

STEVENSVILLE TOWN COUNCIL MINUTES
Thursday, February 23rd, 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.

Roll call was taken and Councilmember's, Barker, Holcomb, Floyd and Michalson were all present. There were several 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 February 9th Town Council Meeting

Councilmember Holcomb made a motion to approve minutes from the February 9th Town Council Meeting as presented. Councilmember Floyd seconded the motion and all voted "aye". Motion carried 4-0.

Approval of bi-weekly claims:

Council reviewed the claims as presented.

Councilmember Holcomb made a motion to approve the claims as presented. Councilmember Floyd seconded the motion. The vote was called and all voted "aye". Motion carried 4-0.

Administrative Reports:

Airport

Airport Manager Chris Soto informed Council there was a plane crash at the Airport today involving no injuries. He commented on emergency personnel's quick response and the situation being handled well.

He then reported on the 2016 Montana Airports Economic Impact Study and gave an update on the proposed USFS Helitack Base.

Police

Chief Marble was unable to attend due to containing the Airport crash site.

Finance Officer/Treasurer

There was no Finance Officer Report due to the new Finance Officer Roxanne Wagner being recently appointed.

Guests:

Stevensville Main Street Association Member Cinda Holt gave an update on Main Street activities, current membership of 67 businesses, and that the

quarterly report will be presented to Council next month. Cinda also reported on the upcoming Executive Director position vacancy and recruitment.

Correspondence:

Mayor Crews read the following correspondence into the record:

- Thank you letter from Pantry Partners for the \$400 grant to others
- Thank you letter from the Stevensville Clothes Closet for the \$400 grant to others
- Letter regarding the MT Dept of Commerce Main Street Contract Close-out for the Growth Policy Update
- Letter regarding the MT Dept of Commerce CDBG Contract Close-out for the Growth Policy Update

Public Comments:

There were no public comments.

Unfinished Business:

There was no Unfinished Business.

New Business:

A. Discussion/decision –Resolution No. 399, A Resolution Authorizing Amendment of the Town of Stevensville FY16/17 Budget for Acceptance of Growth Policy Update Grant Funds

Mayor Crews read the Resolution into the record.

Councilmember Holcomb made a motion to approve and adopt Resolution No. 399, A Resolution Authorizing Amendment of the Town of Stevensville FY16/17 Budget for Acceptance of Growth Policy Update Grant Funds. Councilmember Barker seconded the motion. The vote was called and all voted “aye”. Motion carried 4-0.

B. Discussion/decision – Resolution No. 400, A Resolution Establishing a Special Fund For the Benefit and Beautification of Town of Stevensville Parks

Mayor Crews read the resolution into the record.

Councilmember Floyd made a motion to approve and adopt Resolution No. 400, A Resolution Establishing a Special Fund for the Benefit and Beautification of Town of Stevensville Parks. Councilmember Holcomb seconded the motion. Discussion was held regarding use of the funds and defining beautification. The voted was called and all voted “aye”. Motion carried 4-0.

C. Discussion/decision – Approval of Airport Land Lease & Landlord’s Estoppel Certificate for Donald Whithair, Jr.

Mayor Crews introduced the Airport Lease.

Councilmember Barker made a motion to approve the Airport Land Lease & Landlord's Estoppel Certificate for Donald Whithair, Jr. Councilmember Floyd seconded the motion and all voted "aye". Motion carried 4-0.

D. Discussion/decision – Planning & Zoning Board's Request to Solicit the Services of Contract Zoning Administration from Neighboring Community

Planning & Zoning Board Chair presented the request to solicit for zoning administration. He reminded Council that the request for a Planning Administrator had been presented at the beginning of the fiscal year due to the Town not having an Administrator and the Town's need for one.

Mayor gave additional background from previous Council meetings (May and June and July) on this item. This was initially tabled and then Council temporarily assigned the Zoning Administrator duties to the Mayor. Mayor then read the Zoning Administrator duties from the Development Code and expressed his concerns regarding funding, wages, office space and equipment, working hours, and experience required to do the job.

Discussion was held regarding funding this position, office space, and job duties.

Councilmember Floyd made a motion to approve the Planning & Zoning Boards' Request to Solicit the Services of contract Zoning Administration from neighboring communities. Councilmember Michalson seconded the motion. The Mayor then read his endorsement of the position, but included in his endorsement was statement of having the Mayor serve as the Zoning Administrator does not cost the Town any additional expense. Councilmember Michalson commented on the need to address this issue now. **The vote was called and all voted "aye". Motion carried 4-0.**

E. Discussion/decision – Changing Regular Council Meeting Night's from Thursdays to Accommodate the Fire Department Training

Fire Chief Jeff Motley presented his request for Council to move their meeting night to accommodate the mutual aid training on Thursday nights.

Discussion was held regarding the effect on staff if the meeting nights were changed, Town board meeting nights, what nights would work for all, and what would need to be done prior to making the change; i.e. passing a resolution to amend the Council Rules, Public Notice of the meeting night change.

Councilmember Holcomb made a motion to table this item until the March 9th Council meeting. Councilmember Barker seconded the motion. Chief Motley requested Council not table this due to him having informed Council previously that this request would be forthcoming. **The vote was called and all voted "aye". Motion carried 4-0.**

F. Discussion/decision – Council’s Consent to the Mayor’s Appointment of Roxanne Wagner as the Human Resource Representative

Mayor Crews informed Council that the Finance Officer has also held the role of Human Resource Representative in the past and presented his appointment of Roxanne Wagner as Human Resource Representative.

Councilmember Holcomb made a motion to consent to the Mayor’s appointment of Roxanne Wagner as the Human Resource Representative. Councilmember Floyd seconded the motion and all voted “aye”. Motion carried 4-0.

G. Discussion/decision – Approval of the Part-time Building Inspector Position Description

Mayor Crews introduced the position description for the part-time Building Inspector. He stated this was presented and approved by Council previously as a second Building Official, however the current Building Official requested this be changed to “Inspector” versus “Official” due to less technical experience and qualifications needed to get someone hired and trained.

Mayor informed Council that position description physical demands on all job descriptions will be presented in the near future.

Councilmember Holcomb made a motion to approve the part-time Building Inspector position description including the physical demands recommended by MMIA. Councilmember Barker seconded the motion and all voted “aye”. Motion carried 4-0.

Executive Report:

Mayor Crews reported on the following:

- Airplane crash at the Stevensville Airport
- Personnel policy review and position description changes
- Drug and alcohol testing
- Mayor will be attending the executive conference next week
- Potholes
- Sidewalk ice removal at the playground

Town Council Comments:

There were no Council comments.

Board Reports

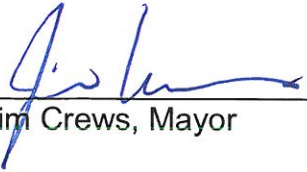
Councilmember Barker reported on the Park Board meeting.

Councilmember Floyd reported on the Airport Board meeting.

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

Meeting adjourned at 8:15 p.m.

APPROVE:



Jim Crews, Mayor

ATTEST:



Stacy Bartlett, Town Clerk

