

**STEVENSVILLE TOWN COUNCIL
SPECIAL MEETING MINUTES
Wednesday, December 27, 2017
7:00 p.m.**

Council for the Town of Stevensville came together at Council Chambers, this being the time set for a special meeting of the Town Council. Mayor Crews called the meeting to order at 7:00 p.m. Councilpersons Barker, Floyd and Michalson were present. Councilmember Holcomb was absent. There were several members of the public present.

Mayor Crews opened the meeting for public comments.

Public Comments

Bill Perrin, 503 Charlos Street, commented on the agenda being confusing and asked what the goal of the Council is for this meeting.

Mayor Crews responded that the agenda was self-explanatory and he then read the agenda items.

There were no additional public comments.

A. Discussion/decision – Council Authorization to Dissolve the General Services Clerk Position Effective 12-31-2017

Councilmember Michalson made a motion that the Council authorization to dissolve the General Services Clerk position effective 12-31-2017. Councilmember Floyd seconded the motion.

Mayor Crews informed Council that the Fire Department has requested an administrative assistant. He then summarized previous Council discussions regarding keeping the General Services Clerk to perform the duties of fire department administrative assistant and the Mayor's administrative assistant with other duties related to Town Hall. He stated this item is on the agenda for Council to dissolve the position or retain the position.

Discussion was held regarding the General Services Clerk position; this issue being discussed many times since the budget process; funding and sustaining 3 separate positions (fire department administrative assistant, police clerk and Mayors administrative assistant); detailed duties of the fire admin position; and Council needing a breakdown of the hours to complete these duties.

The Mayor commented that the General Services Clerk position does not work and his recommendation would be to hire a police clerk and fire admin assistant.

Chief Marble called point of order due to the General Services Clerk position already being modified to remove all police clerk duties.

Fire Chief Motley commented on previous discussions, decisions and Town Attorney opinion on the fire admin position and unrealistic to break down each duty with a time line.

Further discussion was held regarding this position.

The vote was called and Councilmember Michalson voted “aye” and Councilmembers Barker and Floyd voted “nay”. Motion failed 2-1.

B. Discussion/decision – Council Authorization to Retain the General Services Clerk as a Full-Time or Part-Time Position

Councilmember Michalson made a motion for Council authorization to retain the General Services Clerk as a part-time position. Councilmember Floyd seconded the motion.

Mayor Crews read the existing General Services Clerk job description into the record.

Discussion was held regarding the amount of duties required of this position; this issue not being resolved during budget discussions; pool manager duties not having to be held by this position; modifying the General Services Clerk position to reflect part-time duties; issues of approving this item without modified job descriptions; and the need for a budget amendment

Fire Chief Motley recommended the Council vote against this agenda item as a part-time position.

Further discussion was held regarding the current General Services Clerk duties and the Fire Department Administrative Assistant duties prior to the creation of the General Services Clerk.

Brandon Dewey recommended retaining the General Services Clerk as full-time position to facilitate the Fire Department administrative and mayoral office duties.

Chief Marble commented on his need for a full-time police clerk.

Jan Perrin commented on the Town benefiting from a full-time fire admin assistant versus a full-time paid Fire Chief which is what many small communities have had to do. She asked the Council to look into the future and be thankful for fire and medical protection being provided for by volunteers.

Councilmember Michalson made a motion to withdraw his motion. Councilmember Floyd seconded the motion and all voted “aye”. Motion carried 3-0.

Councilmember Michalson made a motion for Council authorization to retain the General Services Clerk as a full-time position. Councilmember Barker seconded the motion. Discussion was held regarding the position description not having to be modified if kept full-time.

Fire Chief Motley recommended Council approve retaining this position as full-time.

The vote was called and all voted “aye”. Motion carried 3-0.

C. Discussion/decision –Council Authorization to Instate the Fire Department Administrative Assistant as a Full-Time or Part Time Position

Mayor Crews informed Council there was no longer a need to address this agenda item.

D. Discussion/decision – Modify the Police Clerk Position Description to Include Additional Duties

Police Chief Marble commented he requested this position be modified to include city code enforcement to the General Services Clerk position. He further commented that most of this code enforcement is civil/administrative and does not involve the police department. He then recommended Council not modify the Police Clerk position.

Councilmember Michaelson made a motion that the Council not modify the Police Clerk Position Description to Include Additional Duties. Councilmember Floyd seconded the motion and all voted “aye”. Motion carried 3-0.

E. Discussion/decision – Council Authorization to Instate the Police Clerk Position as a Full-Time or Part-Time Position


Mayor Crews informed Council that there is no longer a need to address this item.

Police Chief Marble commented on the Police Department staff being cut multiple times and his frustration of not having the proper support especially with the current drug culture.

Councilmember Floyd made a motion to adjourn. Councilmember Michalson seconded the motion and all vote "aye".

Meeting adjourned at approximately 8:20 p.m.

APPROVE:



Brandon Dewey, Mayor

ATTEST:



Stacy Bartlett, Town Clerk