

## Stevensville Town Council Meeting Minutes

for THURSDAY, DECEMBER 11, 2025, 6:30 PM 206 Buck Street, Town Hall

### 1. Call to Order and Roll Call

Mayor Michalson called the meeting to order, Councilmembers Bragg, 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)

Sue Devlin: I wondered and noticed on Wednesday before Thanksgiving town hall was closed and the Friday after Thanksgiving town hall was closed at least the office was closed and I am wondering if you are planning to do the same thing over Christmas weekend.

Mayor Michalson: we have no plans at this time.

Sue Devlin: follow up with one more question, I know the office staff had that time off did the rest of the town employees have all that time off.

Mayor Michalson: no, some of them worked. I left it up to them, some of them have to be there anyways.

Gina Crowe: are you asking whether they had time to take off or are you asking if they just took off.

Sue Devlin: I am just asking, the office was closed, there was no notice that the office was closed beforehand except a little note on the door. I am asking because I needed to come in here for something. I am just asking if the same thing was going to occur over Christmas.

Jenelle Berthoud: the Friday after Thanksgiving is in our personnel policy to be closed and that was always considered one of our closed holidays.

Sue Devlin: the town was not notified, as far as I can see.

Jenelle Berthoud: we put up the notice the Monday before.

### 4. Approval of Minutes

#### a. Special Town Council Meeting Minutes, Closed Session 11/13/2025

Mayor Michalson: introduced approval of Special Town Council Meeting Minutes, Closed Session 11/13/2025.

Councilmember Barker: I make a motion to approve Special Town Council Meeting Minutes, Closed Session 11/13/2025.

Councilmember Smith: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Closed session minutes so no comments. Jenelle, please take the vote.

Councilmember Bragg: aye.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

b. Town Council Meeting Minutes 11/13/2025

Mayor Michalson: introduced town council meeting minutes 11/13/2025.

Councilmember Barker: make a motion to approve town council meeting minutes for 11/13/2025.

Councilmember Smith: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion?

Councilmember Brown: page 5 of the packet, the word lean is miss spelled.

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

Councilmember Bragg: aye.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

## 5. Approval of Bi-Weekly Claims

### a. Out of Cycle Claims for 11/27/2025, #20043-#20075

Mayor Michalson: introduced out of cycle claims for 11/27/2025, #20043-#20075.

Councilmember Smith: I move that we consider out of cycle claims for 11/27/2025, #20043-#20075.

Councilmember Barker: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council.

Councilmember Brown: #20059, George May Property isn't that one of them that I looked up by the GEO code last time and suggested that we work on that. I am not sure because I did not have time to look it up again, but I thought that we were going to work with the attorney to figure that out.

Gina Crowe: we have been paying this all along. Who would they quick claim deed it to.

Councilmember Brown: it is that strip up by the school. That we do not have clear title to; I suggested that we get it taken care of through the attorney for the proper title work if we are going to pay taxes on it.

Gina Crowe: did you take that to Greg.

Councilmember Brown: no, I just brought it up in a council meeting.

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

Councilmember Bragg: aye.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

### b. Claims #20076-#20096

Mayor Michalson: introduced claims #20076-#20096.

Councilmember Smith: I move that council consider claims #20076-#20096.

Councilmember Barker: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Councilmember Barker: can you give me a timeline on claim #20079 for Glenn Beiss, how close are we to Stephen getting his certifications so we are not paying Glenn for that position anymore.

Gina Crowe: there is a conference in Billings in March, and so Stephen and Cody are working on their certifications.

Councilmember Barker: okay. Claim for Best Buy, \$833.98.

Gina Crowe: the tough book that we had for the water meters is no longer supported and cannot do Windows 11, so we had to get a new computer. Andrena talked to Core and Main and this was the cheapest computer that we could get. This computer could read the old meters and the new cellular meters.

Councilmember Barker: thank you.

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

Councilmember Bragg: aye.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

## 6. Administrative Reports

### a. Airport

Brian Germane, Airport Manager: report provided in the packet. We had a lot of runway lights go out in the past 45 days. Ordered and repaired those lights. Capital improvement projects, the contractor for the Fuel Farm was going to start his pad work this month but is now going to start after the first of the year. The tank is supposed to be here around February. Fuel November saw a huge decrease in fuel sales, poor weather. Don't see much of a change in that. Low months are March, December and January.

b. Building Department

In the packet.

c. Finance

Gina Crowe, Finance Officer: report provided in the packet. Start off with the cash report, everything looks good, no concerns. Any questions on the cash report. Expenditure vs. Budget on the general fund, we have only spent 41% to date. Any questions on the general fund. I was really proud, Expenditures vs. the other funds, everything looks good, 23% water, 26% sewer.

Councilmember Brown: the airport?

Gina Crowe: 67% on that, what has happened with the airport is that we did get from our auditor, they decided to audit all of the leases for the airport and that was an additional charge of \$4,000 which we did not expect. Next year they are going to continue to audit the airport leases, however it will only be the new leases. The reason that they did that was for depreciation reasons. Statement of revenue, the towns financial standing has been in good standing and has been for some time.

d. Fire Department

Chief Jeff Motley: report provided in the packet. We did the parade of lights and the parade turned out nicely. We are getting close to ordering the radios for the radio grant, and then we will have a grant match.

Councilmember Barker: is there a fire truck that you were getting or trading out with someone.

Chief Motley: you will see, we were asked to surplus the old ladder truck, we were the recipient of the new ladder truck from Corvallis. This new truck does not have a supply line. There will be some cost savings in hoses and nozzles. Some expenses that we would have had on our truck we will not have to do on this new truck.

e. Police Department

Mayor Michalson: Chief Boe is under the weather and asked for me to read his report. (the report was provided to the town council at the meeting)

f. Public Works

Mayor Michalson: In the packet. Stephen is under the weather.

## 7. New Business

### a. Discussion/Decision: Approval of Updated Planning & Zoning Bylaws

Mayor Michalson: introduced new business item a. Approval of Updated Planning & Zoning Bylaws. Angela has been working hard on the bylaws.

Councilmember Barker: I make a motion to approve the updated planning & zoning bylaws.

Councilmember Bragg: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>.

Councilmember Brown: page 63 under B5 can we describe that extended district so that people know the extended district. I don't know how many people know the district.

Mayor Michalson: it is specified in the ordinance.

Councilmember Brown: I think it is the strip south of town for one mile on each side, and I am not positive, so that is why I am thinking we specify.

Councilmember Barker: is this in the original bylaws.

Councilmember Brown: it was not in our packet.

Jenelle Berthoud: the original and the new one is in the packet.

Councilmember Brown: I just don't think people know the extended district. On page 64 under section 2, the annual election meeting which shall be called at the election meeting, should that be at the meeting in January or should that be out.

Angela Lyons: I think that it is just redundant. I can update that.

Councilmember Brown: officers under section 5, conferred by the parliament is what it should say.

Angela Lyons: where is that?

Councilmember Brown: page 64, section 2. Chair, second to the last sentence. Maybe :by", I am not a word person so. Page 65 under article 3 meetings regular meetings, time and place at a reasonable time at town hall, can we set a time, so people know a time, a reasonable time to me is anything after 6:00 to me. But that might not be for everyone else.

Mayor Michalson: I think the reason that was put there, is because for that different mayors were putting different times, and every time you changed the time then.

Jenelle Berthoud: then it would conflict with the bylaws.

Mayor Michalson: yes, if you put a time in there, some meetings are scheduled by the board members.

Councilmember Brown: page 66, notice of meetings. they should have 48-hour notice. Article 3 section 4 meetings, 48-hour notice, I think .

Councilmember Bragg: it says two days, isn't that the same thing.

Mayor Michalson: yeah.

Jenelle Berthoud: unless it is a special board meeting we always post early.

Mayor Michalson: council rules states that special meetings no matter what they are require a 48-hour notice.

Councilmember Brown: I am just wondering if we should put 48 hours in there, that was on page 66. Under that same section planning and zoning board members are permitted to, is it supposed to be an.

Angela Lyons: the meeting times are stated in section 3.

Councilmember Brown: you know, I think that if we are going to be consistent, 48 hours.

Angela Lyons: so, you want it to say 48 hours instead of 2 days.

Councilmember Brown: 2 days of 48-hours either or, under the notice of meetings, it is not stated.

Angela Lyons: it says that the secretary should post 2 days in advance of the meeting.

Councilmember Brown: under section 4 of meetings.

Angela Lyons: yes it does lay that out in those sections.

Councilmember Brown: I think that it should just be mentioned again. section 7 page 67, a little bit of wording difference, a majority of the members shall constitute a quorum for the action. Maybe it should be said a little bit different but that is just. A majority of the planning and zoning board should constitute a quorum; a quorum

must be present before any business is or official action takes place. Like I said I am not a word person so just some ideas.

Mayor Michalson: any other comments on the by-laws. Public comments? Seeing none, Jenelle please take the vote.

Councilmember Bragg: aye.

Councilmember Barker: aye.

Councilmember Brown: no.

Councilmember Smith: aye.

Mayor Michalson: passes 3-1

b. Discussion/Decision: Medical Director Agreement between Marcus Daly Corporation, d/b/a Bitterroot Health and the Stevensville Fire Department

Mayor Michalson: introduced new business item b. Medical Director Agreement between Marcus Daly Corporation, d/b/a Bitterroot Health and the Stevensville Fire Department.

Chief Jeff Motley: I am not sure if it is in your packet of not, do you have a copy Jenelle. This is an agreement between the fire department and the district with Bitterroot Health, for them to provide a doctor to be our medical director. The same doctor does this throughout the valley for all of the fire departments. It does talk about the responsibilities of the medical director and the town basically they will become the oversite. We do have to have a medical director to have a license and that is coming due at the end of the month. It will be his malpractice insurance that will cover the EMT's.

Mayor Michalson: thank you Jeff.

Councilmember Smith: I move that the council consider the Medical Director Agreement between Marcus Daly Corporation, d/b/a Bitterroot Health and the Stevensville Fire Department.

Councilmember Barker: 2<sup>nd</sup>.

Mayor Michalson: motion and the 2<sup>nd</sup>. Discussion from the council?

Councilmember Barker: who is the doctor that you will be working underneath?

Chief Motley: that is a great question. I don't think that it is on the contract, I do not have that in front of me tonight.

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

Councilmember Bragg: aye.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

c. Discussion/Decision: Resolution No.576 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Sold

Mayor Michalson: introduced new business item c, Resolution No.576 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Sold. As Jeff mentioned earlier, Jeff wants to surplus the old ladder truck and Steve has a couple of trucks.

Councilmember Barker: I make a motion to approve Resolution No.576 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Sold.

Councilmember Bragg: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Councilmember Smith: the way that this resolution is titled is kind of deceptive. Declaring certain town property as sold and when you read into it you will see that it is going up for sale. I went through our last time that we did this in March 2024, the way that it was done in that resolution is going to be surplused and then sold, I think that we would be better going that way then how it is written this time.

Mayor Michalson: how would you like to proceed with that. Have her put the changes in.

Councilmember Smith: put the changes like we had it in March.

Mayor Michalson: right, approve with the changes?

Councilmember Smith: I will read them (read the two paragraphs from the March Resolution to be added to this resolution) we need to also add that it has to be put out to bid, then I need to ask about a minimum bid.

Jenelle Berthoud: yes, that is established when they go to auction, I will go back and add the additions when you approve this I will get with the two department heads and get the best time that they want this to go out and then I will contact the newspaper.

Councilmember Smith: very good.

Councilmember Barker: I would like to withdraw my motion because I was the original.

Councilmember Smith: I would like to move that we approve Resolution No.576 a Resolution of the Stevensville Town Council Declaring Certain Town Property as Sold with the additions and corrections that we just stated.

Councilmember Barker: 2<sup>nd</sup>.

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

Councilmember Bragg: aye.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

## 8. Board Reports

Councilmember Barker: the P&Z Board met last night with the finalization of the growth policy, that will come to the council on December 18<sup>th</sup> for a final approval. we did have three people there last night that had corrections that they wanted to see in the growth policy. We have worked very hard on it and have had many opportunities for the public to weigh in on it and we hope that on the 18<sup>th</sup> we can have a blessing and finalize the growth policy.

## 9. Town Council Comments

None.

#### 10. Executive Report

Mayor Michalson: don't have much, swearing in for incoming mayor Crews will be on the 30<sup>th</sup>, at 11:15 with Maureen O'Connor.

Jenelle Berthoud: excuse me mayor, it is the 31<sup>st</sup>.

Mayor Michalson: other than that, I am retiring from public service, I am done, it has been a ride, ten years is a lifetime in local government. I want to thank the staff who worked really hard and put up with me, public works I want to thank them, and I want to thank the police department I want to thank Jeff's fire department. I want to thank all of the board members; planning and zoning, the airport board, the park board and all the members through the years, I want to thank the council letting me sit here and run the meetings. I want to thank most of all, my wife Dawn. She is the rock, and she is the one for the last ten years that had to listen to everything she gave me advice, she told me to stay, she told me to go, but she always left it to me and to me she is a true rock. That is my executive report.

#### 11. Adjournment

Councilmember Barker: motion to adjourn.

Councilmember Smith: 2<sup>nd</sup>.

APPROVE:

  
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James Crews, Mayor

ATTEST:

  
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Jenelle S. Berthoud, Town Clerk