

STEVENSVILLE TOWN COUNCIL MINUTES
Thursday, June 23, 2016
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, Freeman 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:

There were no minutes presented for approval due to the Town Clerk's vacation.

Approval of bi-weekly claims:

Council reviewed the claims as presented.

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

Administrative Reports:

Airport

Airport Manager Bob Otte was unable to attend. Mayor Crews read Mr. Otte's report into the record.

Police

Chief Marble gave an update on the Annex Building repair and informed Council that Officer Moles will be graduating from the Academy tomorrow and will be back on duty this weekend. Chief also gave a report on the recent Chief of Police Conference he attended.

Discussion was held regarding motorists speeding on Second and Third Streets; campers and trailers parked on streets; and j-turns on Main Street.

Finance Officer/Treasurer

Finance Officer April VanTassel presented her monthly financial report. She also gave an update on the upcoming pool opening and budget meetings.

Guests:

Matthew Rohrback of Land Solutions gave an update on the Town's Growth Policy Update including key issues; trends; and public input. He informed Council the first public meeting is scheduled for Wednesday, June 29th at the Stevensville United Methodist Church.

Mayor Crews asked that Land Solutions involve the Stevensville Airport Board to promote the Airport; and consider NorthWestern Energy due to their substation and transmission upgrade; and recreational activities in the area.

Matthew then gave Council a brief layout of what the process of the Growth Policy entails and informed them that the website, planstevensville.com, is available showing all documents as the process proceeds and a place for public input.

Shawn Weingartner of NorthWestern Energy gave an update on the substation and transmission line construction and the bike path tree/amenities project with intermittent path closures.

Steve Clawson of NorthWestern Energy gave a further update on the bike/walk path tree planting, memorials to be installed this fall, communication with regards to path closures, monitoring the health of the trees and tree replacement if necessary.

Discussion was held regarding Town trees growing into the power lines. Mayor Crews will get Steve the information on this issue.

Correspondence:

Mayor Crews read the following correspondence into the record:

- Email from S. Thomas regarding the newly planted trees along the bike path. Mayor Crews informed Council he did respond to this email explaining the tree replacement and maintenance.
- Invitation flyer from the Bitterroot Amateur Radio Club regarding Amateur Radio Field Day on June 25th and 26th in Hamilton.

Public Comments:

There was no public comment.

Unfinished Business:

A. Standing Agenda Item: Sewer Project

Mayor Crews gave an update on the Waste Water Treatment Plant Project and informed Council of clarifier issues last night that were repaired.

New Business:

A. Discussion/decision – Contract between Dig It Excavating, Inc. and the Town of Stevensville

Mayor Crews presented the contract for the water main replacement and informed Council he will follow up with the Town's Attorney on his review tomorrow.

PCI Engineer Donny Ramer informed Council the project is due to NorthWestern Energy's transmission line build and the need to relocate a water main that is in the lines path. All costs of this project will be reimbursed by NorthWestern Energy.

Councilmember Holcomb made a motion to approve the contract between Dig It Excavating, Inc. and the Town of Stevensville. Councilmember Barker seconded the motion and all voted "aye". Motion carried 4-0.

B. Discussion/decision –

1. Creation of Airport Assistant Manager Position -

Mayor Crews presented the creation of an Airport Assistant Manager Position due to all the areas needing to be covered at the Airport. He informed Council this is a voluntary position, the position will be properly advertised and the selection process will be done.

Councilmember Michalson made a motion to create the Airport Assistant Manager Position. Councilmember Holcomb seconded the motion. The vote was called and all voted "aye". Motion carried 4-0.

2. Approval of Airport Assistant Manager Position Description –

Mayor Crews presented the Airport Assistant Manager Position Description.

Discussion ensued with regard to a position with such large responsibility being on a voluntary basis. Mayor Crews informed Council there are no funds in the budget for this position, the Airport Manager position had been historically a non-paid position and this position does not require constant coverage of the Airport but more occasional duties as needed. Most work at the Airport is done by volunteers and hangar owners of the Airport.

Councilmember Holcomb made a motion to approve the Airport Assistant Manager Position Description. Councilmember Barker seconded the motion and all voted "aye". Motion carried 4-0.

C. Discussion/decision –

Mayor Crews informed Council that there are existing position descriptions that may have been changed but never approved by Council. He will be bringing these forward for approval.

Mayor then advised Council they may make a motion on each individual job descriptions or they may make one motion approving them all.

1. Approval of Utility Billing Clerk Position Description

2. Approval of Human Resources Supervisor Position Description

3. Approval of Water and Wastewater Equipment Operator Position Description
4. Approval of Town Clerk Position Description
5. Approval of Water/Wastewater Position Description
6. Approval of Court Clerk Position Description

Councilmember Freeman made a motion to approve the 6 existing job descriptions listed under Agenda Item C. Councilmember Holcomb seconded the motion and all voted “aye”. Motion carried 4-0.

D. Discussion/decision – Creation of a 2nd Water/Wastewater Operator Position

Mayor Crews informed Council of the need for this position due to new equipment at the Wastewater Treatment plant requiring more detail monitoring. He commented that the Finance Officer and Wastewater Supervisor have examined the budget and determined there are sufficient funds for this position. He also informed Council that there will be another position creation for Streets/Alleys presented in the near future.

Councilmember Michalson made a motion to create a 2nd Water/Wastewater Operator Position. Councilmember Holcomb seconded the motion.

Discussion ensued regarding the rate of pay being \$15/hour until certification within 18 months then review for additional compensation. **The vote was called and all voted “aye”. Motion carried 4-0.**

Executive Report:

Acting Mayor Crews reported on the following items:

- Airport Board meeting
- Council approval of position descriptions
- budget workshops
- update of delinquent business licenses
- Airport Assistant Manager position
- bike/walk path closures due to NWE transmission line build
- bike/walk path trees
- Mayor evaluation of a Zoning Administrator position

Mayor then commented on motorcycle season, sharing the road and watching for pedestrians. Per Councilmember Holcomb’s request, Mayor will look at the possibility of a stop light at 3rd and Main.

Town Council Comments:

Councilmember Michalson reported on the upcoming 2016 Founders Day Event.

Councilmember Holcomb apologized for the previous Council meeting as she had just gotten bad news prior to the meeting.

Board Reports

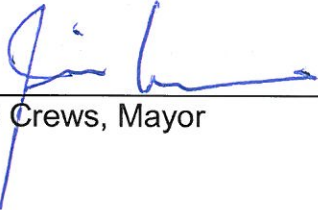
Councilmember Freeman reported on the Stevensville Main Street Association meeting.

Councilmember Holcomb reported on the TEDD/TIFID meeting.

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

Meeting adjourned at 8:10 p.m.

APPROVE:



Jim Crews, Mayor

ATTEST:



Stacy Bartlett, Town Clerk

