

STEVENSVILLE TOWN COUNCIL MINUTES
Monday, November 13th, 2017
7:00 p.m.

Council for the Town of Stevensville came together at Council Chambers, this being the time set for the regular meeting of the Town Council. Mayor Crews called the meeting to order at 7:00 p.m. Councilmember's Barker, Holcomb, Floyd and Michalson were all present. There were members of the public present also.

The Council and all present then rose, faced the flag and recited the Pledge of Allegiance.

Approval of minutes from:

October 23rd Council meeting, October 30th Public Hearing and November 2nd Special Meeting

Councilmember Holcomb made a motion to approve minutes from the October 23rd Council Meeting, October 30th Public Hearing and the November 2nd Special Council meeting as presented. Councilmember Floyd seconded the motion and all voted "aye". Motion carried 4-0.

Approval of bi-weekly claims:

Councilmember Holcomb made a motion to approve the bi-weekly claims. Councilmember Barker seconded the motion. Council inquired about a few claims. The vote was called and all voted "aye". Motion carried 4-0.

Administrative Reports:

Finance Officer

Finance Officer April Van Tassel presented the financial report.

Council held discussion regarding the high number of delinquent water/sewer accounts and procedures to collect on these.

Police

Police Chief James Marble gave an update on the Police Dept.

Streets/Alleys

George Thomas gave an update on streets and alleys.

Water/Sewer

George Thomas gave an update on water and sewer.

Guests:

Ravalli County Extension Agent Katelyn Andersen presented a community outreach project of a walking map of Stevensville to encourage physical activity and promote walkable communities.

Kurt Vause gave a presentation regarding a proposed maintenance management system for the Town's water and sanitary sewer assets.

Correspondence:

There was no correspondence.

Public Comments:

Jeff Motley commented on Fire Department Administrative Assistant position creation, history and the good intention when creating the General Services Clerk, but ultimately unrealistic. Jeff recommended the Town Council reinstate the F.D. Administrative Assistant under the job description modified April, 2014 as a full-time employee and as currently budgeted for in the FY17/18 budget. He also encouraged Council to allow Town employees to volunteer within the Town Fire Department.

Unfinished Business:

There was no unfinished business.

New Business:

A. Discussion/decision – Approval to Enter into a Release of All Claims and Mutual Covenants Regarding the Capp Family Damage Claim

Mayor Crews read the Release of All Claims and Mutual Covenants into the record and informed Council that this will resolve the property damage claim with regards to the sewer main installed across the Capp field. Town Attorney Brian West also commented on this action being a complete release between the Capp claim and the Town of Stevensville. He informed Council the claim came to him on November, 2014, the Capp's initial claim was for \$23,000 for years 2014, 15, 16 and 17 and the ultimate settlement amount being \$16,075.53 as presented tonight. This settlement would be contingent upon the pool apron and park fencing encroachment issue, Item B, which Mr. West will address under Item B.

Discussion ensued regarding the damage claim, proposed settlement offer, contractor remediation, encroachment issue and Town finances if settled.

Councilmember Michalson made a motion to enter into a release of all claims and mutual covenants regarding the Capp family damage claim. Councilmember Barker seconded the motion. Jeff Motley commented on including the settlement amount into the motion.

Councilmember Michalson made a motion to amend the original motion to include the damage claim amount of \$16,075.53. Councilmember Barker

seconded the motion. The vote was called and all voted “nay”. Motion failed 4-0.

The vote was called on the main motion as amended and all voted “nay”. Motion failed 4-0.

B. Discussion/decision – Approval to Enter into an Acknowledgement of Encroachment & Permissive Use Agreement with Roy Capp

Mayor Crews read the agreement into the record.

Councilmember Floyd made a motion approve entering into an acknowledgement of encroachment and permissive use agreement with Roy Capp. Councilmember Holcomb seconded the motion and all voted “aye”. Motion carried 4-0.

Town Attorney Brian West informed Council that he will relay the Council’s decision to the Capp’s attorney and will update Council and Mayor with their response.

Councilmember Holcomb made a motion to take a 5 minute break. Councilmember Floyd seconded the motion and all voted “aye”. Motion carried.

The meeting reconvened.

C. Discussion/decision – Approval of the Police Clerk Position Description

Police Chief James Marble introduced the revised position description for the Police Clerk and informed Council he has changed the title to Clerk from Records Clerk and added the appropriate related duties.

Councilmember Holcomb made a motion to approve the Police Clerk Position Description. Councilmember Floyd seconded the motion. Discussion was held regarding the Clerk answering the Police Department phone. Chief Marble also commented on the Chief of Police spending the majority of time doing clerk work not being good use of his time. Further discussion was held regarding the clerk maintaining/updating the police website and police department budgeting.
The vote was called and all voted “aye”. Motion carried 4-0.

D. Discussion/decision – Approval of the Modification of the General Services Clerk Position Description

Mayor Crews introduced the modifications to the General Services Clerk Position description.

Councilmember Holcomb made a motion to approve the modifications to the General Services Clerk position description. Councilmember Floyd seconded the motion. Discussion was held regarding the Fire Department Administrative Assistant position being vacant and if this position is filled as full-time, there may not be a need for a General Services Clerk; whether the positions need to be opened to outside applicants; the creation of the General Services Clerk and issues arising with this position; and clarifications to both the GSC and Fire Department Admin Assistant positions.
The vote was called and all voted “aye”. Motion carried 4-0.

E. Discussion/decision – Approval of the Modifications to the Human Resource Representative’s Position Description

Mayor introduced the modifications including removing the supervisory duties, representing labor unions, and adding the management of Town email system and website.

Councilmember Floyd made a motion to approve the modifications to the Human Resource Representative’s position description. Councilmember Holcomb seconded the motion and all voted “aye”. Motion carried 4-0.

F. Discussion/decision – Approval to Close Town Hall on the 24th of November, 2017 for the Thanksgiving Holiday

Councilmember Floyd made a motion to approve closing Town Hall on November 24th for the Thanksgiving Holiday. Councilmember Holcomb seconded the motion. Discussion was held regarding the employees looking at trading another paid holiday for this day so they do not have to use a vacation day. **The vote was called and Councilmembers Holcomb, Floyd and Michalson all voted “aye”. Councilmember Barker voted “nay”. Motion carried 3-1.**

G. Discussion/decision – Suspend Council Rules to Hold One Council Meeting in December Due to the Holidays

Councilmember Holcomb made a motion to suspend Council Rules to hold one Council meeting in December due to the holidays. Councilmember Floyd seconded the motion and all voted “aye”. Motion carried 4-0.

H. Discussion/decision – Approval to Pay December Claims Out of Cycle Due to the Holidays

Councilmember Holcomb made a motion to approve paying December claims out of cycle due to the holidays. Councilmember Floyd seconded the motion and all voted “aye”. Motion carried 4-0.

Executive Report:

There was no executive report given.

Town Council Comments:

Councilmember Michalson commented on the need for resources for homeless people to be referred to in the Stevensville area.

Councilmember Barker congratulated the incoming elected officials.

Mayor Crews congratulated Brandon Dewey on the mayoral election.

Board Reports

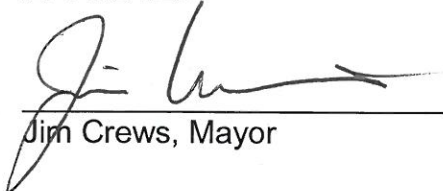
Councilmember Michalson commented on the lack of quorum at the recent Planning & Zoning Board and on the board vacancy of 2 seats.

Mayor reported that there will be no Airport Board meeting this month due to the agenda not getting posted in the required time.

Councilmember Holcomb made a motion to adjourn. Councilmember Floyd seconded the motion and all voted "aye". Motion carried 4-0.

Meeting adjourned at approximately 9:15 p.m.

APPROVE:



Jim Crews, Mayor

ATTEST:



Stacy Bartlett, Town Clerk

