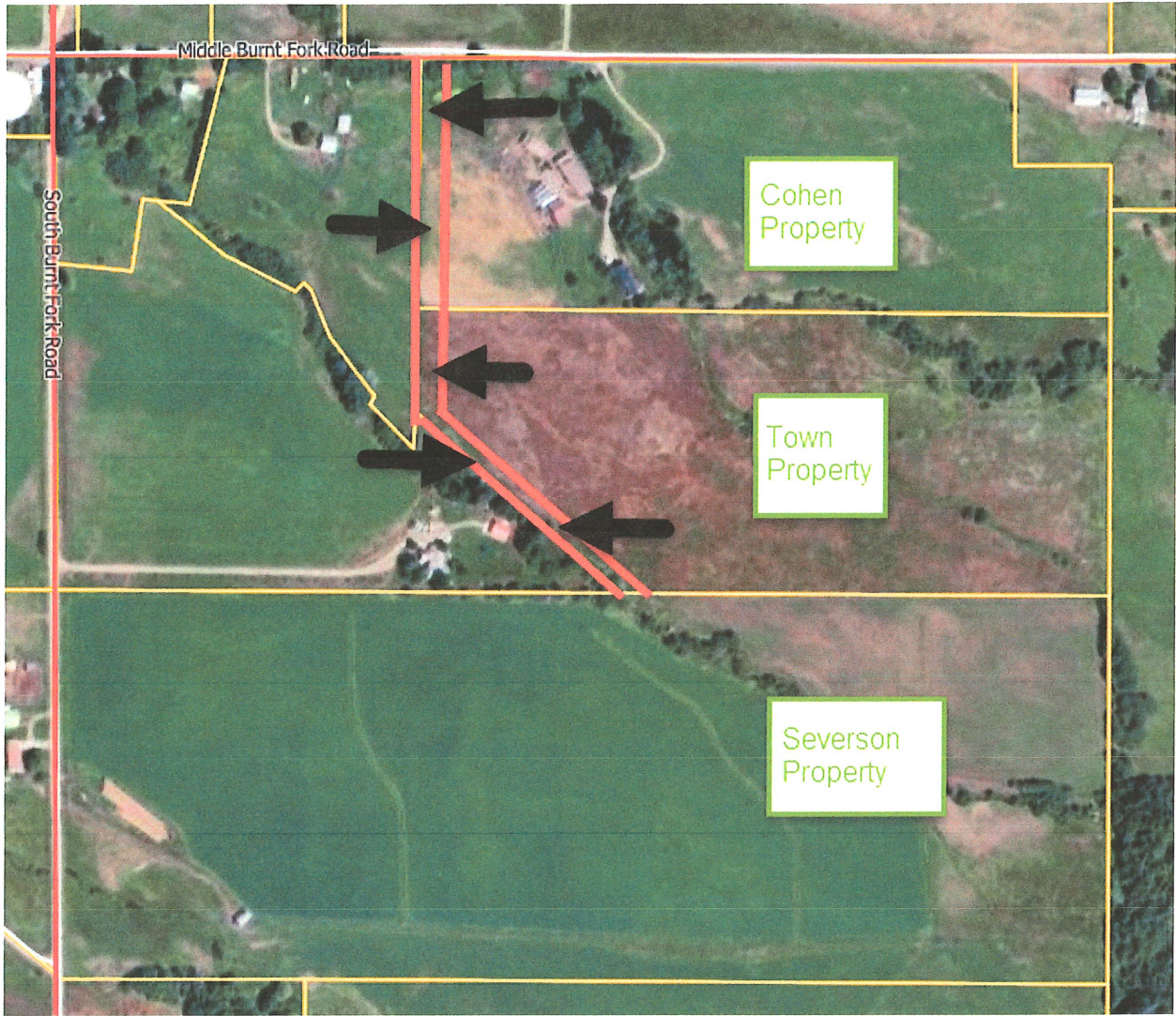
STATE OF MONTANA)
 ss.
County of Ravalli)

This instrument was acknowledged before me on the _____ day of _____, 2025, by Daniel Severson, General Partner of Severson Family Limited Partnership.

Notary Signature

Exhibit A
Easement Area





File Attachments for Item:

b. Opening of RFP's for Tree Trimming 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:	03/27/2025
Agenda Topic:	Opening of RFP's for Tree Trimming Services
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	03/27/2025
Notes:	The town council approved the process to put out an RFP for Tree Trimming Services at their regular scheduled town council meeting on 02/13/2025.

File Attachments for Item:

c. Discussion/Decision: Awarding of Bid for Tree Trimming 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:	03/27/2025
Agenda Topic:	Discussion/Decision: Awarding of Bid for Tree Trimming Services
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/27/2025
Notes:	RFP for Tree Trimming Services was posted in the Bitterroot Star Newspaper on 3/5/2025 and 3/19/2025. It was also posted on the towns website and at town hall. The tree trimming services are needed to trim trees that were damaged by the August 2024 wind storm.

File Attachments for Item:

d. Opening of Bids for Self-Serve Fuel Station at the Stevensville Airport



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:	Choose an item.
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Morrison-Maierle
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	03/27/2025
Agenda Topic:	Opening of Bids for Self-Serve Fuel Station at the Stevensville Airport
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/27/2025
Notes:	

File Attachments for Item:

e. Discussion/Decision: Awarding of Bid for Self-Serve Fuel Station at the Stevensville Airport



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:	Morrison-Maierle
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	03/27/2025
Agenda Topic:	Discussion/Decision: Awarding of Bid for Self-Serve Fuel Station at the Stevensville Airport
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/27/2025
Notes:	Invitation for bid of the Self-Serve Fuel Station was posted in the Bitterroot Star Newspaper on 03/05/2025, 03/12/2025 and 03/19/2025. It was also posted on the towns website and at town hall.

File Attachments for Item:

f. Discussion/Decision: Resolution No.532A a Resolution of the Stevensville Town Council Amending the Purchasing Policy 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:	Gina Crowe, Finance Officer
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	03/27/2025
Agenda Topic:	Discussion/Decision: Resolution No.532A a Resolution of the Stevensville Town Council Amending the Purchasing Policy for the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/27/2025
Notes:	Additional steps for use of town credit cards needed to be updated along with the use of town gasoline credit cards.

RESOLUTION NO. 532A

**A RESOLUTION OF THE STEVENSVILLE TOWN
COUNCIL AMENDING THE PURCHASING
POLICY FOR THE TOWN OF STEVENSVILLE**

WHEREAS, the Town of Stevensville Montana is a significant purchaser of goods and services to provide for the needs of its citizens; and

WHEREAS, the Town of Stevensville employees make decisions for the purchase of goods and services; and

WHEREAS, the Town of Stevensville supports an open and transparent system for the public. Vendors, and employees to follow in making those decisions; and

WHEREAS, additions to the Town of Stevensville Purchasing Policy, number 3 Credit Card transactions is as follows:

- a) All credit card transactions must be approved by a supervisor.
- b) All credit card transactions must have a valid receipt.
- c) A Purchase Order (PO) must be filled out and signed by the supervisor.
- d) A copy of the PO and receipt must be submitted to the Finance Department as soon as possible.

(B) Cenex Fleet Card Transactions: Use of Cenex Fleet Card credit card can be advantages to the town. We seek to take advantage of the convenience of these accounts.

- a) The Town provides a Cenex Fleet card for each vehicle.
- b) Each employee who is authorized to use the Cenex Fleet card is assigned a code to use when purchasing fuel. (codes are assigned by the Finance Department)
- c) You must use your own code; you cannot use someone else's code to purchase fuel.
- d) When filling a Town Vehicle, you must enter the Odometer Reading of the vehicle you are fueling.
- e) All receipts must be turned into the Finance Department along with your initials as soon as possible.
- f) Use of personal credit cards for fuel is prohibited unless authorized by the Finance Department.

NOW THEREFORE, BE IT RESOLVED, by this Town Council that the following purchasing policy be adopted as the guiding document in the purchasing of goods and services.

DATED this 27th day of March 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 PURCHASING POLICY

Purpose: The Town of Stevensville takes care to ensure that we comply with federal and state laws and Town ordinances for all expenditures. The public can rely on us to make fair, competitive, and open purchasing decisions that are in the best interest of the Town.

Policy:

1. General Provisions:

- a) No employee will personally benefit from a contract or purchase entered into by the Town of Stevensville.
- b) No employee will use Town funds for personal purchases of any nature.
 - i) Authorized personal use of Town-provided cell phone, data devices, and internet usage is allowed in certain cases, according to the Town's phone and internet usage policy.
- c) No employee will receive a commission, profit, gratuity, or gift as a result of any contract or purchase made by the Town.
- d) Itemized receipts and invoices are required for all purchases. Details must be shown to ensure the public can determine EXACTLY what is being paid for, including individual units purchased and/or hours of service and the associated rate for each.
- e) All boards, committees, or other recognized entities of the Town of Stevensville wherein a Town employee is the authorized approver of the board's purchases must comply with this purchasing policy.

2. Transaction with employees and related parties:

- a) The Town does not contract with or purchase goods or services from employees or employee-owned businesses.

- b) The Town does not contract with or purchase goods or services from a business owned by an employee's spouse, ex-spouse, mother, father, sister, brother, child, stepchild, or adopted child.

- c) Waiver of these employee and related-party restrictions can only be granted by the Mayor BEFORE the purchase or contract has been entered into. Such a waiver requires a publicly advertised hearing for that specific purpose, along with consideration of the circumstances and factors outlined in MCA 7-5- 4109.

- d) Provisions for annual review and disclosure of employee-vendor relationships will be developed by the Treasurer, with disclosures on file in the Town Clerk's office.

3. (A) Credit Card transactions: Use of credit card accounts can be advantageous to the Town. We seek to take advantage of the convenience of these accounts.

- a) Items charged to credit card accounts are subject to all existing purchasing and approval requirements.
- b) Cash advances are prohibited.
- c) All credit card transactions must be approved by a supervisor.
- d) All credit card transactions must have a valid receipt.
- e) A Purchase Order (PO) must be filled out and signed by the supervisor.
- f) A copy of the PO and receipt must be submitted to the Finance Department as soon as possible.

(B) Cenex Fleet Card Transactions: Use of Cenex Fleet Card credit card can be advantages to the town. We seek to take advantage of the convenience of these accounts.

- a) The Town provides a Cenex Fleet card for each vehicle.
- b) Each employee who is authorized to use the Cenex Fleet card is assigned a code to use when purchasing fuel. (codes are assigned by the Finance Department)
- c) You must use your own code; you cannot use someone else's code to purchase fuel.
- d) When filling a Town Vehicle, you must enter the Odometer Reading of the vehicle you are fueling.
- e) All receipts must be turned into the Finance Department along with your

initials as soon as possible.

f) Use of personal credit cards for fuel is prohibited unless authorized by the Finance Department.

4. Meal and food purchases: Meal and food purchases are subject to all existing purchasing and approval requirements.

- a) All meal and food purchases must have receipts. Refer to the Town of Stevensville Personnel Policy Section 35 A.
- b) Town of Stevensville Per Diem amounts follow the established State of Montana rates.
- c) The purchase of alcohol, tobacco or a cannabis product with Town funds is prohibited.

5. Technology software and hardware purchases: Computers, servers, telephones, cell phones, personal data devices, printers, etc. All technology-related purchases, both hardware and software, must be approved by the Mayor prior to purchase.

6. Prevailing wage requirements: Certain “public works construction contracts and other Town non-construction contracts over \$25,000 must pay Montana’s prevailing wage. Refer to Section 18-2-401 MCA for definitions of these services.

7. Documentation and selection of vendors:

a) Purchasing goods i.e. supplies, materials, equipment, or other assets. The Town seeks the lowest life-cycle costs when comparing like goods. Estimated useful life and maintenance costs must be documented whenever they are factored into purchasing decisions.

i) Purchases up to \$500 per Department. The department may purchase at the Department Supervisor’s authorized signatory’s discretion.

ii) \$501 - \$1,500 per Department. The department may purchase at the Department Supervisor’s authorized signatory discretion. For new vendors, the Department Supervisor will get a minimum of two phone quotes (or other documentation, i.e. catalog price lists, online price listings, etc.) for the item. For existing vendors, the Department Supervisor will do an annual review of vendor pricing vs. their competition. Documentation must accompany the claim submitted for approval.

iii) \$1,501 - \$25,000 per Department. A minimum of two written quotes (on vendor’s stationary) is required. Documentation must accompany the claim submitted for approval. For existing vendors, the Department Supervisor will do an annual review of vendor pricing vs. their competition.

For purchases contained in the Department’s current fiscal year budget or the Town’s current Capital Improvement budget, Department Supervisor’s need only get approval by the Mayor prior to purchasing.

For purchases not contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's must obtain prior purchase approval from the Mayor and the Town Council.

iv) \$25,001 - \$79,999. A minimum of three written quotes on vendor's stationary is required. Documentation must accompany the claim submitted for approval.

For purchases contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's need only get approval by the Mayor prior to purchasing.

For purchases not contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's must obtain prior purchase approval from the Mayor and the Town Council.

v) \$80,000 and up. All items in this range must follow the formal advertisement process as outlined in MT MCA 7-5-4302. All purchases in this category must receive prior Town Council approval.

b) Purchasing services: Contracts for services are awarded to the lowest most-responsible vendor or bidder. When determining which vendor or bidder is the lowest most responsible you may take into consideration generally available information regarding their skill, ability, their integrity to do faithful, conscientious work, and promptly, fulfill the contract according to its letter and spirit. (Including: qualifications, available Staff, references, delivery date, inspection, testing, quality and workmanship, etc.). All contracts for services must be approved by the Town Council.

i) For all Architectural, Engineering, and Land-Surveying services: Advertised Requests for Proposals or Requests for Qualifications must be made for services costing over \$20,000. Refer to Section 18-8-201 MCA for the procedures required for selection of these vendors.

ii) **Other Professional Services:** as per the Town's policy, any contract must be approved in advance by the Town Council. In regards to contracting for other professional services, including non-construction services as defined in Section 18-2-401 (9) MCA:

- Professional services totaling up to \$1,500 per agreement
 - The department may purchase at the Department Supervisor's authorized signatory's discretion
- Professional Services totaling between \$1,501 - \$25,000 per agreement:
 - At least three written quotes must be accumulated, with the lowest most-responsible vendor selected

For purchases contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's need only get confirmation by the Mayor prior to purchasing.

For purchases not contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's must obtain prior purchase approval from the Mayor and the Town Council.

- Professional Services totaling \$25,001 or more per agreement:
 - A published Request for Proposals must be made, with the lowest most-responsible vendor selected

For purchases contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's need only get confirmation by the Mayor prior to purchasing.

For purchases not contained in the Department's current fiscal year budget or the Town's current Capital Improvement budget, Department Supervisor's must obtain prior purchase approval from the Mayor and the Town Council.

ii) Government Services (GSA, WSCA, etc.) Procurement: Supplies, equipment, and other professional services may be purchased from another government entity (including government purchasing programs) without bids or advertisements when done so at a substantial savings to the Town.

- It should be noted that these purchasing arrangements are often, but not always, the lowest price available.
- Requirements for prevailing wages must still be met for public works construction contracts and non-construction contracts over \$25,000. Refer to Section 17-2-401 MCA for definitions of these services.

iii) Special Cases for Sole Source Purchases: In the case of some of the Town's information technology, building mechanical, public works utility, and other infrastructure, it is in the best interest of the Town to maintain a compatible and reliable system provided by a single vendor. For cases where:

- There is only one source for the supply or service item, or
- Only one source is acceptable or suitable for the supply or service item.

Refer to specific dollar amount purchasing authority guidelines to determine Department Supervisor purchasing authority limits.

8. Approval of purchases: Payment for any goods or service purchased by the Town must be approved by the Town Council as part of the bi-weekly claims process. The following must appear on each claim submitted to the Treasurer:

- Authorizing signature: must be the Department Supervisor.
- To verify receipts of goods, packing slip and/or other shipping documents must be submitted to the Treasurer.

9. Emergency purchasing provisions: In the case of an emergency or disaster declared under Section 10-3-401 MCA, these purchasing rules may be temporarily suspended.

10. Violations of this policy: Violations of this policy are subject to disciplinary action in accordance with the Personnel Policy.

File Attachments for Item:

g. Informational: CTAP Grant, Engineering Firm was Chosen for the Update of the Town of Stevensville Growth Policy

Proposal for the
**MONTANA DEPARTMENT
OF COMMERCE**

CTAP - Update to 2016 Town of Stevensville Growth Policy



March 14, 2025



Client Commitment



Empowered Employees



Quality Solutions

March 14, 2025

Dani Arps, Planner
Community Technical Assistance Program
Montana Department of Commerce
301 S Park Ave.
Helena, MT 59620

Re: Update of the Stevensville Growth Policy

Dear Ms. Arps,

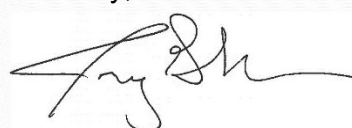
Great West is a full-service planning and engineering firm that has an in-depth understanding of small Montana communities and the opportunities and issues they face. With that in mind, we are confident that the Town of Stevensville and the Department of Commerce will benefit by retaining Great West Engineering to assist the Town with the update of its Growth Policy. Great West proposes offering the Town a highly experienced and specialized team which will help Town residents create a plan that focuses on:

- Effective ways to gather the advice and guidance of residents.
- Address any regulatory or infrastructure issues impeding the management of growth.
- Identifying ways to provide additional housing options.
- Most importantly, create a plan that is realistic and achievable.

Please note that our fee proposal and scope of work assumes that the Town of Stevensville will provide additional resources such staffing and its own financial resources to help efficiently complete this project. This could include assisting with public notice, collection of data on infrastructure and local services, assisting with public outreach and other potential tasks.

As you review our proposal, please let me know if you have any questions.

Sincerely,



Jerry Grebenc, CFM
Senior Planner
(406) 495-6153
jgrebenc@greatwesteng.com

HELENA
2501 Belt View Drive
Helena, MT 59601
Ph: (406) 449-8627
F: (406) 449-8631

BILLINGS
6780 Trade Center
Avenue
Billings, MT 59101
Ph: (406) 652-5000
F: (406) 248-1363

BOISE
3050 N Lakeharbor
Lane
Suite 201
Boise, ID 83703
Ph: (208) 576-6646

GREAT FALLS
702 2nd Street S, #2
Great Falls, MT 59405
Ph: (406) 952-1109

SPOKANE
9221 N Division Street
Suite F
Spokane, WA 99218
Ph: (509) 413-1430

TABLE OF CONTENTS



Great West Principals

William Lloyd, President

Bill has 29 years of transportation engineering experience.

Daniel McCauley, President Emeritus

Dan has 45 years of civil and structural engineering experience.

Craig Pozega, COO

Craig has 30 years of municipal engineering experience.

Chad Hanson, Vice President

Chad has 26 years of municipal engineering experience.

Karl Yakawich, Vice President

Karl has 23 years of transportation engineering experience.

Collette Anderson, Vice President

Collette has 18 years of municipal engineering experience.

Denice Street, Secretary/Treasurer

Denice has 29 years of administrative experience.

Why Great West Engineering	2
Our Team	3
Project Experience	4
Scope of Work/Schedule	8
Fee Schedule	10
Workload/Capacity/Location	11
Resumes	Appendix

 www.greatwesteng.com

See what's *possible.*



BILLINGS
6780 Trade Center Ave.
Billings, MT 59101
Phone: (406) 652-5000



BOISE
1921 E Overland Road
Meridian, ID 83642
Phone: (208) 576-6646



GREAT FALLS
702 2nd Street South,
Suite 2
Great Falls, MT 59405
Phone: (406) 952-1109



HELENA
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Phone: (406) 449-8627
Fax: (406) 449-8631



SPOKANE
10220 N. Nevada St.,
Suite 130
Spokane, WA 99218
Phone: (509) 413-1430

WHY GREAT WEST



Specializing in: Planning • Grant Writing and Administration • Water Wastewater • Transportation • Solid Waste • Natural Resources

122
Employees

6,000+
Projects since **1984**

5
Offices

Helena
Billings
Great Falls
Boise
Spokane



We Promise to truly listen to your project goals, be responsive to your needs, and advocate on your behalf.



GROWTH POLICY EXPERIENCE ACROSS MONTANA

GROWTH POLICY EXPERIENCE

Over the last eight plus years, Great West has assisted almost 30 Montana counties and municipalities with Growth Policy projects. These projects have been located throughout the state leading to a thorough understanding of how to effectively complete growth policies. These communities include:

- | | | |
|--------------------------------|------------------------------------------------------------------|---------------------------------|
| City of Fort Benton | Rosebud County | Custer County |
| City of Forsyth | Powder River County | City of Deer Lodge |
| City of Glendive-Dawson County | City of White Sulphur Springs-Meagher County (Consolidated Plan) | Town of Circle |
| City of Roundup | Valley County | City of Red Lodge (In progress) |
| City of Scobey | Beaverhead County | City of Cut Bank (In progress) |
| City of Thompson Falls | Town of Philipsburg | City of Colstrip (In progress) |
| Broadwater County | Town of Virginia City | Jefferson County (In progress) |
| Lewis and Clark County | City of Wolf Point | Rosebud County (In progress) |
| Meagher County | City of Choteau | Town of Broadus (In progress) |
| Prairie County | | Town of Ennis (In progress) |



ACHIEVABLE PLAN

The hallmark of a successful growth policy is its ability to achieve tangible results. While having lofty goals is admirable, a plan must provide real benefits to residents to be meaningful. Great West strives to help our clients develop practical, actionable plans that deliver results for their communities. This approach has been refined over decades of experience in creating growth policies and similar planning projects for Montana's communities. We will apply the same approach to this project to help the Town of Stevensville achieve the community's desired outcomes.

LONG TIME CTAP PARTNER

Since 2014, Great West Engineering has been a community planning contractor for the Department of Commerce and has subsequently been selected two additional times to serve as a consultant to the Department. Over our time working for the Department, we have successfully worked on planning projects all around the State including growth policy and zoning code updates, assessing community planning documents and codes, assisting the Colstrip Impact Advisory Group with public outreach, completing a state-wide community planning inventory and with the implementation of the Montana Land Use Planning Act. Our work also included assisting the Town of Stevensville with a review of its draft subdivision regulations. We are excited to continue our long relationship with the Department and provide high quality planning services.








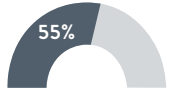


OUR TEAM



The team at Great West Engineering will provide the residents of Stevensville with decades of real-world community development expertise that has been honed over years of assisting Montana communities just like yours. Our team has a deep growth policy resume, ranging from projects such as those recently completed for the Town of Philipsburg and the City of

White Sulphur Springs and older but still very relevant projects for the Cities of Thompson Falls and Roundup. In addition, our team not only includes land use planning expertise, but also GIS mapping, housing, graphic design and the critical component of identifying how to fund the implementation of the plan.

Staff and Role	Benefits to Town of Stevensville	Availability
 <p>JERRY GREBENC, CFM Project Manager/ Senior Planner</p>	<ul style="list-style-type: none"> Facilitated the creation or update of dozens of growth policies in Montana Serves as the on-call planner for Cities of Boulder, Choteau, White Sulphur Springs, and the Town of Circle Involved in community development and planning in Montana for over 25 years Served as the State's Planning Bureau Chief and is very familiar with Montana's land use laws and planning best practices Managed the development of private lands, managed a County planning department, completed community development projects in the nonprofit sector and provided advice and assistance to Montana local governments 	
 <p>COURTNEY LONG, CFM Planner</p>	<ul style="list-style-type: none"> Planner with four years of planning experience; three of which as the Planning Director for a successful mountain resort community Over 15 years' experience in community engagement and facilitation Facilitated the creation and assistance with the development of several long-range plans, including growth policies Serves as on-call planner and floodplain administrator for several local governments in Montana Served in multiple government and non-governmental organizations in Montana addressing land use and natural resource issues 	
 <p>MATT BLASSIC, GIST GIS System Specialist</p>	<ul style="list-style-type: none"> GIS specialist with over six years of professional experience in Geographic Information Systems Brings and in-depth knowledge base of geospatial analysis and communication using the ESRI suite of software Offers a unique skillset in leveraging ArcGIS and Online GIS for communicating data with the public as well as collecting data from public outreach sources offered by ArcGIS Brings extensive knowledge in map design, automation, and analysis Extensive experience building GIS systems and visualizing data on a wide range of scales and spectrums 	
 <p>AMY FOUST Graphic Designer</p>	<ul style="list-style-type: none"> Over 20+ years assisting small local businesses, non-profits and communities with print marketing and advertising Assisted the planning department with multiple public outreach materials and infographics for communities across Montana Developed and maintained websites for multiple Montana municipalities, improving public communication for community development and planning initiatives Led sales and design team in development of several community outreach magazines implementing the use of photography, infographics and area maps Assisted several downtown business owners and non-profits with web development and design of social media marketing campaigns 	

Town of Philipsburg, Montana

GROWTH POLICY-TOWN PLAN

Worked with the Town Council and the City/County Planning Board to create the Town's first standalone community plan. The focus of the project ranged from working to preserve the Town's historic character to balancing the impacts of tourism with the need to foster a business-friendly environment, protecting residents' property values and continuous upgrading of the Town's infrastructure. The project was completed in under nine months.



▲ Philipsburg Historic School Building

Project Highlights

- Community survey
- Community open house
- Meeting facilitation
- Town Council work sessions
- Research
- Writing
- Project cost: \$25,000

Contact

Daniel Reddish
Mayor
(406) 859-3821
406reddish@gmail.com

Project completed in 2022

City of Thompson Falls, Montana

CITY GROWTH POLICY

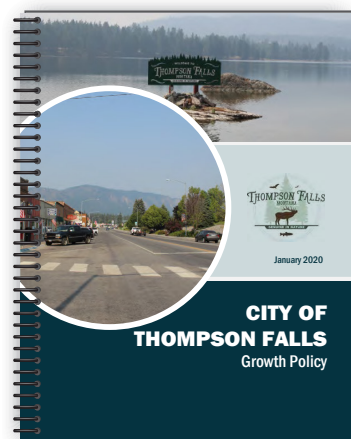
Great West Engineering assisted the City in creating its first standalone Growth Policy with a focus on improving and maintaining infrastructure such as water and sewer and encouraging economic development. Public outreach and engagement were conducted using the local media and a community survey and Great West assisted the City Planning Board with the facilitation of several work sessions and a public hearing. Census and economic data were researched and analyzed to ensure that the plan contained up to date community information and updated GIS maps were developed for inclusion in the plan.

Project Highlights

- Creating a new Growth Policy
- Focus on maintaining infrastructure and economic development
- Project completed in seven months
- Project completed under budget
- Project cost: \$30,000



▲ City Entrance Sign



▲ Growth Policy



▲ Gallatin Bridge Over the Clark Fork

Contact

Mark Sheets
Mayor
(406) 827-3557
sheetsforsd7@gmail.com

Project completed in 2020

Virginia City, Montana

CITY GROWTH POLICY

Virginia City did not have an existing Growth Policy and needed assistance creating its first community plan. The project focused on helping the City create a vision and implementation plan that prioritized historic preservation and managed growth.



▲ Madison County Courthouse

Grant Funding

- CDBG - \$22,500
- OTHER - \$7,500

Project Highlights

- Creation of a standalone Growth Policy
- Focused on historic preservation and managed growth
- Project completed in seven months
- Facilitated work sessions and meetings
- Coordinated public outreach
- Provided research, writing, and GIS mapping
- Project cost: \$30,000

Contact

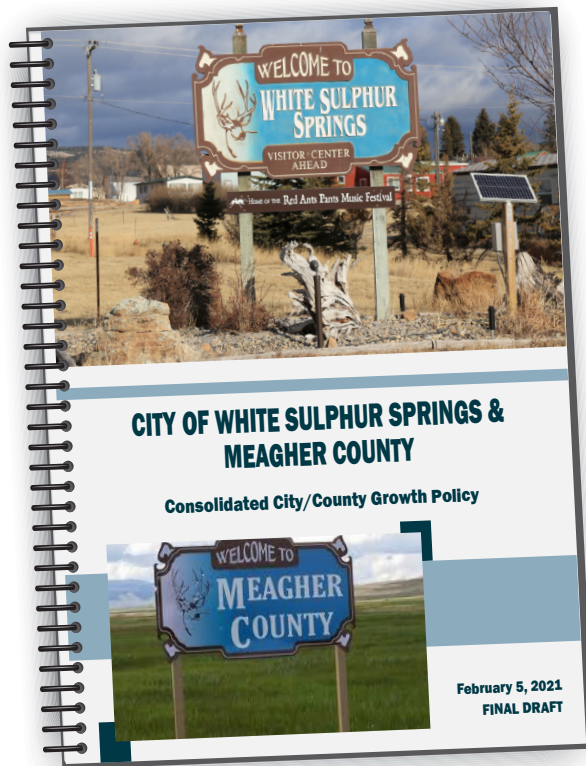
Justin Gatewood
Mayor
(406) 843-5321
townofvc@3rivers.net

Project completed January 2023

City of White Sulphur Springs and Meagher County, Montana

CONSOLIDATION OF CITY AND COUNTY GROWTH POLICY

Assisted the City and County with consolidating their Growth Policies into one document. The new Growth Policy focused on preparing for the anticipated new residential growth from the Black Butte Mine and Gordon Butte Pumped Hydro project.



▲ Growth Policy Cover

Project Highlights

- Consolidation of the City and County plans into one document
- Completed in five months
- Project website used to share information
- Meetings and hearings done using Zoom
- Project cost: \$10,000

Contact

Jess Secret
City-County Planning Board Chair
(406) 799-4576
secret@itstriangle.com

Project completed in 2021



▲ City Jail



▲ City Hall

Plan goals, objectives and action steps are *based on the combined vision of the advisory committee and residents.*

SCOPE OF WORK

A well-developed Growth Policy will provide a clear, community-driven vision to guide decision-making for land use, infrastructure investments, and economic development while preserving the Town's unique character and resources. Great West Engineering will lead the development of the Growth Policy by working closely with Town officials, Planning Board, stakeholders, and the public to ensure a transparent and inclusive process.

Our structured approach will align with Montana statutes (MCA 76-1-601), ensuring compliance while tailoring recommendations to meet Stevensville's specific needs. The following outlines the key steps necessary to complete the Growth Policy, including public engagement, data collection, analysis, and policy development. A detailed schedule and corresponding fee structure are provided to ensure a timely and cost-effective process.



1. Prepare for and Participate in a Kickoff Meeting (April 2025)

- Will ensure everyone engaged in the process understands their roles, responsibilities, project scope of work, schedule, and expected outcomes



4. Review the Community's Current Planning Documents including the Growth Policy and Gather Latest Demographic/Economic Data (May 2025)

- Our team will gather all of the Town's current planning documents
- Provide an analysis of the opportunities and limitations in those existing plans including the current growth policy
- Provide an assessment of what the latest demographic and economic data means for the community's future



2. Develop and Begin a Resident Outreach and Communications Plan (Ongoing through the Project)

- Most critical element of the project – resident advice and guidance are essential elements of a successful plan. The plan will be based upon guidance from the Planning Board and stakeholders, combined with the expertise of our team



5. Prepare for and Facilitate Resident Outreach and Communications (Ongoing through the Project)

- Based upon an agreed upon outreach and communications plan identified at the kick off meeting, use flexible and innovative communication approaches such as an online survey, web-map, open house(s) and at least one public hearing



3. Monthly Monitoring Meetings (Ongoing through the Project)

- Participate in monthly meetings with CTAP staff and the Town of Stevensville staff to discuss the project's progress, opportunities and challenges



6. Land Use Analysis and Mapping (June-July 2025)

- Understand land use and ownership in and around the community and how it would influence potential new development within the Town. In combination with an analysis of Town infrastructure, identify potential areas for new residential/commercial development and/or redevelopment. The Town's Engineer will need to provide the requisite infrastructure information to complete this task



7. Community Open Houses to Discuss the Economic, Land Use, Infrastructure Opportunities and Other Issues within the Community (September – October 2025)

- One open house facilitated by Great West Engineering to discuss the community needs and desires with Town residents



8. Create a Draft Growth Policy (October – November 2025)

- Create a full working draft of the growth policy and provide electronic and hardcopy drafts to participants. This draft will include a summary of the differences between the draft document and the current growth policy



9. First Work Session with the Planning Board, Stakeholders, and Residents (November - December 2025)

- Work session to review the first working draft of the growth policy to identify needed additions and edits



10. Editing of the Draft Growth Policy (January 2026)

- Based on the guidance of the Planning Board, stakeholders and residents, edit the draft growth policy



11. Final Work Session with the Planning Board, Stakeholders, and Residents (February 2026)

- Final work session to review the second draft of the growth policy to identify needed additions and edits. Provide electronic and hard copy drafts to meet the review needs of all participants



12. Planning Board Hearing on the Draft Growth Policy (March – April 2026)

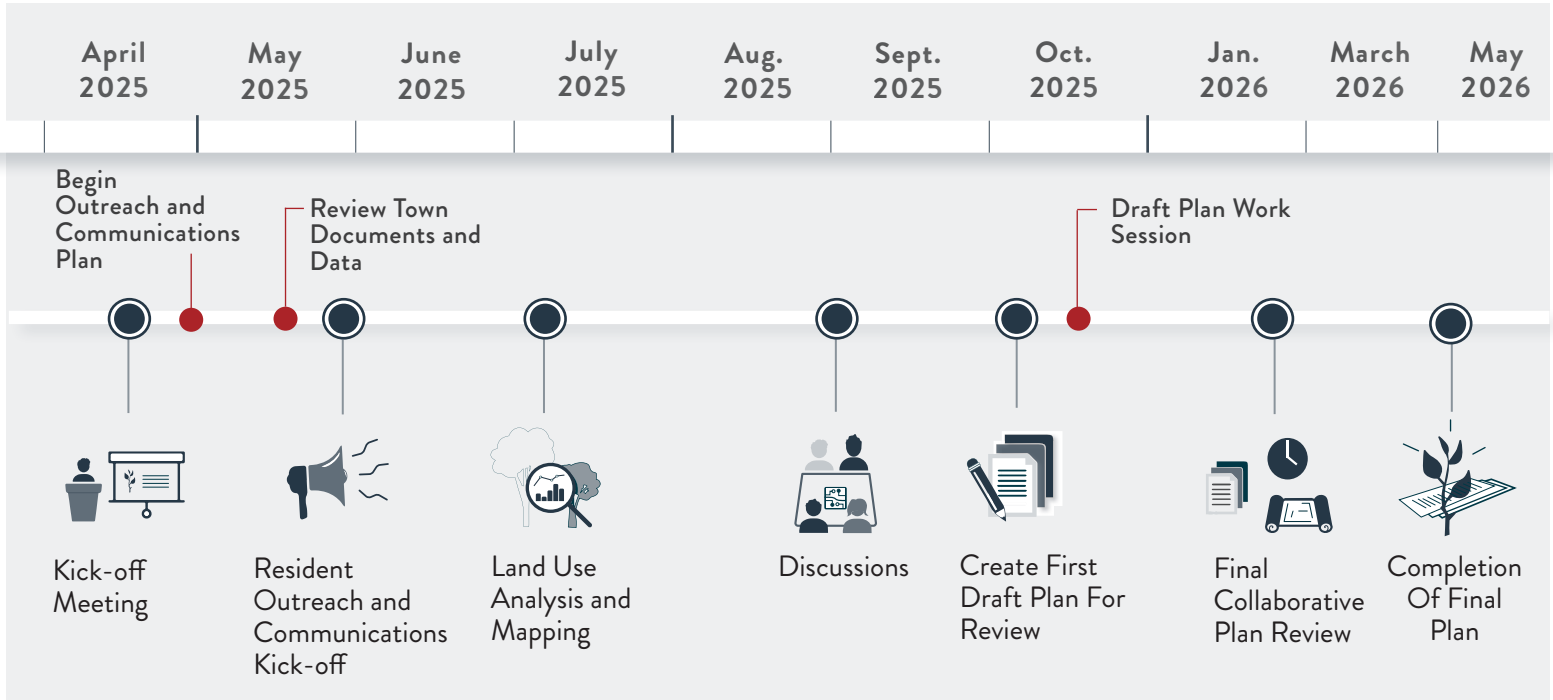
- Assist the Planning Board with facilitating its statutorily required public hearing and its recommendation to the Town Council



13. Town Council Review and Adoption of the Growth Policy (April - May 2026)

- Provide the Town Council with advice and guidance on the review and adoption of the Growth Policy

SCOPE OF WORK/SCHEDULE/FEE



FEE PROPOSAL

Great West has four (4) dedicated land use planners in three different offices in Montana. All of them are experienced in working on growth policies and provide Great West with the resources and time to effectively work on this project for the Department and the Town of Stevensville.

Great West only charges its clients for the time and materials necessary to complete a project. Thus if a project is completed for less than the original budget estimate then we only invoice our clients for the work we have undertaken, no more. We would approach this project in the same way.

That being said, we have also learned that it is important to have as many financial resources as possible on hand to address any unforeseen circumstances that

may arise particularly in relation to public outreach and engagement. Thus, Great West would propose to complete the project for the maximum budget allocation of \$25,000 with the understanding that we would only invoice the Department for the actual work completed.

This is estimated at:

<i>Staff Hours & Reimbursable</i>	
Planners	110 hours
GIS Staff	30 hours
Graphics-Formatting Staff	10 hours
Open House Materials	\$800
Mileage	\$800

Please note that our fee proposal and scope of work assumes that the Town of Stevensville will provide additional resources such as staffing and its own financial resources to help efficiently complete this project. This could include assisting with public notice, collection of data on infrastructure and local services, assisting with public outreach and other potential tasks.

BUDGET

Great West will perform all project activities for a total cost of \$25,000 if the Town can provide additional resources such as in-kind resources to help complete the project.

WORKLOAD/CAPACITY/LOCATION



Great West has 122 staff members available including registered professional engineers, staff engineers, funding specialists, hydrogeologists, construction specialists, designers, technicians, surveyors, IT and administrative support staff. For this staff, the total annual hours available for projects is approximately 190,000 hours after vacation, holiday, training, sick leave, and administration.

Equally important is how well staff is utilized to efficiently meet the needs of our clients. Great

West Engineering maintains a detailed schedule using software specifically developed for our company to meet our unique scheduling needs. This schedule establishes labor needs for current projects under contract for 24 months in advance. The schedule is maintained by firm management and is used to determine project assignments, hiring needs, and assess the feasibility of pursuing new projects. As a client the Town of Stevensville will be a top priority and we are confident in our ability to provide responsive client service to the Town.

Based upon current and projected workloads, Great West is well structured to perform services for the Town of Stevensville. We have closely reviewed and structured staff assignments to complete the services and other current projects, along with accommodating future project tasks.

LOCATION

Great West Engineering has Montana offices in Helena, Billings, and Great Falls. We will primarily service the Town from our Helena location. Our location allows our team to be on-site within 2.5 hours of requests. Great West Engineering will continue to provide the high level of service that the Town of Stevensville has come to expect from our firm. We are frequently in the area providing services to other clients and will coordinate trips as much as possible to reduce travel costs.



*Team can
be On-site
in under 2.5 hours
of requests!*



Jerry Grebenc, Senior Planner

Project Manager

*10 years with Great West
25 years of experience*

▶ Jerry has been involved in community development and planning in Montana for over 25 years. He served as the State’s Planning Bureau Chief and is very familiar with Montana’s land use laws and planning best practices. He has experience in the private, public and non-profit sectors and has managed the development of private lands, reviewed subdivision as a local planner, managed a planning department, and provided practical advice and assistance to local governments on behalf of the State of Montana.

Education

- » University of Montana, MA in Geography, 2002
- » University of Minnesota, Duluth, BA in History, 1991

Professional Certifications

- » Certified Floodplain Manager

Professional Affiliations

- » Association of State Floodplain Managers
- » Montana Association of Planners

Awards

- » Governor’s Award for Excellence, 2008, State of Montana

FEATURED EXPERIENCE

Growth Policy, City of Deer Lodge, Montana

Worked with the City Planning Board to update the City’s Growth Policy. The focus of the plan ranged from addressing the need for additional housing and historic preservation to the continued upgrading of the City’s infrastructure. The project was completed in 18 months.

RELATED EXPERIENCE

Growth Policy, Beaverhead County, Montana

In conjunction with the County Planning Board assisting with the update of the County Growth Policy to help the County encourage economic development and to also prepare for a likely increase in residential development due to housing pressures from the Gallatin Valley and Madison County.

Growth Policy, City of Cut Bank, Montana

Assisting the City with a full update of its existing growth policy. His work includes coordinating the project with the City Council, County Planning Board, facilitating public meetings, assisting with outreach to City residents, providing research and writing.

Growth Policy, City of Choteau, Montana

Worked with the City Council and the City/County Planning Board to create the City’s first standalone Growth Policy. The focus of the plan ranged from the continued upgrading of the Town’s infrastructure. The project was completed in under nine months.

Growth Policy, Town of Philipsburg, Montana

Worked with the Town Council and the City/County Planning Board to create the Town’s first standalone Growth Policy. The focus of the plan ranged from updating the City’s zoning code and subdivision regulations, to need to encouraging the development of additional workforce housing, to the continued upgrading of the Town’s infrastructure.

Growth Policy, City of Wolf Point, Montana

Assisting the City with a full update of its existing growth policy. His work includes coordinating with the project with the City Council, County Planning Board, facilitating public meetings, assisting with outreach to City residents, providing research and writing. The project is focused on addressing infrastructure needs and addressing community decay issues related to abandoned and dilapidated housing.

Growth Policy, City of Forsyth, Montana

Managed the update of the City's growth policy. His work included coordinating the project with the City mayor and council, facilitating public meetings, providing research and writing and GIS mapping.

Growth Policy, City of White Sulphur Springs-Meagher County, Montana

Worked with the City/County Planning Board to update and consolidate the growth policies of the City and the County into one document to help each jurisdiction prepare for the potential development of a new copper mine, pumped hydroelectric project, and the possible opportunities and issues that might accompany them.

Growth Policy, City of Thompson Falls, Montana

Managed the development of the City's first standalone growth policy. His work included coordinating with the project with the City Planning Board, facilitating public meetings, assisting with outreach to City residents, providing research and writing and GIS mapping.

Growth Policy, City of Forsyth, Montana

Managed the update of the City's growth policy. His work included coordinating the project with the City Planning Board, facilitating public meetings, providing research and writing and GIS mapping.

Growth Policy, City of Glendive-Dawson County, Montana

Completed the update of the joint City-County growth policy. His work included coordinating the conclusion of the project with County staff, conducting research and writing and GIS mapping.

Growth Policy, City of Roundup, Montana

Managed the development of the City's first standalone growth policy. His work included coordinating with the project with the City-County Planning Board, facilitating public meetings, providing research and writing and GIS mapping.

Growth Policy, City of Roundup, Montana

Managed the development of the City's first standalone growth policy. His work included coordinating with the project with the City-County Planning Board, facilitating public meetings, providing research and writing and GIS mapping.

Growth Policy, City of Scobey, Montana

Managed the update of the City's growth policy. His work included coordinating the project with the City Planning Board and City Council, facilitating public meetings, providing research and writing and GIS mapping.

Growth Policy, Custer County, Montana

Assisting the County with a full update of its existing growth policy. His work includes coordinating with the project with the County Commission, County Planning Board, facilitating public meetings, assisting with outreach to County residents, providing research and writing.

Growth Policy, City of Glendive-Dawson County, Montana

Completed the update of the joint City-County growth policy. His work included coordinating the conclusion of the project with County staff, conducting research and writing and GIS mapping.



Courtney Long, CFM

Planner

*1 year with Great West
4 years of experience*



Courtney is a planner with four years of experience as the Planning Director for a successful mountain resort community. She offers an extensive background in ecology, natural resource conservation, education, and protected area management when working with rural communities on land use issues and development matters.

Education

- » University of Montana, Graduate Certificate in Protected Area Management, 2019
- » Appalachian State University, BS, Ecology and Minor in Geography, 2012

Professional Affiliations

- » Certified Floodplain Manager

FEATURED EXPERIENCE

Growth Policy, City of Roundup, Montana

Assisted the City with updating the growth policy to maintain funding competitiveness and continue practical and sustainable growth in this developing community.

RELATED EXPERIENCE

***Planning Director, City of Red Lodge, Montana**

Prior to joining Great West Engineering, Courtney served first as the Assistant City Planner for the City of Red Lodge and was then promoted to Planning Director. As part of her role with the City, she provided daily administration of the City's Subdivision Regulations, Floodplain Regulations and Zoning Regulations.

Trails Master Plan for City of Glendive, Dawson County, Montana

Development of a Parks and Trails Plan to accommodate the community's needs. Her work includes coordinating the project with the City Park Board and staff, facilitating public meetings, conducting research and writing, and GIS mapping.

Growth Policy, City of Miles City, Montana

Assisting the City's contract planner with a growth policy update that coordinates with other planning documents, including the Custer County growth policy, Miles City Annexation Plan, Miles City Subdivision Regulations, Miles City Zoning Regulations, and floodplain development regulations.

Downtown Master Plan and Growth Policy, Town of Broadus, Montana

Developing a Downtown Master Plan for the small town of Broadus to preserve the natural, historic, and cultural character of the community. A comprehensive update to the Broadus Growth Policy complements this project.

Trails Master Plan for Big Timber Trails Network, Sweet Grass County, Montana

Development of a Trails Master Plan to accommodate the community's needs for connectivity and improving safe routes for residents. Her work includes coordinating the project with the Big Timber Trails Network, facilitating public meetings, conducting research and writing, and GIS mapping.

Subdivision Review for Custer County, Montana

Providing subdivision review assistance to the County, including administering the County Subdivision and Zoning Regulations and answering general land use inquiries, as needed.

Floodplain Administration, City of Roundup, Montana

Provides contracted Floodplain Administration services for the City of Roundup, answering general inquiries, reviewing and issuing floodplain development permits, and supporting the City, as needed.

Floodplain Administration, Musselshell County, Montana

Provides contracted Floodplain Administration services for the County. Provides general guidance regarding land use along waterways within the mapped floodplain, reviews floodplain development permit applications, and evaluates floodplain development compliance.

**Experience prior to employment at Great West Engineering.*



Matt Blassic, GIST

GIS System Specialist

*4 years with Great West
6 years of experience*

▶ Matt is a Geographic Information System (GIS) Technician with six years of professional experience working in a multitude of settings and software. His experience includes data management, data acquisition and collection, remote sensing & natural resource monitoring, as well as work to build reliable databases, produce high quality GIS analysis and cartographic products.

Education

- » University of Montana College of Forestry and Conservation
-BS Geography with focus on GIS

Professional Certifications

- » GIS Technologies Certification
- » FAA Part 107

FEATURED EXPERIENCE

Capital Improvements Plan, City of Shelby, Montana

Built a city-wide GIS based asset management system for the City's water, sewer, and stormwater systems. This included building out existing systems as well to handle both utilization by City staff and operators as well as on-call engineers to provide the most up to date and accurate depiction of the City's infrastructure systems. Generated mapped road inventories using the PASER rating scales for road improvements and conditions and then produced cartographic map series.

RELATED EXPERIENCE

Capital Improvements Plan, City of Shelby, Montana

Built a city-wide GIS based asset management system for the City's water, sewer, and stormwater systems. This included building out existing systems as well to handle both utilization by City staff and operators as well as on-call engineers to provide the most up to date and accurate depiction of the City's infrastructure systems. Generated mapped road inventories using the PASER rating scales for road improvements and conditions, then produced cartographic map series displaying classified road network of inventoried paved and gravel roads. Also responsible for enhancing their GIS system to include maintenance and web applications for the City.

Growth Policy, Philipsburg, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report. Specialized outputs and datasets included historic structures and districting.

Growth Policy, Wolf Point, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

Growth Policy, Virginia City, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

Capital Improvements Plan, Hill County, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

Capital Improvements Plan, Three Forks, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

GIS Asset Management, Three Forks, Montana

Built a city-wide GIS based asset management system for the City's water, sewer, and stormwater systems. This included building out existing systems as well to handle both utilization by City staff and operators as well as on-call engineers to provide the most up to date and accurate depiction of the City's infrastructure systems. Generated mapped road inventories using the PASER rating scales for road improvements and conditions, then produced cartographic map series displaying classified road network of inventoried paved and gravel roads. Also responsible for enhancing their GIS system to include maintenance and web applications for the City.

Growth Policy, Miles City, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

Growth Policy, City of Choteau, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

Growth Policy, Custer County, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

Growth Policy & Capital Improvement Plan, Valley County, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

Growth Policy, White Sulphur Springs, Montana

Produced high quality report exhibits for use within the Town's updated growth policy. Responsibilities also included researching appropriate datasets as well as producing necessary datasets.

Rural Addressing & GIS Services, Meagher County, Montana

Responsible for managing and assigning structure address numbers as well as the necessary spatial data to align with the County's existing E911 system. Beyond addressing, other responsibilities included being the point of contact for all existing geospatial data in the County.

Next Generation 911 Transition, Meagher County, Montana

Responsible for managing, analyzing and transposing landline based 911 data to current national and statewide standards as directed by the State of Montana. This includes providing consistent statewide NENA compliant datasets including Structure Points, Access Routes, Road Centerlines, Emergency Service Zone Boundary management, as well as enhancing current data to provide best emergency response.



Amy Foust

Graphic Designer

*3 years with Great West
25 years of experience*

▶ Amy is a graphic designer with over 20+ years of experience specializing in creating print, digital, web design and multimedia marketing. Professionally trained and competent in a wide range of design software including Adobe Creative Suite, content management systems, social media and photography. She has a long history of creating impactful visual communication.

Education

- » Northwest College, Powell, WY, AAS Graphic Design w/emphasis in Prepress, 1999

Awards

- » Multiple Montana Newspaper Association-Better Newspaper Awards

FEATURED EXPERIENCE

Various Growth Policy Document Graphics - Montana and Idaho

Responsible for development and design of various public outreach materials, infographics and visual aids to be used in Growth Policy documents.

RELATED EXPERIENCE

Glendive Master Trails Plan, Glendive, Montana

Responsible for development and design of infographics and visual aids, used in Master Trails Plan document.

Zoning Code Update, City of Hamilton, Montana

Responsible for development and design of various infographics, subdivision zoning graphics and visual aids.

Capital Improvements Plan, Town of Fairfield, Montana

Responsible for development and design of public outreach materials, website and infographics and visual aids.

Capital Improvements Plan, City of Shelby, Montana

Responsible for development and design of website and producing public outreach materials for online, social media and print use for Capital Improvements Plan.

Capital Improvements Plan, Havre, Montana

Responsible for development and design of website and producing public outreach materials for online, social media and print use for Capital Improvements Plan documents.

Public Updates/News Website, Town of Hysham, Montana

Responsible for development and design of website and producing public outreach materials for online, social media and print for the Town to keep area residents up to date on projects and meetings.

*The Official Red Lodge Chamber of Commerce Community Guide and Directory, Red Lodge, Montana

Worked with Red Lodge Area Chamber of Commerce Board Members to create a highly informative glossy marketing magazine aimed less at tourism and more towards new residents wanting to relocate to the area. Highlighting chamber business members and area demographics with the use of infographics and maps to relay figures, statistics, and details of interest.

***Production & Sales Manager, Graphic Design, Sales & Marketing**

Carbon County News and Yellowstone Newspaper Group, Red Lodge, Montana

Designed weekly layouts and advertising for multiple newspapers. Developed marketing and social media campaigns, web and print advertisements within customer budget restrictions for hundreds of various clients. Worked cooperatively with the sales and editorial teams on developing print & marketing projects. Collaborated with print shop on estimates, scheduling, and specifics for custom projects and supervised design team of 4+ for multiple newspapers.

***Owner and Operator of Allusive Designs, Red Lodge, Montana**

Worked as a freelancer developing responsive and functional websites for several clients, providing hosting services, web management, and redesigns when needed. Delivered a wide range of web services such as web editing and updates, virtual newsletter services and social media services. Provided branding and logo designs for several local businesses along with web and print materials.

***Stillwater Community Guide and Directory, Stillwater County, Montana**

Collaborated with Stillwater County Chamber of Commerce board members to create an informative area visitor's guide. The magazine highlighted county's towns, area businesses and recreational opportunities with professional photography and area maps.

***Go Red Lodge Magazine & Website, Red Lodge, Montana**

Led design team in collaboration with editorial department on the creation of monthly magazine featuring area's entertainment, events and local businesses.

***Annual Home of Champions Rodeo & Parade Magazine, Red Lodge, Montana**

Worked together with the Red Lodge Rodeo Association to create a yearly magazine, sold as the official keepsake during the 4th of July Annual PRCA Pro Rodeo & Parade.

***Red Lodge MLS Real Estate Guide, Carbon County, Montana**

Coordinated with real estate agencies in the Carbon County area to produce up-to-date high gloss listing magazines on a quarterly basis. Was responsible for design and layout, organizing information, scheduling deadlines and budgeting project cost for the area's MLS group.

***Billboard Design – Georgetown, Inc. Travel Media Consultants, George Beaudet, Red Lodge, Montana**

Created billboard designs for travel agencies in Los Angeles, California, and various local Montana clients through Georgetown Inc.

***Betsy Scanlin for MT House of Representatives, District 58 Campaign, Carbon County, Montana**

Designed multiple advertising campaign materials for newly running local politician – direct mailers, brochures and newspapers, web and social media advertising.

**Experience prior to employment at Great West Engineering.*



Planning

Water/Wastewater

Grant Services

Natural Resources

Transportation

Solid Waste

Structural

Bridges

www.greatwesteng.com

HELENA

2501 Belt View Drive
Helena, MT 59601
Phone: (406) 449-8627
Fax: (406) 449-8631

BILLINGS

6780 Trade Center Ave.
Billings, MT 59101
Phone: (406) 652-5000

GREAT FALLS

702 2nd Street South, Suite 2
Great Falls, MT 59405
Phone: (406) 952-1109

BOISE

1921 E Overland Road
Meridian, ID 83642
Phone: (208) 576-6646

SPOKANE

10220 N. Nevada St.,
Suite 130
Spokane, WA 99218
Phone: (509) 413-1430





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:	03/27/2025
Agenda Topic:	Informational: CTAP Grant, Engineering Firm was Chosen for the Update of the Town of Stevensville Growth Policy
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/27/2025
Notes:	Town of Stevensville was chosen by the Montana Department of Commerce to receive a grant to update our growth policy from 2016. Great West Engineering was chosen for the project.

File Attachments for Item:

h. Discussion/Decision: Approve Budget Workshops for April 9 and April 30, 2025, at 5:30 PM



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:	03/27/2025
Agenda Topic:	Discussion/Decision: Approve Budget Workshops for April 9 and April 30, 2025, at 5:30 PM
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/27/2025
Notes:	