

Stevensville Town Council Meeting Minutes

for THURSDAY, MARCH 27, 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.

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 02/27/2025

Mayor Michalson: introduced town council meeting minutes for 02/27/2025.

Councilmember Barker: I make a motion to approve town council meeting minutes 02/27/2025.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Council comments? Public comments? 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 03/13/2025

Mayor Michalson: introduced special town council meeting minutes closed session 03/13/2025.

Councilmember Smith: I move to accept special town council meeting minutes for 03/13/2025.

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd. Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

c. Town Council Meeting Minutes 03/13/2025

Mayor Michalson: introduced town council meeting minutes 03/13/2025.

Councilmember Barker: I make a motion to approve town council meeting minutes for 03/13/2025.

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

5. Approval of Bi-Weekly Claims

a. #19563-#19581

Mayor Michalson: introduced by weekly claims #19563-#19581.

Councilmember Smith: I move to approve bi-weekly claims #19563-#1958.

Councilmember Brown: 2nd.

Mayor Michalson: motion and 2nd. Comments on the claims?

Councilmember Brown: 19564, Greg Overstreet, can we comment on what the Davenport one is for.

Mayor Michalson: Greg had to put in a claim for small claims court because he owed like \$4,000.00 and we were tired of going back and forth so we filed a claim and then he paid the bill this past week.

Councilmember Brown: 19574, airport insurance did that remain the same or did that increase quite a bit.

Gina Crowe: it did increase. From \$1,400 to \$2,600. It was actually \$2,800 so I worked with Brian, and they shopped around for the best rate and that is what they came up with.

Councilmember Brown: we will have to make adjustments in the budget.

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. New Business

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

Mayor Michalson: introduced new business item a, : Utility Easement Agreement Between Landowner Severson and the Town of Stevensville

Councilmember Smith: I move that we adopt Utility Easement Agreement Between Landowner Severson and the Town of Stevensville.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd. With the council's approval I would like to ask Mr. Severson come to the podium and explain what the easement is about.

Mr. Severson (Dan's Son): all we are asking for is an easement for our underground power line from Middle Burnt Fork running across the western edge of town property over to Dan Severson's property to provide power for an irrigation system. Pretty straight forward.

Mayor Michalson: this was looked over by Greg and he was impressed at how simple the easement was put together.

Mr. Severson: it just runs along the edge of the property.

Councilmember Brown: section three, access to the easement. It states that you have the right to go outside of that for a 30-foot easement for driving vehicles off road to get to the easement and will use the route suggested by the grantors as long as the route provides effective access to the easement. The grantee will have the right to use temporary workspace. I feel within that 30 -foot strip should be enough for people to access and not have to go outside that. Also, the other thing is the easement is to run along the property, so this is a forever easement. Once it is granted it remains until all parties agree to abandoned or terminate. My concern was why we needed that section three in there, I know that this property the town uses for part of their water shed up there. I have a hang up with that little section.

Mr. Severson: I cant imagine once the power line is in it will need to be accessed at all, I do not know why that is in there, I think the lawyer put that in there just in case.

Mayor Michalson: can you strike it?

Councilmember Brown: you can strike it, but all parties should initial. The other thing is they will need to modify the notary block for the town of Stevensville because they have a notary block instead of it to be attested. For the town they put in a normal notary block, because Jenelle should attest his signature.

Jenelle Berthoud: I usually just follow him to the notary and attest in front of her.

Mayor Michalson: we can do that.

Councilmember Barker: I took a drive up to see along these pieces of property, noticing that there was a power pole just down from Kaufman's property. And you are wanting to put the wheel line on your side of the property, why could you not hook up to that access.

Mr. Severson: they are not 220 there, where the pole is on South Burnt Fork?

Councilmember Barker: on South Burnt Fork and Middle Burnt Fork there is a big power pole there.

Mr. Severson: I think that is the pole that we are going off of and going across Norms property and then onto the city piece, the town of Stevensville actually has an easement across Norms property to their property and I think that we are going right through there. As far as the South Burnt Fork there is not enough power at that pole

the 220 is at Middle Burnt Fork Rd., so that is why we can't go off of South Burnt Fork.

Councilmember Barker: it just seems like a wide strip to have, I do not know if that is common or what.

Mr. Severson: the 30 feet is mostly for getting trucks in there to put the power line in, once that it is in, I can't believe that we would use it.

Councilmember Barker: how can we be sure of that. What about the water shed?

Mr. Severson: it is west of the water shed. It is on the downhill side of the water shed. Most of the water that percolates up there comes down, in my opinion putting an easement through the west side would not impact because most of the water comes from above there.

Councilmember Brown: in section one I do believe that they have the right to maintain also in section one on page 3 of 8 they have the right to maintain their utility easement so that is why I was wondering about section three.

Mr. Severson: section three just sounds like over kill?

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

Councilmember Brown: are we going to amend our motion?

Mayor Michalson: would you like to amend it and take out section three.

Councilmember Brown: I move that we amend the utility easement between the landowner Severson and the town of Stevensville to strike section 3.

Councilmember Smith: 2nd.

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

Councilmember Smith: I would like to know if this has to go back to the owners for the initials.

Councilmember Brown: yes, they will have to initial that cross through.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: amended passes 3-0. And now we will go back to the original utility easement agreement. We had a motion and a 2nd, any further discussion from the council? Public comments? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

b. Opening of RFP's for Tree Trimming Services

Mayor Michalson: we did not receive any bids. This has to do with the disaster.

c. Discussion/Decision: Awarding of Bid for Tree Trimming Services

Mayor Michalson: I am asking for guidance from the council. Would the council like Jenelle to put it out as an RFP again or would the council just have us pick a tree trimming service? We will get written quotes per our purchasing policy. What is the council's wish?

Councilmember Barker: I make a motion for the town to seek out additional tree trimming services.

Councilmember Smith: 2nd.

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

Councilmember Brown: so, we are just going to write something up and tell them what we need and send it out to companies and see if they respond.

Mayor Michalson: we will send out to like three places. And then we will bring the lowest back or all of them back to the council.

Councilmember Barker: is this going to be something that is arborist certified for us to continue with the money that we received.

Gina Crowe: we already had the arborist. She has already come and identified the trees.

Mayor Michalson: we will seek out local first. Any comments from the public?
Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

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

Mayor Michalson: opening of bids for Self-Serve Fuel Station at the Stevensville Airport.

Jenelle Berthoud: I spoke to you about this mayor. I am going to open the first one and let Tyler and Sarah go over the check list and if the bidder meets the check list I will read out the amount. The first one is from Granite Petroleum out of Spokane, WA.

Tyler Reed and Sarah Michaelson, Morrison-Maierle: Tyler and Sarah went through the presented bid and compared to the check list. Granite Petroleum is responsive.

Jenelle Berthoud: the dollar amount is \$590,868.00. the second bid is from Energi Systems LLC out of Billings, MT.

Tyler Reed and Sarah Michaelson: Tyler and Sarah noticed that the words were not written out by the dollar amounts, just like a check. I am not sure if we can accept that as a responsive bid. This is all explained in the bid, I think that we have to consider this non-responsive. With that, Granite Petroleum would be the lowest apparent bid at \$590,868.00. Our engineers estimate was \$464,300.00 so this quite a bit higher. Maybe some uncertainty about prices and price escalations. I guess that covers the opening of the bids.

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

Mayor Michalson: introduced new business item e. Awarding of Bid for Self-Serve Fuel Station at the Stevensville Airport

Councilmember Barker: I make a motion to grant Granite Petroleum Inc. the bid for Self-Serve Fuel Station.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd.

Councilmember Brown: are we getting a grant for this, how does this compare to what we are receiving for the grant.

Tyler Reed: engineers estimate is over one hundred thousand lower, but I will have to look at the overall breakdown because there were some contingencies for the grant, it may be slightly over what the grant was.

Mayor Michalson: how does it affect the overall grant? Should we be able to cover it?

Tyler Reed: as far as the FAA goes, yes. The Montana Aeronautics grant might fall short. Lets say that it is another \$10,000.00 over so that would be 5%.

Councilmember Brown: do they need to kick this back to the airport board for them to review since they are over.

Mayor Michalson: you can do that.

Councilmember Brown: I move that we table this and have the airport board review the bid amount and make sure that we can cover that.

Councilmember Smith: 2nd.

Mayor Michalson: we have a motion and a 2nd to take this back to the airport board and have them review it and bring it back to the council for approval.

Craig Thomas: so, next meeting will be April 10th.

Jenelle Berthoud: Craig you next meeting will be April 8th.

Craig Thomas: so, Jenelle can you put this on the agenda?

Jenelle Berthoud: I can make sure that is on the agenda for you.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

f. Discussion/Decision: Resolution No.532A a Resolution of the Stevensville Town Council Amending the Purchasing Policy for the Town of Stevensville

Mayor Michalson: introduced new business item f. Resolution No.532A a Resolution of the Stevensville Town Council Amending the Purchasing Policy for the Town of Stevensville. this is housekeeping by Gina, keeping track of our fuel.

Gina Crowe: yes, better tracking for paying claims.

Councilmember Barker: I make a motion to approve Resolution No.532A a Resolution of the Stevensville Town Council Amending the Purchasing Policy for the Town of Stevensville

Councilmember Smith: 2nd.

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

Councilmember Barker: after reading through everything, item number f, transactions, use of personal credit cards, what personal types of things would be used on that card.

Gina Crowe: lets say that you are traveling for a conference, and they go to get fuel, and the card does not work, so they have to use their personal card. We want everyone to know that we want them to use the fleet card because we get a discount, and it also tracks to see if they are filling up the right vehicle. It is a better way of tracking, and they used to do it.

Councilmember Brown: I just have a question all credit card transactions must be approved by supervisor and then it says all purchase orders must be signed by the supervisor do we want to specify their amidite supervisor.

Gina Crowe: they only have one supervisor, if someone needs to go and purchase something, if one of the police officers need something, it comes back to me and then signed by the chief.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

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

Mayor Michalson: as you see before you this is a proposal that Great West has done for the town. Pretty in-depth schedule as you can see. They will start off with a kickoff meeting. on April 2nd Jenelle and I will meet with Dani and Jerry, and then a kickoff meeting next month. They have made some ideas to Jenelle and me, one of those was contacting the high school.

Jenelle Berthoud: I did reach out to the high school government teacher to invite them.

Mayor Michalson: the more people that we can get involved.

Councilmember Barker: I did like the fact of outreaching to the public, get them involved. 2016 was intense and this will be good to have outreach. Reading what they have in here I like, very time lined.

Jenelle Berthoud: we were very lucky to be chosen for this with everything that we have going on.

Councilmember Barker: not only that but what we are facing right now. Thompson Falls had a big project and what they have done for them was great.

Mayor Michalson: three years ago, we were all sitting on the council and had \$15,000 to do a growth policy but it did not happen and now we have \$30,000 to do the growth policy.

Councilmember Barker: I like the fact that they don't charge us if we go over.

Mayor Michalson: we do not have to write checks, except for putting things in the paper.

Councilmember Smith: it says \$25,000.00.

Councilmember Barker: it is that they can't go over \$30,000.00.

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

Mayor Michalson: introduced new business item h, Approve Budget Workshops for April 9 and April 30, 2025, at 5:30 PM

Councilmember Barker: I make a motion to approve budget workshops for April 9 and April 30, 2025, at 5:30 PM

Councilmember Brown: 2nd.

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

Councilmember Smith: everything is going good, but I will not be here on April 30th. I can do it Zoom.

Mayor Michalson: it is a workshop, so we do not need a quorum. Public comment?

Craig Thomas: there is an agenda item that has been incorrectly addressed can I address the council?

Mayor Michalson: not during this one. Any other comments? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

7. Board Reports

NONE

8. Town Council Comments

Councilmember Barker: I would like to thank the public works department with Ahava coffee and the parking, but there is still a problem with the parking, and I hope that it gets taken care of with other officers coming on. I think that people are looking at that and parking there anyways.

Councilmember Smith: regarding I have the same heart felt for helping them with the parking. I think that we need to change the signs so that they are pointing out instead of flat that may be why we are having violators.

Mayor Michalson: I can ask the highway department about it.

Councilmember Smith: unless I missed it today, I did not see anything for the open council position.

Councilmember Brown: I just want the public to know that the fence is up at Father Ravalli it looks nice but unfortunately it did not get moved as originally planned. So, there is still going to be a mowing issue and hard to get to .

Mayor Michalson: they tried to, but they ran into an electrical line.

9. Executive Report

Jenelle Berthoud: Mayor Michalson I hate to interrupt you, but I believe that there is something that needs to be addressed in the opening of the bid for the Self-Serve Fuel Station will you allow Mr. Reed to approach.

Tyler Reed: when we got done we started to review in the special provisions and the front-end specifications and there is a section that basically the way that we interpreted it gives the council a chance to way in. Section I award and rejections says that the owner reserves the right to award or reject the proposal or to weigh any formality to the council. And so, with that I guess if the town wishes we can open the bid and read it. We can open that bid and go through the rest of the check list.

Mayor Michalson: I don't think that we can make that decision during council comments, we would have to bring it back. Unless under council rules if it is not a big significance the council can make a motion and a 2nd on something that this. You can make a decision to open the bid and then bring that bid to the board. under council rules you can make this motion.

Councilmember Smith: so, we are going to open it up to send both bids back to the board.

Mayor Michalson: correct, he will review it then it will go to the board and then come back to the council.

Tyler Reed: at this time, it is only the words not written out.

Jenelle Berthoud: it is usually not reviewed by the town attorney. They are using the check list.

Mayor Michalson: just like with Mission Street bids.

Councilmember Smith: I move that open the second bid and let that go to the airport board as well.

Councilmember Brown: 2nd.

Mayor Michalson: we have a motion and a 2nd. Council discussion? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

Jenelle Berthoud: can we wait for your executive report so that I can state the amount.

Tyler Reed and Sarah Michaelson: Tyler and Sarah went through the presented bid and compared to the check list.

Jenelle Berthoud: the dollar amount is \$425,000.00

9. Executive Report

Mayor Michalson: past due amount for the water is below \$10,000, want to thank public works, Andrena and the ladies. Town Hall is without water; Garden City Plumbing is here and is working on the issue. Spring Clean is back. April 28-May 2. (read through the flyer for pickup items). Andrena has also made up these tags for them to leave if they are not picking up an item. I do not have a problem with calling and letting us know you can take yard items down. We got good news today and the town got a grant from the FAA. (read the letter addressed to the airport). Good work Brian and Craig. I would like to read a resignation letter from a councilmember (read the letter from Isaiah Nelson). Per council rules we put it on the towns website and the board out front for ten days and we did not get anyone, so we will put it out for another ten days. Last thing, this year our interlocal agreement for the fire department is due so we need to bring that up and go through it. Jenelle can send you all a copy to look over to speed things up before it comes to the council. I will be attending an MMIA board meeting tomorrow in Helena. Water and wastewater classes coming up and Cody and Kevin just went and took their test, and Stephen will take is next month. Andrena has been working hard on the water and wastewater disaster plans.

10. Adjournment

Councilmember Smith: motion to adjourn.

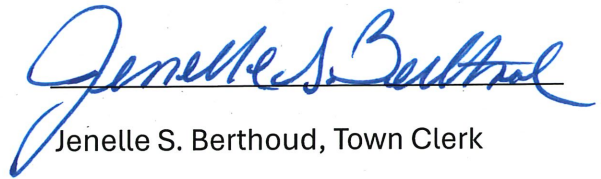
Councilmember Barker: 2nd.

APPROVE:

A handwritten signature in black ink, appearing to read "Bob Michalson", written over a horizontal line.

Bob Michalson, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to read "Jenelle S. Berthoud", written over a horizontal line.

Jenelle S. Berthoud, Town Clerk