

STEVENSVILLE TOWN COUNCIL MINUTES
Monday, October 2nd, 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, and Michalson were all present. Councilmember Floyd was absent as previously excused. 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:

September 25th Town Council Meeting

Councilmember Holcomb made a motion to approve minutes from the September 25th Town Council Meeting as presented. Councilmember Barker seconded the motion. The vote was called and Councilmembers Holcomb and Barker voted "aye". Councilmember Michalson abstained stating he was not present for the meeting. Motion carried 2-0.

Approval of bi-weekly claims:

Councilmember Holcomb made a motion to approve the bi-weekly claims. Councilmember Barker seconded the motion and all voted "aye". Motion carried 3-0.

Administrative Reports:

Airport

There was no Airport report.

Police

There was no Police report.

Streets/Alleys

There was no Streets/Alleys report.

Water/Sewer

There was no Water/Sewer report.

Guests:

There were no guests introduced.

Correspondence:

Mayor read the following correspondence into the record:

- Memorandum from the Stevensville Building Official regarding the Building Official having the authority to appoint other staff to conduct Building Department business.

Mayor Crews stated this is something that he will look into and will forward the Building Official's correspondence to the Town's Attorney.

Public Comments:

There were no public comments.

Unfinished Business:

A. Discussion/decision – Approval to Repair and Restore River Park Permanent Pit Toilet, Tabled from September 25th Town Council Meeting
Councilmember Holcomb made a motion to approve the repair and restoration of the River Park Permanent Pit Toilet. Councilmember Barker seconded the motion. Mayor Crews informed Council that it has been determined the repair/restoration is not cost effective for the Town and that this item should not be considered for further action.
The vote was called and Councilmembers Holcomb and Barker voted “nay”. Councilmember Michalson abstained. Motion failed 2-0.

B. Discussion/decision – Consent to the Mayor's Appointment of April Van Tassel as Finance Officer/Human Resource Representative for the Town of Stevensville and Waiving the 6 Month Probationary Period
Councilmember Holcomb made a motion to consent to the Mayor's appointment of April Van Tassel as Finance Officer/Human Resource Representative for the Town of Stevensville and waiving the 6 month probationary period. Councilmember Barker seconded the motion.

Council inquired as to why the Mayor he is waiving the 6 month probationary period. Mayor responded by reading a statement to Council (attached to these minutes) that due to extenuating circumstances during her previous employment with the Town, Ms. Van Tassel resigned her position just prior to completing her 12 month probation. He informed Council that it would be a benefit to the Town to appoint Ms. Van Tassel as Finance Officer without a probationary period and she will have her prior period of service credited for leave accrual. Mayor Crews also requested the Council appoint Ms. Van Tassel as Human Resource Representative pending development and completion of a Human Resource Training program, to be developed and implemented by the Mayor.

Council commented on Ms. Van Tassel being deserving of the full pay to keep her versus looking for another Finance Officer when there have been 5 in a little over a year.

Jeff Motley inquired what the downside of having a 6 month probation would be and then commented on the probation period being a policy in the personnel policy for any new or former employees.

Mayor responded that waiving the probationary period was a request by April Van Tassel when the position was offered to her. He also commented that he sees no benefit to bringing her back with a probationary period and that the Town has waived probationary periods in the past.

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

New Business:

A. Discussion/decision – Approval of Stevensville Airport CIP

Mayor recommended tabling this item until the next Council meeting due to the CIP not being completed at this time.

Councilmember Holcomb made a motion to table approval of the Stevensville Airport CIP until the October 23rd Council meeting. Councilmember Michalson seconded the motion and all voted “aye”. Motion carried 3-0.

B. Discussion/decision – Approval to Abandon and Cap the Permanent Pit Toilet and Remove the Structure at River Park

Mayor Crews informed Council that due to it not being cost effective to repair or restore the pit toilet, it is recommended to cap the permanent pit toilet, remove the structure and set portable toilets on the concrete foundation.

Councilmember Holcomb made a motion to approve abandoning and capping the permanent pit toilet and remove the structure at River Park. Councilmember Michalson seconded the motion. Raymond Smith commented on placing a barrier behind the portable toilets to deter anyone from tipping them over. The motion was called and all voted “aye”. Motion carried 3-0.

C. Discussion/decision – Approval of Changes to the General Service Clerk Position

Mayor informed Council he recommends cancelling the Memorandum of Understanding between the Chief of Police, Chief of Fire Department and Mayor and modifying the General Service Clerk position due to the combined position not working as is for the Town or departments. All parties are in agreement with the proposed changes.

Mayor then read the email request from the General Services Clerk Brandon Dewey (attached to these minutes) requesting to be relieved from Police Department duties and continue with duties in the Fire Department, website & IT

administration and community relations as the position was prior to the creation of the General Services Clerk.

Councilmember Holcomb made a motion to approve changes to the General Service Clerk Position. Councilmember Michalson seconded the motion.

Mayor then read the MOU and proposed keeping the General Services Clerk position description with the Police Clerk duties removed. The modified position will serve the Mayor's office and the Fire Department.

Councilmembers commented on this position being agreed upon by all parties and approved by Council previously and on paid employees of the Fire Department not being allowed by Town Ordinance (referenced Stevensville Municipal Code Article VI, Division 3, Section 2-250 Composition of the Fire Department).

Fire Chief Motley informed Council that this position was created and approved by Council approximately 6 years ago due to a need for the position and that the position is paid for from the Fire Department budget.

Council further commented on the employee's rate of pay after removing the police clerk duties and on tabling this item until the Town's Attorney can review the Municipal Code to determine if a paid employee of the Fire Department is legal.

Councilmember Holcomb made a motion to withdraw her motion on the table. Councilmember Michalson seconded the motion.

Fire Chief Motley commented that by tabling this item, work is not getting done efficiently in either department and further worsens the situation.

Discussion was held regarding role of the position and the position answering to the Mayor, the departments not being able to make this position work as is; and the employee's request to modify the position.

Chief Marble commented on Council's role being legislative not administrative; the issue not being the employee, but the combined position and workload; State legislative mandates; paying the Chief of Police overtime to do the administrative duties and the need for a solution.

Council further commented on Town finances, budgeting and getting legal clarification on the Town's Fire Department ordinance.

The vote to withdraw the motion was called and all voted "aye". Motion carried 3-0.

Councilmember Michalson made a motion to table approval of changes to the General Services Clerk position pending clarification from the Town Attorney regarding Section 2-250 of the Municipal Code. Councilmember Holcomb seconded the motion.

Further discussion ensued regarding the General Services Clerk position.

Councilmember Michalson made a motion to amend the motion on the table to include tabling the item until the October 23rd Council meeting Councilmember Holcomb seconded the motion. Councilmember Holcomb and Michalson voted “aye” and Councilmember Barker voted “nay”. Motion carried 2-1.

Discussion was held regarding clarification of the motion and reasons for the change in the position being due to workload.

The vote was called on the main motion with the amendment. Councilmembers Holcomb and Michalson voted “aye”. Councilmember Barker voted “nay”. Motion carried 2-0.

D. Approval to Hire a Part-time 20 hour/week Police Records Clerk
Mayor Crews introduced the request to hire a part-time Police Records Clerk.

Councilmember Holcomb made a motion to table approval to hire a part-time 20 hour/week Police Records Clerk until the October 23rd Council meeting. Councilmember Barker seconded the motion.

Council discussion was held regarding tabling this item until the Town Attorney review of the General Services Clerk position and review of Section 2-250 of the Municipal Code.

Further discussion ensued regarding hiring a part-time Police Records Clerk.

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

Executive Report:

Mayor reported on the temporary fishing access site being a huge hit.

Town Council Comments:

There were no Council comments.

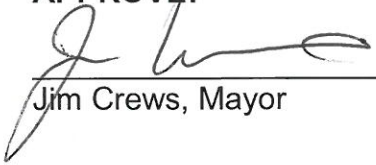
Board Reports

There were no board reports.

Councilmember Holcomb made a motion to adjourn. Councilmember Michalson seconded and all voted "aye". Motion carried 3-0.

Meeting adjourned at 7:30 p.m.

APPROVE:



Jim Crews, Mayor

ATTEST:



Stacy Bartlett, Town Clerk