

STEVENSVILLE TOWN COUNCIL MINUTES
Thursday, April 28th, 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. Acting Mayor Crews called the meeting to order at 7:00 p.m.

Roll call was taken and Councilmember's Barker, Holcomb, 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:

April 14th Public Hearing, April 14th Town Council Meeting and the April 21st Special Meeting

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

Administrative Reports:

Airport

Airport Manager Bob Otte gave an update on the Stevensville Airport.

Police

Chief Marble gave an update on the Police Department.

Finance Officer/Treasurer

Finance Officer April VanTassel presented her monthly financial report. She informed Council there are several businesses with outstanding business licenses fees that she will bringing forward for Council for enforcement.

Guests:

Stevensville Main Street Association Director Joan Prather presented Main Street's 1st Quarter report including upcoming activities and projects. She informed Council the Main Street Association helped with the grant for updating

the Growth Policy and they are committed to helping in any way they can with the update.

Discussion was held regarding the bulb out planters and watering and the proposed mural on the Main Street Building.

Correspondence:

There was no correspondence.

Public Comments:

Robert Huhn, 114 College Street, commented on a negative Facebook post regarding Lewis & Clark Park involving his underage son. Robert encouraged citizens to report issues like this to the Stevensville Police.

Unfinished Business:

A. Standing Agenda Item: Sewer Project

1. Discussion/decision – Change Order No. 7, Waste Water Treatment Plant Project

HDR Project Manager Tom Hanou gave an update on the Waste Water Treatment Plant project. He then presented and reviewed Change Order No. 7 for a total of \$100,061.00 and the Engineering Amendment No. 4 for a total of \$24,920.

Councilmember Holcomb made a motion to approve Change Order No. 7, for the Waste Water Treatment Plant Project in the amount of \$100,061.00. Councilmember Michalson seconded the motion and all voted “aye”. Motion carried 4-0.

2. Discussion/decision – Amendment No. 4, Waste Water Treatment Plant Project

Councilmember Holcomb made a motion to approve Engineering Amendment No. 4 for the Waste Water Treatment Plant in the amount of \$24,920.00. Councilmember Barker seconded the motion and all voted “aye”. Motion carried 4-0.

B. Discussion/decision – Consulting Agreement with Land Solutions to Update the Growth Policy for the Town of Stevensville

Acting Mayor Crews presented the Agreement with Land Solutions.

Councilmember Michalson made a motion to approve the Consulting Agreement with Land Solutions to Update the Growth Policy for the Town of Stevensville. Councilmember Holcomb seconded the motion and all voted “aye”. Motion carried 4-0.

C. Discussion/decision – Recommendation to Award Stevensville Airport Runway Reconstruction Project to Knife River

Morrison Maierle Engineer Tyler Reed gave an update on the project bid opening including 2 bidders and Morrison Maierle's recommendation of awarding to Knife River.

Councilmember Holcomb made a motion to Award the Stevensville Airport Runway Reconstruction Project to Knife River. Councilmember Michalson seconded the motion and all voted "aye". Motion carried 4-0.

New Business:

A. Discussion/decision – Mayor's Appointment of Craig Thomas to the TEDD/TIFID Board as the Stevensville Airport Board Representative

Acting Mayor Crews presented his appointment of Airport Board member Craig Thomas to the TEDD/TIFID Board.

Councilmember Holcomb made a motion to approve the Mayor's Appointment of Craig Thomas to the TEDD/TIFID Board as the Stevensville Airport Board Representative. Councilmember Barker seconded the motion and all voted "aye". Motion carried 4-0.

B. Discussion/decision – Renewal or Cash-out of Matured Sewer and Water Short Lived Asset CD's

Acting Mayor Crews presented the Finance Officers recommendation to renew these investments.

Councilmember Holcomb made a motion to renew the Sewer and Water Short Lived Asset CD's. Councilmember Michalson seconded the motion and all voted "aye". Motion carried 4-0.

C. Discussion/decision – Resolution No. 388, A Resolution Establishing Use Fees for the Stevensville Municipal Swimming Pool 2016

Acting Mayor Crews presented Resolution No. 388 and informed Council the only changes were eliminating the Group Fees due to issues the previous year and adding a senior/military rate.

Councilmember Holcomb made a motion to approve Resolution No. 388, Establishing Use Fees for the Stevensville Municipal Swimming Pool 2016 Season. Councilmember Barker seconded the motion and all voted "aye". Motion carried 4-0.

D. Discussion/decision – Approval of Position Description for Seasonal Cemetery/Parks Maintenance Worker

Acting Mayor Crews informed Council this is not a new position. The previous seasonal employee will not be returning and Parks Supervisor Ed Sutherland requested modifying the job description prior to hiring someone.

Discussion was held regarding age requirements for this position and advertisement.

Councilmember Holcomb made a motion to approve the position description for Seasonal Cemetery/Parks Maintenance Worker. Councilmember Barker seconded the motion. Further discussion was held regarding the position advertisement and pay. The vote was called and all voted “aye”. Motion carried 4-0.

E. Discussion/decision – Hiring a Seasonal Cemetery/Parks Maintenance Worker

Acting Mayor Crews commented on the previous agenda item discussion and reminded Council funds were already appropriated in the budget for this position.

Councilmember Michalson made a motion to approve the hiring a Seasonal Cemetery/Parks Maintenance Worker. Councilmember Barker seconded the motion and all voted “aye”. Acting Mayor Crews did not cast a vote. Motion carried 3-0.

F. Discussion/decision – The Need to Develop Hiring and Selection Procedures for Town Employees and Officers

Acting Mayor Crews requested permission from the Council to develop a complete hiring and selection procedure manual for the Town.

Councilmember Holcomb made a motion to allow Acting Mayor Crews to develop a hiring and selection procedure for the Town employees and officers. Councilmember Barker seconded the motion. Discussion was held regarding who would be involved in the development of this procedure and Acting Mayor Crews commented he would like to create a committee with the Human Resource Manager, a member of the Council and a member of the community.

Joe Moore, Central Avenue, commented on the Acting Mayor not voting on the previous agenda item and inquired about the existing hiring practices.

Acting Mayor Crews commented that this was a big deal for the Town as it affected the way we appointed the last Mayor and affected the way the Town ended up where it is today with regards to appointing a new Judge. He also commented he hopes to have this completed within 60 days.

Acting Mayor Crews informed the public and Council that he will abstained from voting due to this item being at his request. The vote was called and all voted “aye”. Motion carried 3-0.

Executive Report:

Acting Mayor Crews reported on the following items:

- The learning curve of the Mayor's position;
- His application for the Mayor's position and recusal from the Mayor's appointment process;
- Town's Attorney's comments on the Judge's term;
- Mayor's Project List placed in Dropbox for Council's review which he will keep updated;
- Advertisements for the Judge, Mayor and seasonal worker, the present plan is to interview the top 4 candidates, Councilmember Barker, Human Resource Mgr and Acting Mayor will interview the Judge candidates on May 9th;
- Mayor's interview/selection process;
- Request the Town Council hold a Special Meeting on May 11th to appoint a Judge and interview Mayoral candidates with the Mayor selection at the regular Council meeting May 12th;
- Councilmember Michalson will be attending the Bitterroot Water Symposium in Hamilton on the 29th;
- Acting Mayor Crews attending a FEMA training in Missoula on the 29th;
- Tree Board members still needed– Park Board Chair Raymond Smith suggested using the Park Board members to get this moving forward;
- An amended protocol for legal use will be presented at the next Council meeting on May 12th;
- Budget meetings with the department heads have begun.

Town Council Comments:

Councilmember Barker commented on Farmers Market beginning next Saturday and she had concerns with the potholes on 3rd Street.

Councilmember Michalson commented on the news article regarding Ravalli County Recycling being sugar-coated and if things don't change, the recycling center may go away again.

Penny Howe commented on the decreasing cost of scrap metal affecting recycling.

Councilmember Holcomb reminded everyone that Saturday is Arbor Day and Town Clean-up day. Park Chair Raymond Smith presented details and times of the activities for that day and invited everyone to the event.

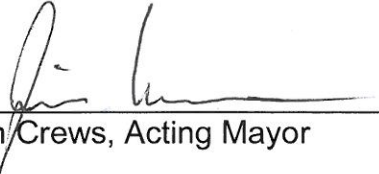
Tanya Eckert inquired if the Council would revisit the recycling issue. Acting Mayor Crews informed the public they would address it.

Board Reports

There were no board reports.

Meeting adjourned at 8:22 p.m.

APPROVE:



Jim Crews, Acting Mayor

ATTEST:



Stacy Bartlett, Town Clerk