



Stevensville Special Town Council Meeting
Agenda for
MONDAY, JUNE 02, 2025
5:30 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. New Business
 - [a.](#) Discussion/Decision: Resolution No. 531a, a Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
 - [b.](#) Discussion/Decision: Schedule a C.O.W. Meeting for Stevensville Fire Department Interlocal Agreement
 - [c.](#) Discussion/Decision: Fuelmaster Fuel Management System Extended Maintenance Agreement Between Syntech Systems, INC and the Town of Stevensville
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. 531a, a Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Stephen Lassiter
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/02/2025
Agenda Topic:	Discussion/Decision: Resolution No. 531a, a Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/02/2025
Notes:	

RESOLUTION NO. 531a

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

WHEREAS, the Town of Stevensville's Town Council, Mayor, Town of Stevensville Department Heads and Employees met to review and revise employee job descriptions;

WHEREAS, the Town of Stevensville's code Sec. 2-57, Prescribing duties and compensation of municipal officers states that "the council has power to fix compensation, and to prescribe the duties of all officers and employees of the town, subject to the limitations mentioned in MCA title 7";

WHEREAS, Montana Code Annotated 7-4-420, salary of officers, "the council shall determine by ordinance or resolution the salaries and compensation of elected and appointed city officer and all city employees."

NOW THEREFORE, BE IT RESOLVED, by this Town Council that the following job descriptions be approved and adopted;

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

DATED this 2nd day of June 2025, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Parks Manager

Department: Public Works

Date: 5/20/2025

GENERAL PURPOSE

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

SUPERVISION RECEIVED

Works under the supervision of the Public Works Supervisor

SUPERVISION EXERCISED

May supervise provided growth of the department

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

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

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

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

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

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

Must hold a CDL License or ability to obtain a license within one year.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

High School Diploma or equivalency and relevant experience.

Any combination of equivalent education and experience may be considered.

Must have a satisfactory driving record.

Ability to work alone or in a team environment.

KNOWLEDGE

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

ABILITIES

Operate pertinent equipment and perform routine maintenance tasks using a variety of hand and power tools.

Watch gauges, dials or other indicators to make sure machines are working properly.

Use a variety of hand and power tools.

Perform a variety of skills needed to perform major duties.

Establish and maintain positive working relationships with Town employees, supervisors and the general public.

Operate a computer.

Perform strenuous manual labor under adverse conditions when necessary.

Quickly and repeatedly adjust the controls of a machine or vehicle to exact positions.

Communicate effectively both verbally and in writing.

Any other duties as assigned.

PHYSICAL DEMANDS

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50-70 lbs., distinguish color, and wear protective apparel, exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards and traffic hazards.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

File Attachments for Item:

b. Discussion/Decision: Schedule a C.O.W. Meeting for Stevensville Fire Department Interlocal Agreement



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/02/2025
Agenda Topic:	Discussion/Decision: Schedule a C.O.W. Meeting for Stevensville Fire Department Interlocal Agreement
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/02/2025
Notes:	June 16th, 17th, or 18 th at 5:00 pm is open to schedule a meeting to discuss this topic.

File Attachments for Item:

c. Discussion/Decision: Fuelmaster Fuel Management System Extended Maintenance Agreement Between Syntech Systems, INC 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:	Brian Germane, Airport Manager
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/02/2025
Agenda Topic:	Discussion/Decision: Fuelmaster Fuel Management System Extended Maintenance Agreement Between Syntech Systems, INC and the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/02/2025
Notes:	



**FUELMASTER® Fuel Management System
Extended Maintenance Agreement**

The FUELMASTER® Fuel Management Systems Extended Maintenance Agreement is made and entered into on this day of **05/28/2025** Tallahassee, Florida, by and between SYN-TECH SYSTEMS, INCORPORATED, (STS), a Florida Corporation having a principal place of business at 100 Four Points Way, Tallahassee, Florida 32305 and:

Stevensville Airport – Town of Stevensville

This initial term of this agreement shall commence as of **05/28/2025** and shall continue for a term expiring **12/31/2025**, at which time the services will be automatically renewed unless otherwise directed by the customer. Customer will have the option to accept or terminate the services when invoiced.

The FUELMASTER® Maintenance Agreement provides a means of extending the normal one-year warranty that all FUELMASTER® customers receive. It covers parts and telephone support labor for all FUELMASTER® components, both software and hardware, and provides free updates software/firmware, upon request. The customer will be sent replacement parts and a pre-paid label to return the defective parts. The customer must return the defective parts within seven business days. Support hours are 8:00 AM - 8:00 PM EST., Monday through Friday, excluding New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day.

Maintenance Level	FMU/Serial Number	Cost
Standard	FMU2560 S/N 3714	\$850.00
Total		\$850.00

MULTIPLE YEARS OF MAINTENANCE MAY BE PURCHASED AT THE CURRENT RATE, BUT ALL YEARS MUST BE PURCHASED IN ADVANCE WITH ONE PAYMENT.

Syn-Tech Systems, Inc. will provide at no additional charge Certificates of Insurance naming your company as a Certificate Holder.

Syn-tech Systems, Inc. recognizes the confidentiality of each customer's software and database information, and will not disclose this information to any third party. Payment Industries Standards certify Syn-tech Systems, Inc. to PA-DSS requirements and all data must be securely maintained.

Organizations under maintenance contract are provided a toll-free number and have access to FUELMASTER® technicians to assist in FUELMASTER® operations and diagnostics.

Software updates will be provided free of charge upon request. The exception to this is for those system operators with customized software. Each customized program will have to be quoted on an individual basis. Customers with Extended Maintenance will only pay for the customization. The customer can make the decision as to whether he prefers to maintain his current system or update to the new software/firmware. Changes in hardware are not covered by this agreement.

Under terms of this agreement, FUELMASTER® technicians will telephonically diagnose problems with the assistance of the customer to determine warrantable conditions, and possible problem solutions. Syn-Tech will replace all defective parts and provide telephonic assistance to the customer in installation of replacement parts to allow the unit to be repaired as expeditiously as possible. Please note that FUELMASTER® was designed in a modular manner to provide easy and rapid exchange of parts, even by non-technical personnel. Other fuel management systems are not designed this way and consequently do not offer warranties comparable to FUELMASTER®. This agreement does not cover site visits by FUELMASTER® technicians for repair.

Please note that damage resulting from acts of God, user abuse, accidents, faulty installation or operation is not covered under the warranty. This warranty specifically excludes any indirect, special, or consequential damages to include, but not limited to, loss of product, profit, or litigation fees. Additionally, associated equipment including valves, pulsers, printers, personal computers, pumps, oilers, dispensers, and other items not manufactured by Syn-Tech, are warranted only to the extent covered by the original manufacturer. Additionally, warranty is limited to approved locations (generally the United States of America) and is not transferable except by written permission of Syn-Tech Systems, Inc.

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The parties of Syn-tech Systems, INC. and Stevensville Airport – Town of Stevensville deem this agreement to be executed by their duly authorized representatives on the Agreement date.

SYN-TECH SYSTEMS, INCORPORATED:

(Signature)

(Date)



05/28/2025

(Name)

Sara D. Fletcher

(Title)

Marketing Operations Manager

CUSTOMER:

(Signature)

(Date)

(Name)

(Title)