

STEVENSVILLE TOWN COUNCIL MINUTES
Thursday, February 26th, 2015

Council for the Town of Stevensville came together at Council Chambers, this being the time set for the regularly scheduled meeting of the Town Council. Mayor Mim Mack called the meeting to order at 7:00 p.m. Councilpersons Perrin, Holcomb, Crews and Hunter were all present. Several citizens were also present.

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

Approval of minutes from:

February 12th Public Hearing and February 12th Town Council Meeting

Councilperson Holcomb made a motion to approve minutes as presented. Councilperson Hunter seconded the motion and all voted “aye”. Motion carried 4-0.

Approval of bi-weekly claims:

Council reviewed the biweekly claims presented.

Councilperson Perrin made a motion to approve the bi-weekly claims as presented. Councilperson Holcomb seconded the motion and all voted “aye”. Motion carried 4-0.

Administrative Reports:

Airport

Airport Manager Steve Knopp reported on the Stevensville Airport. He announced the Airport Fly-in is scheduled for Saturday, May 30th and informed Council and the public he will be stepping down from his position of Airport Manager to pursue other interests.

Mayor Mim Mack reported that he received the Airport 5 year Capital Improvement Plan today which he will be forwarding to the Airport Board. He also reported on his meeting with the Airport Engineer regarding financing options for the Airport project. Mayor will be forwarding more information on this issue to the Airport Board as soon as he receives it.

He also reported that the Environmental Assessment has not been released by FAA at this time and the Town is currently advertising for the Airport Manager's position.

Steve Knopp offered use of his airport hangar for office facilities for a new airport manager.

Court

There was no court report given as the Judge and Clerk were unavailable to attend the meeting.

Mayor reported on Courts of Limited Jurisdiction/Supreme Court guidelines on clear separation of powers, including separating Police Clerk/Court Clerk and Judge's authority over the Court Clerk. The Town will be looking at those changes in the upcoming budget session.

Police

Chief Marble reported on the Police Department activities including SRO activities at the school.

Chief reported that Councilperson Crews will be reviewing firearms training and lesson plans for SPD in the future.

Mayor reported the Police Department is investigating the purchase of a used Highway Patrol vehicle to replace the Crown Victoria that was donated to the department several years ago. Mayor and Chief will bring back more information to Council.

Treasurer

Treasurer Mapelli's presented her monthly report including Utility Billing Collections, FY13-14 Audit, website statistics, and water usage.

There was further discussion regarding the audit, budget and reserve funds.

Guests:

There were no guests.

Correspondence:

Mayor read the following correspondence into the record:

- Pantry Partners thank you note for the Grants to Others Program
- Thank you letter from Stevensville Main Street Assn
- Letter from St. Mary's Mission regarding road repair
 - *Mayor added that is item will be on the next Council meeting agenda for discussion/decision.

Public Comments:

Clayton Floyd read a letter from John Monk regarding his recommendation to Council to work on the Town street/sidewalk repair and beautification program prior to zoning more property into the Town.

Susan McCreary commented in opposition to Ordinance No. 156 and requested repair of the alleyway off Charlos Street.

Unfinished Business:

A. Standing Agenda Item: Sewer Project

Mayor reported on the bid opening for Phase III, Sewer Project. The engineer's project estimate was \$2,876,986 and 4 bids were received, all coming in over \$3 million dollars. The lowest bid was approximately \$650,000 over the project cost.

Mayor then reviewed what options may be available for this project if the Town determines to move forward with it. Mayor is working with the Engineers and Rural Development on these options and a special Council meeting may be called once there is more information put together.

There was further discussion regarding possibly funding of this project.

Mayor Mim Mack called for a 5 minute break at this time.

B. Discussion/decision – Second Reading and Adoption of Ordinance No. 156, An Ordinance Amending Special Event Permits, Chapter 22, Article IX of the Stevensville, Montana Municipal Code

Mayor Mim Mack introduced Ordinance No. 156 and reviewed comments received at the Public Hearing including Councilperson Crew's proposed amendment.

Councilperson Crews read his proposed amendment changing the last two sentences of Section 22-315 (a) of the Special Event Ordinance as ***"if the special event application is approved by all public works departments and the event involves less than 100 participants, it may be forwarded to the Mayor for final approval. The Mayor shall make a report to the Town Council regarding any special event issues. If the special event involves more than 100 participants, it shall be forwarded to the Town Council for consideration and approval"***.

Councilperson Crews made a motion to amend the special event ordinance as stated above. Councilperson Holcomb seconded the motion.

Discussion ensued with regards to the number of participants, the determination of the number of participants, and what events should be approved by Council.

Councilperson Crews amended his earlier motion from 100 to 1000 participants.

Kim French commented in favor of Council continuing to approve these special events.

Clayton Floyd commented in favor of Council continuing to approve these special events.

Mayor Mim Mack commented on Hamilton City Council approving these events administratively, seamlessly for several years.

Leslie Tadvick inquired if an event was not approved, would the event applicant have recourse to come to Council. Mayor and Councilperson Perrin commented any member of the public can request to be on the Council agenda.

Councilperson Crews read the appeals process which is already written in the Ordinance and is not being proposed to be changed.

There was further discussion on the time limit for submitting the application for special event permit.

Councilperson Crews made a motion to amend Section 22-315 (a) changing the 30 day application submission deadline to 14 days. Councilperson Holcomb seconded the motion.

The vote was called on the motion to change the submission deadline. There was discussion of calendar or working days and it was determined calendar days. **All voted "aye". Motion carried 4-0.**

The vote was called on the amendment of 1000 participants. Councilpersons Crews, Perrin and Holcomb voted "aye" and Councilperson Hunter voted "nay". Motion carried 3-1.

Councilperson Perrin made a motion to approve and adopt Ordinance No. 156 as amended in the previous motions. Councilperson Holcomb seconded the motion and all voted "aye". Motion carried 4-0.

C. Discussion – Water/Sewer Donation Program

Mayor Mim Mack reported to Council his research into creating a fund for voluntary contributions to be made and used towards assisting those in need to help to pay their water/sewer bills. Mayor stated he believes this is legal for the Town to do and would recommend, if Council determines to move forward, creating a 3 person committee to be selected who would follow guidelines and criteria set by Council for such program.

Council discussed separating this program from Town government, who would be the best to determine who is in need of assistance, using the criteria that Pantry Partners uses, voluntary contributions being deductible, assisting people on a hardship basis not monthly.

Council consented to proceed looking into this program. Mayor Mim Mack will bring the issue back to Council when he has more information.

D. Discussion – Cash in Lieu Park Funds

Mayor Mim Mack reviewed the recent funds received from MFCU in the amount of \$9,700 for Twin Creeks Subdivision and informed Council of the Montana Statute requirements of how those funds can be spent.

The funds are held in an account until Council makes the decision on how the funds should be spent.

New Business:

A. Discussion/decision – Resolution No. 365, A Resolution Adopting a Personnel Policy for the Town of Stevensville

Mayor updated Council and the public of the Personnel Policy review by Town attorney's, the Town's insurance, Town employees, and the Town Council at an open Committee of the Whole meeting. All comments and suggested changes made have been reflected in this final draft document with the exception from one recommendation from the Town Attorney regarding of any provisions conflicting with the Police Department Manual.

Mayor Mim Mack then reviewed the Town's Attorney's recommendations regarding "Garrity Rights" not being part of the Personnel Policy, but part of the grievance package.

Councilperson Crews recommended an additional change on page 14, Section 19-Resignation/Termination, third paragraph, second to the last sentence, changing 7 days notice of layoff recall to 14 days notice.

Councilperson Crews made a motion to amend the Personnel Policy to from 7 days to 14 days notice of layoff recall. Councilperson Holcomb seconded the motion. Discussion ensued on this proposed amendment. The vote was called and Councilpersons Crews, Hunter, and Holcomb voted "aye" and Councilperson Perrin voted "nay". Motion carried 3-1.

Councilperson Perrin made a motion to approve Resolution No. 365 with the Attorney's recommended Police disclaimer and Councilperson Crew's amendment included. Councilperson Hunter seconded the motion.

Discussion was held regarding development and approval of job descriptions and concerns of approving the Personnel Policy prior to approval of a Resolution developing and approving position descriptions.

Councilperson Perrin withdrew his motion to approve Resolution No. 365 and Councilperson Hunter withdrew his second.

Councilperson Crews made a motion to postpone approval of Resolution No. 365 until a resolution on job descriptions is approved. Councilperson Holcomb seconded the motion. Discussion ensued with regards to this postponement and approval of a resolution on job descriptions. **The vote was called and Councilperson Crews, Perrin and Holcomb all voted “aye” and Councilperson Hunter voted “nay”. Motion carried 3-1.**

B. Discussion/decision – Painting on Public Sidewalks

Mayor Mim Mack reviewed a recent issue with a vendor painting address numbers on sidewalks/curbs. The vendor has been painting prior to seeking homeowner approval. Mayor also reminded Council of the High School painting yellow jackets on sidewalks as a fundraiser.

Mayor recommended Council consider creating an Ordinance addressing this issue.

Discussion ensued with regard to painting sidewalks.

Councilperson Holcomb made a motion to direct the Mayor to draft an Ordinance addressing painting sidewalks and curbs and bring back to Council for approval. Councilperson Crews seconded the motion and all voted “aye”. Motion carried 4-0.

Executive Report:

Mayor Mim Mack reported on the following items:

- 1) Mayor will be attending the Mayor’s Conference next week in Helena
- 2) Mayor will be attending the State Governor’s Conference in Butte April 9th & 10th
- 3) Mayor will be out of the country on vacation from March 23-April 3rd
- 4) Councilperson Perrin will attend to Town business in the Mayor’s absence
- 5) Upcoming CDBG grant application for B.E. Forest Products requiring public hearings March 5th and March 19th and a special meeting of the Council after the hearing on the March 19th
- 6) Meeting held on February 21 with Mr. & Mrs. Capps, Fish & Game and Senator Fred Thomas regarding the Capps’ issues concerning easement access into Town’s River Park. Several options to resolve the Capps’ concerns were informally discussed. Mayor also updated Council on the boundary encroachment/easement issues with the Capps behind the pool and to the sewer plant. He will keep the Council updated as more information on these issues becomes available.
- 7) B.E. Forest Products Budget Amendment Resolution approved at the last Council meeting was in error by \$5,000. These are not Town funds, but funds from the Department of Commerce. Mayor requested Council guidance on how to proceed. Council consented to amend this in the next budget cycle.

- 8) Mayor will be working with the Airport Board with regard to the Airport Environmental Assessment and possible funding options. This will be brought back to the Council once the Airport Board has a recommendation.
- 9) Mayor commented on his concerns with regard to the public comment, inquiries, and Council "misinformation" about the Town's ceremonial check presentation to the Bear Mountain Playground that was discussed at the previous Council meeting.

Discussion ensued regarding this issue and communications with Council. Mayor requested Council check their emails more frequently.

A member of the public commented on the Mayor's communication with Council.

Town Council Comments:

Councilperson Hunter commented on Stevensville Main Street Association funding.

Councilperson Crews and Councilperson Holcomb commented on viewing their emails more frequently.

Councilperson Perrin commented on the audits and financials being current, meeting technology improvements, police staff increased, water rights being addressed, 47 fire department volunteers, Town equipment being updated, office improvements, Court improvements, working Park Board, Airport projects being completed, TIFD and TEDD Districts created, and water and sewer improvements.

Board Reports:


Councilperson Holcomb reported on the Park Board meeting.

Councilperson Hunter reported on the Ad Hoc Executive Compensation meeting. Discussion ensued regarding the need for a final meeting of this committee to produce a final report and for public input.

Councilperson Crews commented on his role as Council representative on the 2016 Founder's Day Event which is involving more of his time than he expected.

Meeting was adjourned at approximately 11:00 p.m.

APPROVE:



Gene Mim Mack, Mayor

ATTEST:



Stacy Bartlett, Town Clerk

