

Stevensville Special Town Council Meeting Minutes

for THURSDAY, AUGUST 21, 2025, 6:00 PM 206 Buck Street, Town Hall

1. Call to Order and Roll Call

Mayor Michalson called the meeting to order, Councilmembers Barker, Brown Bragg and Smith were all present.

2. Pledge of Allegiance

3. Public Comments (Public comment from citizens on items that are not on the agenda)

NONE

4. Approval of Bi-Weekly Claims

a. Claims #19817, #19819, #19821

Mayor Michalson: introduced approval of claims #19817, #19819, #19821. Gina did not get these claims in for the last meeting, so she is now.

Councilmember Barker: make a motion to approve claims #19817, #19819, #19821.

Councilmember Smith: 2nd.

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

Councilmember Brown: page 9, it says from Luman auto response.

Gina Crowe: those are scheduled payments.

Councilmember Brown: thank you.

Gina Crowe: Luman is CenturyLink.

Mayor Michalson: public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

5. New Business

a. Discussion/Decision: Resolution No. 529a, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville

Mayor Michalson: introduced new business item a, Resolution No. 529a, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville. at the last meeting officer Franklin was promoted to sergeant and we needed to do some clean up on the back end and one of those things was a recommendation letter from Chief Boe, I signed it and Gina put it in Kenny's personnel file. So, we had to make a job description to support the sergeant position.

Councilmember Bragg: I move to accept Resolution No. 529a, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville.

Councilmember Barker: 2nd.

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

Councilmember Smith: on the items here distinguishing features of the position unless I missed it I do not see anything in regard to first aide. For example, shouldn't you have the certification for CPR.

Chief John Boe: typically, that is not in a job description for the position it is a department wide, it is what you want to be department wide, first aide and CPR. They have to be done as a department; they are not on any job descriptions.

Councilmember Smith: thank you.

Mayor Michalson: any other comments on the job description? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

b. Discussion/Decision: Approval of EnergiSystems, LLC Contract

Mayor Michalson: introduced new business item b, Approval of EnergiSystems, LLC Contract . Back in April you approved the bid for the fuel station and now here is the contract that Greg has reviewed and signed off on.

Councilmember Barker: make a motion to approve Approval of EnergiSystems, LLC Contract .

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd.

Brian Germane, Airport Manager: EnergiSystems had the low bid, and we just finally got the offer for funding and now can execute the contract.

Councilmember Smith: where does that stand right now for the grant.

Brian Germane: the official grant offer came through at the last meeting it was executed and signed with the FAA, and the final documents is getting this contract executed between the town and EnergiSystems.

Councilmember Smith: and then the grant will come through.

Brian Germane: once we have that grant offer then we are in good shape. Until you have the offer you can be in limbo, and the FAA is a bit slower this year in issuing these grants. This is the last step, get this signed.

Councilmember Brown: did you say that the attorney signed this.

Mayor Michalson: he approved it, he can't sign it until it is approved.

Councilmember Brown: one other question it says that the drawings and specs were done by M&M did we see those. Did the council approve those or is that something that is going to be brought forth.

Brian Germane: I do not remember standing here and presenting them to you for approval.

Jenelle Berthoud: I believe that is part of the RFP/RFQ, and then that would have gone back to the master plan?

Brian Germane: I can send those drawings to Jenelle right now.

Councilmember Brown: something that the council can look at and the public can see also, and where the new service area is. Even if it is an information item.

Mayor Michalson: public comments? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

c. Executive Closed Session: Claim #19846

Mayor Michalson: executive closed session, claim #19846.

SPECIAL TOWN COUNCIL MEETING WAS CLOSED TO DISCUSS AGENDA ITEM C.

6. Adjournment

Councilmember Smith: motion to adjourn.

Councilmember Barker: 2nd.

APPROVE:

ATTEST:



Bob Michalson, Mayor



Jenelle S. Berthoud, Town Clerk