



**Stevensville Special Town Council Meeting
Agenda for
TUESDAY, JULY 14, 2026
5:00 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. New Business
 - a. Discussion/Decision: Resolution No. 519B, a Resolution Establishing User Fees and a Memorandum for the Stevensville Swimming Pool
5. 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. Discussion/Decision: Resolution No. 519B, a Resolution Establishing User Fees and a Memorandum for the Stevensville Swimming Pool



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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:	James Crews
Second Person Submitting the Agenda Item:	Gina Crowe, Finance Officer
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/14/2026
Agenda Topic:	Discussion/Decision: Resolution No. 519B, a Resolution Establishing User Fees and a Memorandum for the Stevensville Swimming Pool
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/14/2026
Notes:	

RESOLUTION NO. 519B

**A RESOLUTION ESTABLISHING USER FEES AND A MEMORANDUM FOR THE
STEVENSVILLE SWIMMING POOL**

WHEREAS, the Town of Stevensville maintains and operates a municipal swimming pool for the benefit of the public; and

WHEREAS, the Town of Stevensville relies upon some income from the public users of the pool to support the operation and maintenance of the pool; and

WHEREAS, Article III, Section 18-53 of the Stevensville Municipal Code authorizes the Town Council to set fees for the use of the pool by resolution;

WHEREAS, a memorandum to outline and formally clarify the operational guidelines, pass structures, and fee schedule for the Stevensville Pool, **EXHIBIT A**;

NOW THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville, the following pool fees shall be charged for use of the pool for the 2026 season and the memorandum, Exhibit A, be referred to for clarification of our provided services.

Swimming Per Entry	Youth 3-11	\$5.00
Swimming Per Entry	Student 12-17	\$6.00
Swimming Per Entry	Adult 18-62	\$7.00
Swim Lessons & Classes	Group Sessions	\$75.00
Swim Lessons & Classes	Private Sessions ½ hr.	\$60.00
Swim Lessons & Classes	Private Sessions 1 hr.	\$100.00
Water Aerobics	Per Class	\$7.00
Season Swim Passes	Youth	\$80.00
Season Swim Passes	Student	\$90.00
Season Swim Passes	Adult	\$110.00
Season Swim Passes	Family Pass (6)	\$310.00
Pool Party	Up to 20 Swimmers	\$90.00/hour
Pool Party	21-40 Swimmers	\$110.00/hour
Pool Party	41-60 Swimmers	\$130.00/hour

Swimming Per Entry	Senior/Military/Public Service	\$5.00
Season Swim Passes	Senior/Military/Public Service	\$70.00
Pool Party Civic/Church Groups	Up to 20 Swimmers	\$70.00/hour
Pool Party Civic/Church Groups	21-40 Swimmers	\$90.00/hour
Pool Party Civic/Church Groups	41-60 Swimmers	\$110.00/hour

Passed and adopted by the Town Council and Mayor of the Town of Stevensville the 14th day of July 2026.

APPROVED:

ATTEST:

James Crews, Mayor

Jenelle S. Berthoud, Town Clerk

Town of Stevensville Pool

Exhibit A

PURPOSE & EXECUTIVE SUMMARY

The purpose of this memorandum is to outline and formally clarify the operational guidelines, pass structures, and fee schedules for the Stevensville Pool. This document serves to establish unambiguous definitions for both the Town Council and the public regarding facility programming:

- **Fee Structure Clarification:** All listed swim lesson rates are calculated **per individual participant** or **per individual time slot**, regardless of the instructional format.
- **Instructional Definitions:** The term "**Group Lesson**" defines the *method of instruction*—where one lifeguard teaches a cohort of multiple students simultaneously to keep public costs low.
- **Operational Stability:** By establishing these explicit parameters, the Town ensures fiscal responsibility, covers direct instructor labor costs, and maintains equitable access to public resources for all community members. Approval of this clarified schedule will streamline operations and prevent further administrative or public misinterpretation.

FEE SCHEDULE

Open Swim Daily Rates (Per Person)

Swimmer Category	Fee Basis	Fee
Youth (ages 3–11)	Per Individual Person	\$5.00
Military or Senior	Per Individual Person	\$5.00
Student (ages 12–17)	Per Individual Person	\$6.00
Adult (ages 18–60)	Per Individual Person	\$7.00

Season Open Swim Passes (Per Person / Per Family)

Pass Type	Fee Basis	Fee
Military or Senior	Per Individual Person	\$75.00
Youth (ages 3–11)	Per Individual Person	\$80.00
Student (ages 12–17)	Per Individual Person	\$90.00
Adult (ages 18+)	Per Individual Person	\$110.00
Family Pass (up to 6 people)	Per Combined Household	\$310.00

Town of Stevensville Pool

Swim Lesson Packages (Strictly Per Person or Per Slot)

Lesson Type	Definition & Structure	Fee Basis	Rate
Group Lessons	Multiple students taught together in a public cohort. (1/2 hr./day, 10 days)	Per Individual Person (<i>Not valid for block commercial/group bookings</i>)	\$75.00 per person
Private Lessons (1/2 Hour)	1-on-1 (1/2 hr./day, 4 days)	Per Individual Time Slot (<i>Max 1 person</i>)	\$60.00 per slot
Private Lessons (1 Hour)	1-on-1 or 1-on-2 private instruction. (1 hr./day, 4 days)	Per Individual Time Slot (<i>Max 2 people of similar age/level</i>)	\$100.00 per slot

Private Pool Party Rentals (Per Time Slot based on Attendance)

Attendance Tier	Staffing Level	Fee Basis	Hourly Rate
1–20 Swimmers	2 Lifeguards Present	Per Private Time Slot	\$70.00 / hour
21–40 Swimmers	2 Lifeguards Present	Per Private Time Slot	\$90.00 / hour
41–60 Swimmers	3 Lifeguards Present	Per Private Time Slot	\$110.00 / hour

OPERATIONAL GUIDELINES & POLICIES

Swim Lesson Policies

- **Payment Terms:** All session fees must be paid in full at the beginning of the scheduled week before instruction begins.
- **Attendance & Cancellation:** Because instructor time is reserved in advance, **no refunds** will be issued for missed lessons.
- **Private Lesson Ratios:** Private time slots are capped at a maximum of two participants. To maintain instructional quality, both participants must be of a similar age and swimming skill level.
- **Commercial / Third-Party Bookings:** Outside daycare centers, schools, camps, or organizations may register individuals for public group lessons, but must pay the standard **per-person fee for each individual child** registered. Registration cannot be bundled, discounted, or claimed under a single collective flat fee.

Private Pool Party Rules

- **Availability:** Facility rentals are restricted to weekends during designated non-public hours:

Town of Stevensville Pool

- **Saturdays:** 8:00 am – 12:00 pm and 5:00 pm – 6:00 pm
- **Sundays:** 8:00 am – 6:00 pm
- **Capacity Limits:** Private event attendance is strictly capped at 60 total swimmers to ensure safe facility oversight.

JUSTIFICATION & FISCAL IMPACT

Fiscal Responsibility & Cost Recovery

- **Balanced Fee Scale:** The proposed tiered structure ensures that the Stevensville Pool remains accessible to all demographics while directly supporting facility maintenance.
- **Targeted Discounts:** Subsidized daily rates and season passes for youth, students, military personnel, and seniors preserve community access for vulnerable populations.
- **Predictable Revenue:** Transitioning to a strict pre-pay, no-refund policy for swim lessons protects city revenue against last-minute cancellations. It ensures that instructor staffing costs are fully covered before a session begins.

Operational Efficiency & Equity

- **Standardized Lesson Structures:** Aligning group lessons to 10-day cycles and private lessons to 4-day cycles maximizes the efficiency of our staffing roster.
- **Capacity Safeguards:** Capping private lesson time slots at two participants of similar skill levels guarantees high-quality, focused instruction while maintaining fair resource distribution.

Public Safety & Liability Management

- **State-Compliant Lifeguard Ratios:** The strict staffing matrix for private pool parties directly addresses public safety and mitigates municipal liability.
- **Tiered Event Fees:** Raising rental prices alongside guest counts directly offsets the cost of bringing in additional certified lifeguards on weekends. This guarantees a safe **1:20 guard-to-swimmer ratio** without impacting the general operational budget.

Annual Fee Review: *To ensure the fiscal sustainability of the Stevensville Pool, the fee schedule, pass structures, and lesson rates shall be re-evaluated on an annual basis. Future rate adjustments will be presented to the Town Council prior to the start of each season to ensure fees remain commensurate with rising operational costs, facility maintenance expenses, and competitive local wages for certified lifeguard staff.*