

**Stevensville Town Council Meeting**  
**Agenda For**  
**MONDAY, JUNE 25<sup>th</sup>, 2018**  
**7:00 p.m.**

**\*\* Note Location Change: 402 Church Street \*\***

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Bi-Weekly Claims
4. Administrative Reports
  - A. Airport
  - B. Building
  - C. Fire
5. Guests
6. Correspondence
7. Public Comments
8. Unfinished Business
  - A. Discussion/decision – Law Enforcement Services Contract with Ravalli County Sheriff's Office
9. New Business
  - A. Discussion/decision – General Fund Mill Levy Increase to Address Police Department Staffing & Coverage
  - B. Discussion/decision – Installation of Stop Signs at the Intersections of Church & 2<sup>nd</sup> Streets, College & 2<sup>nd</sup> Streets, and Pine & 2<sup>nd</sup> Streets, Citizen Tony Eckert
  - C. Discussion/decision – Request for support for Big Sky Trust Fund Application, RCEDA Executive Director Julie Foster
  - D. Discussion/decision – Approval making the Police Records Clerk Position a Full Time Position, Councilmembers Michalson & Barker
  - E. Discussion/decision – Establish the Wage for the Public Works Assistant, Councilmembers Michalson & Barker
  - F. Discussion/decision – Approval of the Position Description for Public Works Assistant, Councilmembers Michalson & Barker
10. Executive Report
11. Town Council Comments

12. Board Report

13. Adjournment

## Guidelines for Public Comment

Public Comment ensures an opportunity for citizens to meaningfully participate in the decisions of its elected officials. It is one of several ways your voice is heard by your local government.

During public comment we ask that all participants respect the right of others to make their comment uninterrupted. The council's goal is to receive as much comment as time reasonably allows. All public comment should be directed to the chair (Mayor or designee). Comment made to the audience or individual council members may be ruled out of order. Public comment must remain on topic, and free from abusive language or unsupported allegations.

During any council meeting you have two opportunities to comment.

1. During the public comment period near the beginning of a meeting.
2. Before any decision making vote of the council on an agenda item.
3. Comment made outside of these times may not be allowed.
4. Citizens wishing to speak during the official public comment period should come forward to the podium and state their name and address for the record. Comment during this time maybe time limited, as determined by the chair, to allow as many people as possible to comment.
5. Citizens wishing to comment on a motion for decision before any vote can come forward or stand in place as they wish. Comment must remain on the motion before the council.

06/21/18  
12:16:07

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 6/18

Page: 1 of 3  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period ( 5/18) ****									
14432	E	230 Verizon Wireless		444.89					
Verizon Cell Usage from 4/19-5/18/18									
	May 18	05/18/18	Cell Phone - Mayor	37.45			1000 410200	340	101000
	May 18	05/18/18	Cell Phone - PD	217.86			1000 420100	340	101000
	May 18	05/18/18	Cell Phone - BD	106.66			2394 420531	340	101000
	May 18	05/18/18	Cell Phone - H2O	32.14			5210 430510	340	101000
	May 18	05/18/18	Cell Phone - Sewer	32.14			5310 430610	340	101000
	May 18	05/18/18	Cell Phone - Airport	18.64*			5610 430300	340	101000
14482		1586 April VanTassel		10.00					
		Parking 06/12/18	Parking for budget training	10.00			1000 410550	370	101000
*** Claim from another period ( 5/18) ****									
14484		1251 Bags N' Packs		1,400.00					
	1795	05/29/18	Ambulance lettering	1,300.00*			1000 420730	350	101000
	1795	05/29/18	Engine numbers E2510 & E2010	100.00			1000 420460	369	101000
*** Claim from another period ( 5/18) ****									
14485		1044 Brian J. West		1,640.50					
	1349	06/13/18	MAY PROSECUTING ATTY SERVICES	1,130.50			1000 411100	352	101000
	1350	06/13/18	MAY TOWN LEGAL SERVICES	510.00*			1000 411100	350	101000
14486		690 Core & Main LP		116.65					
Parts to hook up laundromat									
	1972067	06/12/18	Parts for H2O line connection	116.65			5210 430550	230	101000
*** Claim from another period ( 5/18) ****									
14487		957 FIRE APPARATUS REPAIR, LLC		3,702.77					
	4735	05/24/18	E2010 injector replacement	3,702.77*			1000 420460	232	101000
14488		98 General Fire Apparatus		330.00					
	2616	06/11/18	2-way Siamese	330.00*			1000 420460	220	101000
14489		633 Marcus Daly Memorial Hospital		385.00					
	1080004	05/21/18	FD physical-R Schnee	160.00			1000 420410	351	101000
	1080004	05/30/18	FD physical-C Velin	225.00			1000 420410	351	101000
14490		1117 Municode		225.00					
Municode Adminstrative Support Fee 6/1/2018 to 5/31/2019									
	00310886	06/11/18	Administrative Support Fee	225.00			1000 410550	355	101000
14492		1551 Physio-Control, Inc.		380.28					
Lucas Device - Automated CPR Device; Device was free but we need to maintain - Physio-Control agreement to maintain lucas device; maintenance agreement from									
6/7/18-6/6/19									
	418155883	06/07/18	Maintenance - Lucas Device	380.28*			1000 420730	350	101000

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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
*** Claim from another period ( 5/18) ****									
14493	1194 TotalFunds by Hasler	200.00							
Postage for Town Hall Postage Machine									
	May 2018 05/30/18 Court postage	6.11*			1000 410360	311		101000	
	May 2018 05/30/18 Sewer Postage	27.49			5310 430610	311		101000	
	May 2018 05/30/18 Water Postage	27.49			5210 430510	311		101000	
	May 2018 05/30/18 PD Postage	1.68			1000 420100	311		101000	
	May 2018 05/30/18 TH Postage	136.29*			1000 410550	311		101000	
	May 2018 05/30/18 BD postage	0.47*			2394 420531	311		101000	
	May 2018 05/30/18 FD Postage	0.47*			1000 420410	311		101000	
*** Claim from another period ( 5/18) ****									
14494	1587 RDJ Specialties, Inc.	296.51							
	105791 05/15/18 Fire Prevention bookmarks	296.51*			1000 420440	223		101000	
14495	77 THATCHER COMPANY OF MONTANA	1,244.36							
	347376 06/07/18 T-Chlor (3) 55G Drums	634.92*			5210 430540	220		101000	
	347376 06/07/18 Net container deposit/freight	250.00*			5210 430540	220		101000	
	347376 06/07/18 590# drum TI-3021	559.44*			5210 430540	220		101000	
	347375 06/06/18 Net container deposit/freight	-200.00*			5210 430540	220		101000	
*** Claim from another period ( 5/18) ****									
14497	1136 Premier Paints	157.39							
	22956 05/31/18 Paint for FD meeting room	157.39			1000 420421	230		101000	
*** Claim from another period ( 5/18) ****									
14498	115 BURNT FORK COMMISSION	20.08							
	May 2018 06/07/18 400" H2O delivered	20.08			5210 430530	340		101000	
14499	33 NORTHWESTERN ENERGY	6,069.61							
	May 18 06/14/18 Spec lighting #3	285.99			2430 430263	340		101000	
	May 18 06/14/18 206 Buck 90% TH Facility	269.22			1000 411201	340		101000	
	May 18 06/14/18 206 Buck 10% Bldg Dept	29.91			2394 420531	340		101000	
	May 18 06/14/18 Peterson Add'n lighting	195.51			2420 430263	340		101000	
	May 18 06/14/18 Dayton Add'n lighting	268.82			2410 430263	340		101000	
	May 18 06/14/18 Maplewood Cemetery	12.65			1000 430900	340		101000	
	May 18 06/14/18 Main St seasonal lighting	6.71			1000 430263	340		101000	
	May 18 06/14/18 Orig Town street lights	315.25			1000 430263	340		101000	
	May 18 06/14/18 ESH - 5th St. lights	411.05			1000 430263	340		101000	
	May 18 06/14/18 5th St - Lange Park lights	53.11			1000 430263	340		101000	
	May 18 06/14/18 Add'l Town lighting	252.20			1000 430263	340		101000	
	May 18 06/14/18 NW LDS parking lot	12.66			2430 430263	340		101000	
	May 18 06/14/18 MBF H2O plant	123.25*			5210 430540	340		101000	
	May 18 06/14/18 South Ave city pump #3	0.00			5210 430530	340		101000	
	May 18 06/14/18 South Ave city pump #2	0.00			5210 430530	340		101000	
	May 18 06/14/18 102 Main St pump #1	34.35			5210 430530	340		101000	
	May 18 06/14/18 Sewer lift station W. Central	12.46			5310 430640	340		101000	
	May 18 06/14/18 Sewer trtmnt plant	3,660.16			5310 430640	340		101000	

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	May 18	06/14/18	Shop	40.67			1000 430100	340	101000
	May 18	06/14/18	L&C yard light	12.65			1000 460430	340	101000
	May 18	06/14/18	L&C parking lot events	5.85			1000 460430	340	101000
	May 18	06/14/18	L&C park r-room/field lights	32.50			1000 460430	340	101000
	May 18	06/14/18	Rvrview Cemetery irrig	0.00			1000 430900	340	101000
	May 18	06/14/18	Maplewood Cemetery irrig	0.00			1000 430900	340	101000
	May 18	06/14/18	L&C Park irrigation	34.64			1000 460430	340	101000
14500		1424	City of Columbus	111.00					
	M BERRY	06/19/18	M Berry Red Cross Training	111.00			1000 460450	330	101000
		# of Claims	17	Total:	16,734.04				
		Total Electronic Claims		444.89	Total Non-Electronic Claims		16289.15		

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TOWN OF STEVENSVILLE  
Cash Report  
For the Accounting Period: 6/18

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Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 Cash - Operating	209,978.53	54,953.64	15.00	60.00	51,988.07	212,899.10
103000 Petty Cash	0.00	60.00	0.00	0.00	0.00	60.00
<b>Total Fund</b>	<b>209,978.53</b>	<b>55,013.64</b>	<b>15.00</b>	<b>60.00</b>	<b>51,988.07</b>	<b>212,959.10</b>
2250 PLANNING						
101000 Cash - Operating	252.35	0.00	0.00	0.00	72.85	179.50
2310 Tax Increment Finance District						
101000 Cash - Operating	146,295.83	0.00	0.00	0.00	48.56	146,247.27
2311 Targeted Economic Development District						
101000 Cash - Operating	5,915.58	0.00	0.00	0.00	0.00	5,915.58
2350 Local Government Study Commission						
101000 Cash - Operating	0.52	0.00	0.00	0.00	0.00	0.52
2390 Drug Fines-Forfeitures Account						
101000 Cash - Operating	2,988.45	0.00	0.00	0.00	0.00	2,988.45
101010 Cash - Investment / Savings Acco	0.53	0.00	0.00	0.00	0.00	0.53
<b>Total Fund</b>	<b>2,988.98</b>					<b>2,988.98</b>
2394 BUILDING CODE ENFORCEMENT						
101000 Cash - Operating	80,522.42	2,606.50	0.00	0.00	3,311.17	79,817.75
2410 Dayton Lighting #1 District 55						
101000 Cash - Operating	8,163.58	0.00	0.00	0.00	0.00	8,163.58
2420 Peterson Addn Lighting #2 District 80						
101000 Cash - Operating	2,848.50	0.00	0.00	0.00	0.00	2,848.50
2430 Geo Smith Lighting #3 District 76						
101000 Cash - Operating	8,792.78	0.00	0.00	0.00	0.00	8,792.78
2440 Creekside Lighting #4 District 77						
101000 Cash - Operating	3,196.38	0.00	0.00	0.00	241.50	2,954.88
2450 Twin Creeks Lighting #5 District						
101000 Cash - Operating	933.83	0.00	0.00	0.00	436.42	497.41
2810 POLICE TRAINING & PENSION						
101000 Cash - Operating	11,882.05	0.00	295.00	0.00	435.00	11,742.05
2820 GAS APPORTIONMENT TAX						
101000 Cash - Operating	91,947.31	2,860.55	0.00	0.00	0.00	94,807.86
2889 Heyer Foundation Grant						
101000 Cash - Operating	1,666.66	0.00	0.00	0.00	0.00	1,666.66
2916 COPS Grant						
101000 Cash - Operating	1,348.92	0.00	0.00	0.00	0.00	1,348.92
2940 Economic Development						
101000 Cash - Operating	44,398.53	0.00	0.00	0.00	396.80	44,001.73
2987 Jean Thomas Park Beautification Fund						
101000 Cash - Operating	75,000.00	0.00	0.00	0.00	0.00	75,000.00
4000 CAPITAL IMPROVEMENTS						
101000 Cash - Operating	87,990.26	0.00	0.00	0.00	3,143.84	84,846.42
4001 Sidewalk Improvements						
101010 Cash - Investment / Savings Acco	52,545.95	0.00	0.00	0.00	0.00	52,545.95
4002 Fire Engine Capital Improvement						
101000 Cash - Operating	-663.75	0.00	0.00	0.00	0.00	-663.75

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Cash Report  
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Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
102000 Cash - Restricted	24,258.00	0.00	0.00	0.00	0.00	24,258.00
<b>Total Fund</b>	<b>23,594.25</b>					<b>23,594.25</b>
5210 WATER						
101000 Cash - Operating	681,980.17	6,948.75	0.00	0.00	18,153.91	670,775.01
102000 Cash - Restricted	775.05	0.00	0.00	0.00	0.00	775.05
102110 Cash - Restricted for constructi	362,028.00	0.00	0.00	0.00	0.00	362,028.00
102220 Cash - Restricted for future yea	91,008.00	0.00	0.00	0.00	0.00	91,008.00
102240 Cash - Restricted for replacemen	169,000.00	0.00	0.00	0.00	0.00	169,000.00
<b>Total Fund</b>	<b>1,304,791.22</b>	<b>6,948.75</b>			<b>18,153.91</b>	<b>1,293,586.06</b>
5250 WATER BOND Principal & Interest						
101000 Cash - Operating	190,865.78	2,031.77	0.00	7,584.00	0.00	185,313.55
5310 SEWER						
101000 Cash - Operating	144,192.40	4,371.75	0.00	0.00	12,670.08	135,894.07
102000 Cash - Restricted	330,331.09	0.00	0.00	0.00	0.00	330,331.09
<b>Total Fund</b>	<b>474,523.49</b>	<b>4,371.75</b>			<b>12,670.08</b>	<b>466,225.16</b>
5350 SEWER BOND PRINCIPAL & INTEREST						
101000 Cash - Operating	103,950.05	2,227.62	0.00	3,713.00	0.00	102,464.67
5610 AIRPORT						
101000 Cash - Operating	86,072.94	539.15	0.00	0.00	816.95	85,795.14
101010 Cash - Investment / Savings Acco	92,151.85	0.00	0.00	0.00	0.00	92,151.85
101104 CD's - Airport - Farmers	16,873.39	0.00	0.00	0.00	0.00	16,873.39
<b>Total Fund</b>	<b>195,098.18</b>	<b>539.15</b>			<b>816.95</b>	<b>194,820.38</b>
5620 Airport Project						
101000 Cash - Operating	-77,601.49	29,449.00	0.00	0.00	32,720.60	-80,873.09
7120 FIREMEN'S DISABILITY						
101000 Cash - Operating	3.15	3,888.00	0.00	0.00	0.00	3,891.15
7910 PAYROLL FUND						
101000 Cash - Operating	10,649.26	0.00	64,865.95	53,114.86	0.00	22,400.35
7930 CLAIMS FUND						
101000 Cash - Operating	14,702.14	0.00	59,259.80	5,686.34	0.00	68,275.60
<b>Totals</b>	<b>3,077,244.99</b>	<b>109,936.73</b>	<b>124,435.75</b>	<b>70,158.20</b>	<b>124,435.75</b>	<b>3,117,023.52</b>

\*\*\* Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

**MONTHLY REPORT**  
**Building Department**  
**April, 2018**

<b><u>Permits Issued</u></b>	<b><u>Fees Collected</u></b>
<b><u>Building</u></b>	
1. Permit #18-B009, 3556 Hitching Post, new SFR.....	\$1868.75
2. Permit #18-B010, 218 Tenderfoot, new SFR.....	1991.25
3. Permit #18-B011, 308 Main, commercial addition.....	1658.75
4. Permit #18-B012, 315 Valley View, reroof.....	50.00
5. Permit #18-B013, 3603 Trading Post, new SFR.....	1877.50
6. Permit #18-B014, 508 E 5 <sup>th</sup> , new 4-plex.....	3720.00
7. Permit #18-B015, 500 Main, new commercial.....	4747.50
<b><u>Electrical</u></b>	
1. Permit #18-E008, 106 4 <sup>th</sup> , service upgrade.....	69.00
2. Permit #18-E009, 278 Birch, new SFR.....	200.00
3. Permit #18-E010, 1317 Creekside, new SFR.....	200.00
<b><u>Plumbing</u></b>	
1. Permit #18-P008, 278 Birch, new SFR.....	169.00
2. Permit #18-P009, 3590 Hitching Post, new SFR.....	115.00
<b><u>Mechanical</u></b>	
1. Permit #18-M005, 216 Trading Post, new SFR.....	140.00
2. Permit #18-M006, 278 Birch, new SFR.....	218.00
3. Permit #18-M007, 1317 Creekside, new SFR.....	225.00
<b>Total permits: 15</b>	<b>Total Fees Collected: \$17,249.75</b>
<b><u>Activities</u></b>	
1. Conducted 28 inspections; 2. Const. mtgs with Schrock Const. & Jeff Ziegler.	
<b><u>Items of Interest</u></b>	
1. Beginning May 5 <sup>th</sup> , we will not be open on Saturdays. Our hours of operation are 8am-12 noon on Tuesday & Thursdays. 2. Schrock began construction of a new laundromat at Main & 5 <sup>th</sup> ; 3. New 4-plex beginning @ 508 E 5 <sup>th</sup> ; 4. Morning Star Café started their addition/remodel project; 5. New housing construction has started to pick up as anticipated.	





## STEVENSVILLE FIRE DEPARTMENT May 2018 ACTIVITY REPORT



TYPE OF CALL	# OF CALLS	% OF CALLS	ACTUAL	GOAL	AVG. TIME SPENT ON CALLS
<b>FIRE CALLS</b>					
111 Building Fire	1	2.27%	11	18	3:28
		<b>2.27%</b>			
<b>RESCUE &amp; EMS INCIDENT</b>					
311 Medical Assist, Assist EMS crew	30	68.18%	4	4	13:09
321 EMS Call, Excluding Vehicle Accident	5	11.36%	3	4	2:34
322 Motor Vehicle Accident with Injuries	2	4.54%	9	14	1:57
	<b>37</b>	<b>84.09%</b>			
<b>GOOD INTENT CALL</b>					
611 Dispatched & Cancelled En Route	2	4.54%	4	14	0:09
	<b>2</b>	<b>4.54%</b>			
<b>FALSE ALARM &amp; FALSE CALL</b>					
700 False Alarm	3	6.81%	5	6	0:53
733 Smoke Detector Activation	1	2.27%	2	6	0:07
	<b>4</b>	<b>9.09%</b>			
<b>MONTHLY TOTALS</b>	<b>44</b>		<b>6</b>		<b>A:0:30 / T:22:20</b>
<b>YEAR TO DATE TOTALS</b>	<b>212</b>		<b>6</b>		<b>A: 0:30 / T:11:31</b>

**RESPONSE BY AREA:**

Calls in Town: 23      52.27%  
 Calls in District: 18      40.90%

Mutual Aid Given: 3  
 Mutual Aid Received : 0

**PERSONNEL REVIEW (TOS):**

Last Month's Roster: 23      Current Roster: 23  
 New Hiring's: 0      Resignations: 0

**RESPONSE TIME ANALYSIS:**

(Time from Dispatch to On-Scene)  
 Shortest Response Time: 2:00  
 Longest Response Time: 18:20  
**District Wide Average Response Time: 7:10**  
**Town Limits Average Response Time: 6:14**

**Est. LOSS BY AREA:**

Town: \$0.00      0%      YTD: \$2,000.00      0.38%  
 District: \$0.00      0%      YTD: \$0.00      0%  
**TOTAL LOSS: \$0.00      YTD: \$2,000.00**

**YTD District Wide Avg. Response Time: 8:26**

**YTD Town Limits Avg. Response Time: 6:30**

### APPARATUS RESPONSE

Unit	M	YTD	Unit	M	YTD	Unit	M	YTD
Command 2001	15	53	Command 2101	8	69	Engine 2310	3	33
Command 2002	16	70	Command 2102	20	196	Engine 2311	5	38
Engine 2010	0	9	Engine 2111	0	4	Tender 2320	0	5
Engine 2011	0	9	Rescue 2140	5	33	Engine 2410	4	29
Rescue 2040	15	76	Engine 2210	4	24	Engine 2411	2	31
Ladder 2050	1	2	Engine 2211	2	22			
Engine 2510	1	6	Tender 2220	1	14			

**AGENDA ITEM A**

**X Unfinished    New Business**

**To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting**

Submission Date **06-21-2018** Time: \_\_\_\_\_

Person Submitting the Agenda Item **Mayor** X Yes    No

Council Member Submitting the Agenda Item Request? Name \_\_\_\_\_ Initial \_\_\_\_\_

2nd Council Member Submitting the Agenda Item Request? Name \_\_\_\_\_ Initial \_\_\_\_\_

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name \_\_\_\_\_

Citizen's Contact Phone Number \_\_\_\_\_ Citizen's email address \_\_\_\_\_

**Requested Council Meeting Date for Item: 06-25-2018**

Agenda Topic: **Discussion/decision – Law Enforcement Services Contract with Ravalli County Sheriff's Office**

Backup Documents Attached X Yes    No

If no, why not? \_\_\_\_\_  
\_\_\_\_\_

Approved/Disapproved, If Approved, Meeting Date for Consideration **06-25-2018**

Mayor Signature Bonnie E. Dwyer Date 6-21-18

Requestor Contacted Date    -    -    Time    by Whom   

If this request is disapproved, please list the date it will be placed before the council. Date    -    -    If the request is not valid, please annotate the reason it is not a valid item for consideration.

\_\_\_\_\_  
\_\_\_\_\_



## TOWN OF STEVENSVILLE

*Mayor Brandon E. Dewey*

206 Buck St. • P.O. Box 30 Stevensville, MT 59870 • 406-777-5271 office • 406-777-4284 fax

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June 21, 2018

### Council & Community:

On Wednesday, June 13<sup>th</sup>, Mayor Dewey along with Chief Marble and April VanTassel attended a meeting with Sheriff Steve Holton and representatives from Ravalli County. Ultimately, the discussion centered itself on providing the safest coverage possible to the Citizens of Stevensville while not sacrificing the coverage that RCSO provides to the rest of the County. The group agreed that regardless of whether a contract for services is implemented, the current coverage situation is unsustainable for either organization and needs to be modified. Sheriff Holton researched and provided us with what he thought a contract for service would cost the Town.

A synopsis of our meeting was provided to the Town Council at our June 14<sup>th</sup> Budget Workshop where the public safety budgets were reviewed. The feedback that was provided by Council and the public that were in attendance at the workshop indicated that the Council is inclined to direct their energy into re-staffing the Police Department and enhancing coverage. However, it was felt that more significant public input would be beneficial to making a final decision.

The material relative to this discussion at the budget workshop has been included with this agenda item.

Sincerely,

Brandon E. Dewey  
Mayor

# RCSO Update

- ▶ 5 Deputies dedicated to ToS Limits (24/7 365) = Approximately \$500,000
- ▶ 3 Deputies dedicated to Stevensville Area = Approximately \$300,000
  
- ▶ SRO Program Maintained
- ▶ Some Municipal Ordinance not enforced
  
- ▶ Current situation is unsustainable for RCSO & SPD

**AGENDA ITEM   A**  
**Unfinished   X   New Business**

**To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting**

Submission Date **06-21-2018** Time: \_\_\_\_\_

Person Submitting the Agenda Item Mayor  Yes  No

Council Member Submitting the Agenda Item Request? Name \_\_\_\_\_ Initial \_\_\_\_\_

2nd Council Member Submitting the Agenda Item Request? Name \_\_\_\_\_ Initial \_\_\_\_\_

If you are a Citizen is Submitting the Agenda Item Request please print your Name  
Name \_\_\_\_\_

Citizen's Contact Phone Number \_\_\_\_\_ Citizen's email address \_\_\_\_\_

**Requested Council Meeting Date for Item: 06-25-2018**

Agenda Topic: **Discussion/decision: General Fund Mill Levy Increase to Address Police Department Staffing & Coverage**

Backup Documents Attached  Yes  No

If no, why not? \_\_\_\_\_

Approved/Disapproved, If Approved, Meeting Date for Consideration **06-25-2018**

Mayor Signature Edward E. Jay Date 6-21-18

Requestor Contacted Date \_\_\_ - \_\_\_ - \_\_\_ Time \_\_\_\_\_ by Whom \_\_\_\_\_

If this request is disapproved, please list the date it will be placed before the council. Date \_\_\_ - \_\_\_ - \_\_\_ If the request is not valid, please annotate the reason it is not a valid item for consideration.

\_\_\_\_\_  
\_\_\_\_\_



## TOWN OF STEVENSVILLE

*Mayor Brandon E. Dewey*

206 Buck St. • P.O. Box 30 Stevensville, MT 59870 • 406-777-5271 office • 406-777-4284 fax

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June 21, 2018

### Council & Community:

On Thursday, June 14<sup>th</sup>, the Town Council held a budget workshop to review the public safety budgets. In considering the recommended Police Department staffing requirements brought forward by Chief Marble, the Council provided feedback that they would like to further discuss running a mill levy increase in order to hire additional officers.

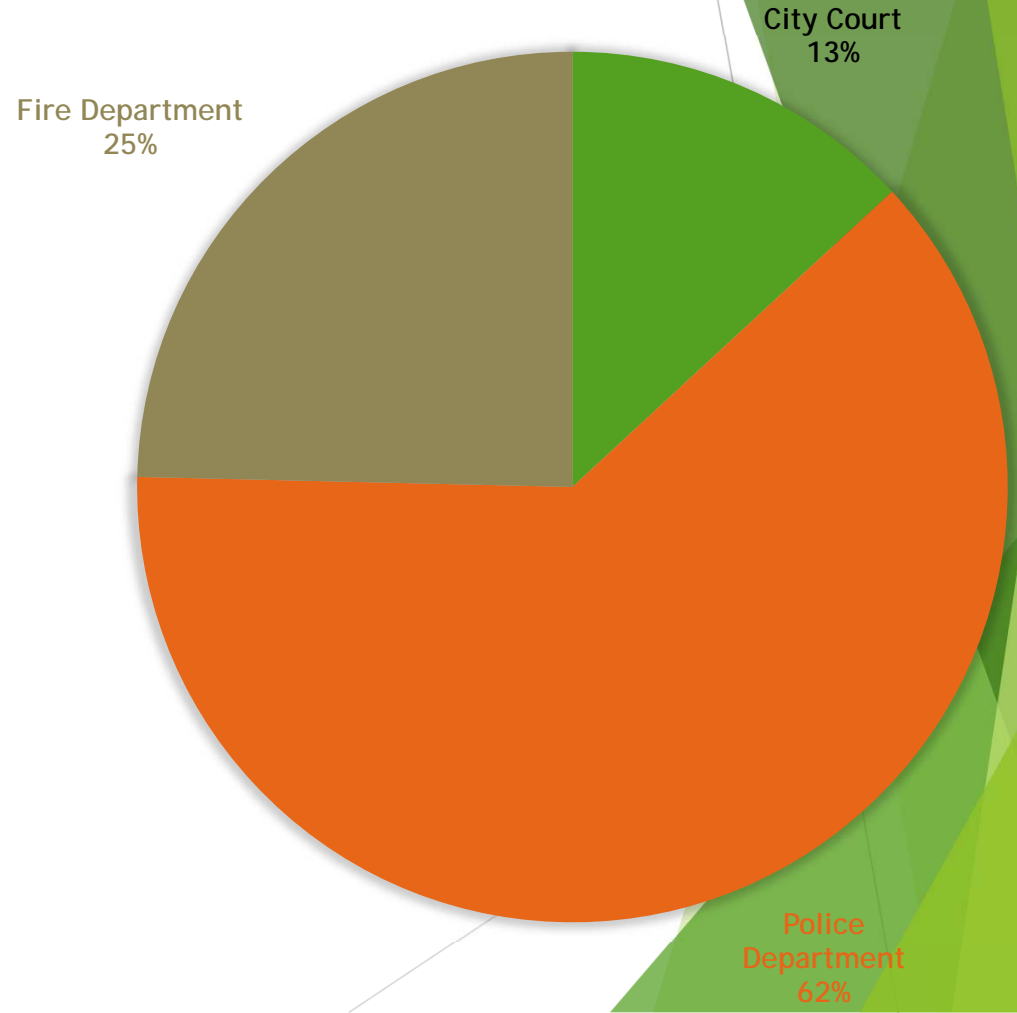
The material relative to this discussion at the budget workshop has been included with this agenda item.

Sincerely,

Brandon E. Dewey  
Mayor

# General Fund: Public Safety Overview

Department/Division	General Fund Amount
City Court	50,375
Police Department	238,846
Fire Department	94,505
<b>TOTAL Expenditures</b>	<b>\$383,726</b>

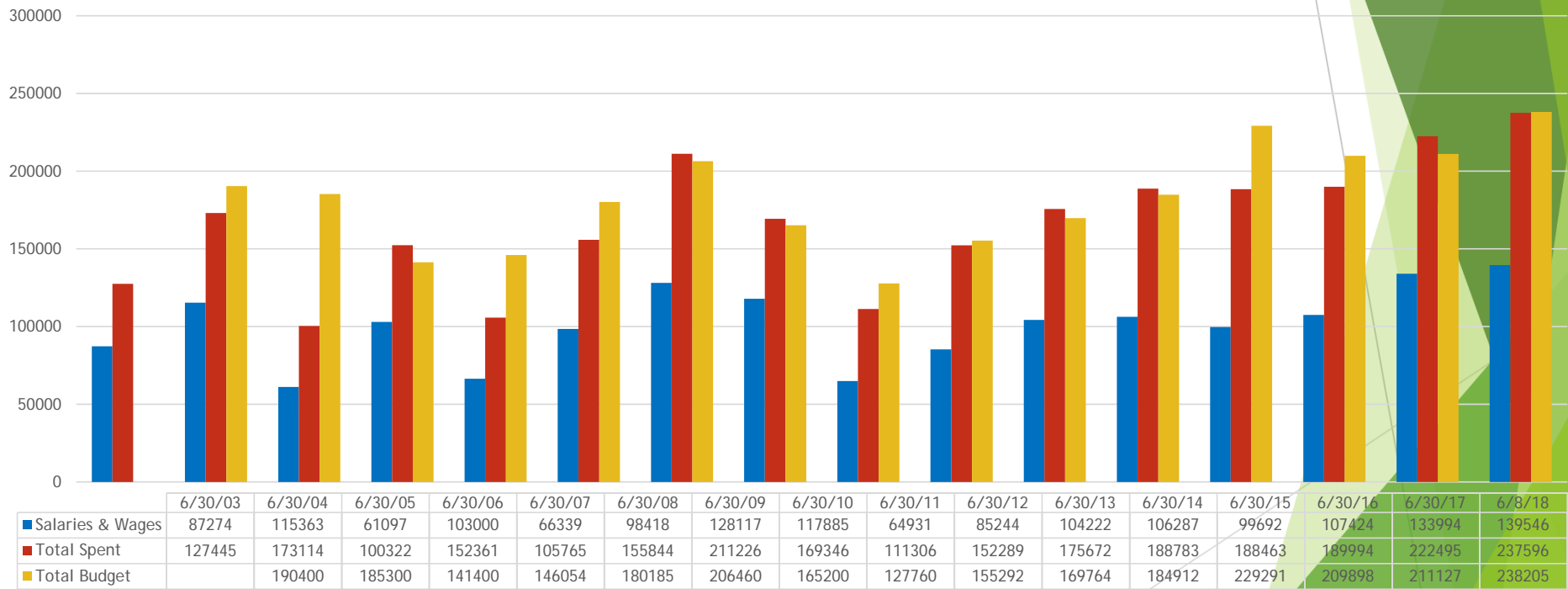


# Police Department Budget

► Total Expenditures: \$245,731

FY14/15 Actual	FY15/16 Actual	FY16/17 Actual	FY17/18 Actual	FY17/18 Budget
200,128	199,681	224,109	240,639	241,921

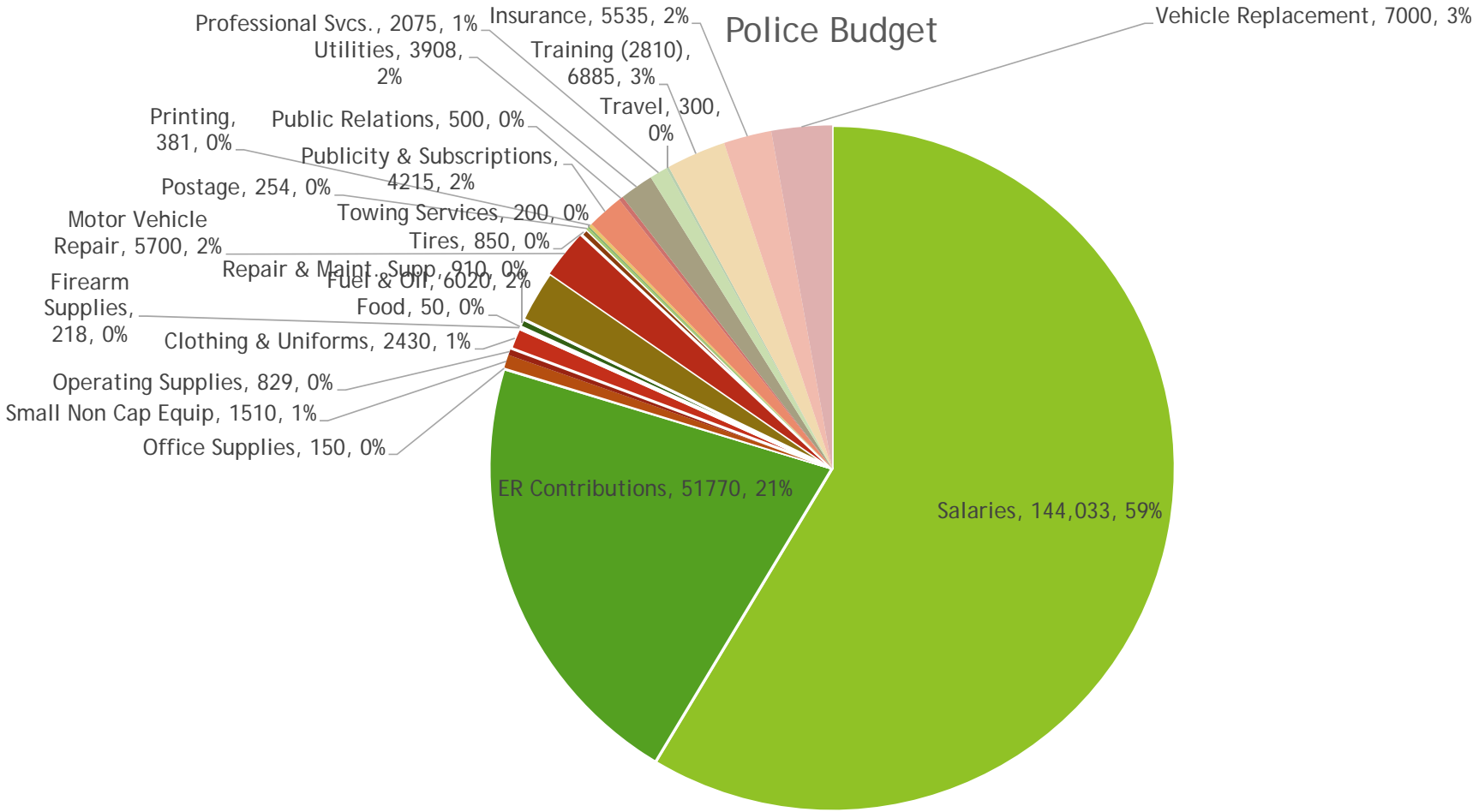
PD Budget vs Actual with Salaries



■ Salaries & Wages ■ Total Spent ■ Total Budget



# Police Budget



# Staffing Summary

- ▶ PD Budget includes 4 FTE with reimbursement of .5 FTE (3.5 FTE Net)
  - ▶ Police Chief
  - ▶ Patrol Officer
  - ▶ School Resource Officer
  - ▶ Clerk/Evidence Tech
- ▶ Cost of entry level officer approximately \$50,000 w/o cost of training
- ▶ Cost of 6 person department approximately \$356,000
- ▶ 2018 Population is estimated to be 2,010 based on 1.33% annual growth

# Police Budget Highlights

- ▶ Small Non-Cap Equipment
  - ▶ Computer = \$1,000
  - ▶ Monitors for Clerk = \$260
  - ▶ Evidence Equipment = \$250
- ▶ Memberships & NOVA Software Subscription = \$4,995
- ▶ Vehicle Replacement \$7,000
- ▶ Training = \$6,885 from Police Training Fund 2810 (non-general fund)
  - ▶ Firearms Training = \$3,285
  - ▶ Professional Development = \$2,100
  - ▶ In-service Training = \$500

# Mill Levy Exercise

## CALCULATING THE TAX INCREASE OF A VOTED LEVY OF \_\_\_\_\_ DOLLARS FOR THE TOWN OF STEVENSVILLE

### STEP 1

\$200,000	\$200,000	\$200,000		<b>Specific Dollar Amount to be Levied</b>
\$2,591,958	\$2,591,958	\$2,591,958		Certified Taxable Value of the taxing jurisdiction - Use the most-recent available
\$2,592	\$2,592	\$2,592		Revenue Generated per Mill
77.16	77.16	<b>77.16</b>		<b>Approximate</b> Mills required to Generate Specific Dollar Amount

### STEP 2

\$50,000	\$100,000	\$200,000		Assessed Market Value of Home
0.0135	0.0135	0.0135		Tax Rate - 15-6-134(3)(a)
\$675	\$1,350	\$2,700		Taxable Value subject to mill levy
<b>77.16</b>	<b>77.16</b>	<b>77.16</b>		Mills to be Levied (From Step 1)
\$52.08	\$104.17	\$208.34		Tax Assessed

AGENDA ITEM B

   Unfinished X New Business

To Be Submitted BEFORE Noon on the Thursday before the Council Meeting

Submission Date 6-1-18 Time: \_\_\_\_\_

Person Submitting the Agenda Item Mayor    Yes X No

Council Member Submitting the Agenda Item Request? Name \_\_\_\_\_ Initial \_\_\_\_\_

2nd Council Member Submitting the Agenda Item Request? Name \_\_\_\_\_ Initial \_\_\_\_\_

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name Tonya Eckert

Citizen's Contact Phone Number 239-9431 Citizen's email address tonyaconrad@msn.com

Requested Council Meeting Date for Item: 6-25-18

Agenda Topic: Discussion/Decision

Installation of Stop signs at the intersections of Church & 2nd, College & 2nd and Pine & 2nd. These 3 intersections are dangerous. Folks fly through the yield signs daily.

Backup Documents Attached    Yes X No

If no, why not? None provided by citizen submitting. SD

Approved/Disapproved, If Approved, Meeting Date for Consideration 6-25-18

Mayor Signature Bonnie E. Jay Date 6-21-18

Requestor Contacted Date    -    -    Time    by Whom   

If this request is disapproved, please list the date it will be placed before the council. Date    -    -    If the request is not valid, please annotate the reason it is not a valid item for consideration.

**AGENDA ITEM \_\_C\_\_**

**\_\_ Unfinished \_\_X\_\_ New Business**

**To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting**

Submission Date 06-20-2018 Time: \_\_\_\_\_

Person Submitting the Agenda Item Mayor  Yes  No

Council Member Submitting the Agenda Item Request? Name \_\_\_\_\_ Initial \_\_\_\_\_

2nd Council Member Submitting the Agenda Item Request? Name \_\_\_\_\_ Initial \_\_\_\_\_

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name Julie Foster – RCEDA

Citizen’s Contact Phone Number 406-375-9416 Citizen’s email address julie@rceda.org

**Requested Council Meeting Date for Item: 06-25-2018**

Agenda Topic: **Discussion/decision – Request for Support for Big Sky Trust Fund Application**

Backup Documents Attached  Yes  No

If no, why not? \_\_\_\_\_

Approved/Disapproved, If Approved, Meeting Date for Consideration **06-25-2018**

Mayor Signature  Date 6-21-18

Requestor Contacted Date \_\_\_ - \_\_\_ - \_\_\_ Time \_\_\_\_\_ by Whom \_\_\_\_\_

If this request is disapproved, please list the date it will be placed before the council. Date \_\_\_ - \_\_\_ - \_\_\_ If the request is not valid, please annotate the reason it is not a valid item for consideration.

\_\_\_\_\_  
\_\_\_\_\_

**Manufacturing Company - Request for support for Big Sky Trust Fund application**

A light industrial manufacturer that provides services in bulk material handling, agricultural machinery, water technologies and more is hoping to locate in Stevensville, MT.

The company plans to employ up to 40 highly skilled employees from the area. The company is always looking for career-minded team members. They hire self motivated individuals who are dedicated to providing value and unparalleled service to their customers. Competitive compensation and benefits that help fulfill a healthy life/work balance are offered.

The company is requesting that the Town support a Big Sky Trust Fund application and execute the accompanying resolution. If the application is successful the company will hire up to 40 employees over the next 2 years. The pay rate will be at least \$16.77 per hour, which may include a benefits calculation.

51% of Ravalli County businesses are Stage I, employing 1 to 9 people. 45% of those making a living in Ravalli County are self employed. 96% of Ravalli County business establishments are made up of these small sized firms. Stage I establishments employ about 6,450 and self employed persons total about 1,838. Conservatively 25% of those in Ravalli County commute to Missoula for work. This commute of the area workforce to Missoula is something that all partners in economic development strive to improve.

**Just 6.6%, or 303 Ravalli County businesses are, like this new manufacturing company, a Stage II business employing 10 - 99**

The project will encourage viable economic development and will promote investment of private capital, expansion of local tax bases, and creation of permanent year-round jobs principally for low and moderate income Montanans.

Draft Budget:

VII. PROJECT SOURCES & USES OF FUNDS					
	SOURCE: BSTF	SOURCE: Match	SOURCE:	SOURCE:	TOTAL REQUESTED
Administration (up to 5%, max \$30,000)	\$ 10,000				\$10,000
<b>ACTIVITY BUDGET</b>					
Equipment Modifications, Supplies , or Purchase	\$95,000	\$100,000			\$ 195,000
Land Purchase	\$95,000	\$100,000			\$195,000
Lease rate Reduction					
Employee Training					
Other:					

<b>TOTAL PROJECT</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$</b>	<b>\$</b>	<b>\$ 400,000</b>

We are asking the Town Council to approve this Big Sky Trust Fund application for this company and to assist them as they grow. If the Town approves this application we will ask the Mayor to be approved to execute the following:

VIII. CERTIFICATION BY LOCAL GOVERNMENT AND BUSINESS	
<p>As the responsible authorized agents of <b>Local or Tribal Government Applicant: Ravalli County</b>, and <b>Applicant Business:</b> _____, we hereby submit this Big Sky Economic Development Trust Fund Application.</p> <p>The information presented in this application is, to the best of our knowledge, true, complete and accurately represents the proposed project. We understand that additional information and documentation may be required. In addition, we understand that the local or tribal government applicant and the assisted business receiving BSTF financial assistance are liable for the full amount of the award that is advanced by the Department if the assisted business: fails to create or maintain the number of net new eligible jobs as specified in the executed contract and assistance agreement, fails to inject the required amount of match into the project as specified in the executed contract and assistance agreement, or ceases operations at the Project Site.</p> <p><input type="checkbox"/> The Applicant designates Julie Foster, (406) 375-9416 (Name and Phone number) as the authorized contact for any additional Department requests for the release of additional information regarding this application for BSTF funds.</p> <p><b>Local or Tribal Government Applicant: City of Hamilton</b> will accept responsibility for management of the project and compliance with Big Sky Economic Development Trust Fund regulations.</p> <p><b>Applicant Business:</b> _____ will accept responsibility for compliance with applicable Big Sky Economic Development Trust Fund regulations as specified in this application.</p>	
<p>Name (typed): <u>Brandon Dewey</u></p> <p>Title (typed): <u>Mayor, Town of Stevensville</u> <u>Chief Elected Official</u></p> <p>Signature: <u>X</u></p> <p>Date: _____</p>	<p>Local or Tribal Government Stevensville, Town</p>
<p>Name (typed): _____</p> <p>Title (typed): <u>President</u> <u>Authorized Representative</u></p> <p>Signature: <u>X</u></p> <p>Date: _____</p>	<p>Assisted Business</p>



**AGENDA ITEM D**

**Unfinished X New Business**

**To Be Submitted BEFORE Noon on the Thursday before the Council Meeting**

Submission Date 6-19-18 Time: \_\_\_\_\_

Person Submitting the Agenda Item Mayor    Yes X No

Council Member Submitting the Agenda Item Request? Name Bob Michalson Initial BM

2nd Council Member Submitting the Agenda Item Request? Name Barker Initial SB

If you are a Citizen is Submitting the Agenda Item Request please print your Name  
Name \_\_\_\_\_

Citizen's Contact Phone Number \_\_\_\_\_ Citizen's email address \_\_\_\_\_

**Requested Council Meeting Date for Item: 6-25-18**

Agenda Topic: Council Discussion/Decision to approve making the Police Records Clerk Position a Full Time Position.

Backup Documents Attached X Yes    No

If no, why not? \_\_\_\_\_  
\_\_\_\_\_

Approved/Disapproved, If Approved, Meeting Date for Consideration    -    -   

Mayor Signature \_\_\_\_\_ Date    -    -   

Requestor Contacted Date    -    -    Time \_\_\_\_\_ by Whom \_\_\_\_\_

If this request is disapproved, please list the date it will be placed before the council. Date    -    -     
If the request is not valid, please annotate the reason it is not a valid item for consideration.

\_\_\_\_\_  
\_\_\_\_\_

The duties and responsibilities of the Mayor and the Town Council are clearly defined in the Montana Code and the Stevensville Municipal Code.

It is the Town Council that approves job descriptions, employee and officer duties and responsibilities and establishes compensation.

Resolution 366 was properly rescinded on April 14, 2016 by the Town Council. Resolution 366 gave the Mayor authority not prescribed in the Montana Code. The Town Council rectified this issue by rescinding Resolution 366. The Mayor and Town Council only have powers as delineated by the Montana Code. This was confirmed with the Town Attorney by the Council President in a verbal conversation on June 13<sup>th</sup>, 2018.

The Mayor has informed the Council on June 14, 2018 at the Budget Meeting that he has designated the Police Clerk position to be a Full Time position, whereas it was only approved by the Town Council to be a Part Time Position in accordance with Resolution 417 and the Budget was not amended to reflect the additional expenditure.

The Position Description for the Police Clerk has only been established by the Council as a Part Time Position.

Sec. 2-57. - Prescribing duties and compensation of municipal officers.

The council has power to fix compensation, and to prescribe the duties of all officers and employees of the town, subject to the limitations mentioned in MCA title 7.

**State Law reference—** Similar provisions, MCA 7-4-4201.

## Sec. 2-24. - Powers.

The mayor is the chief executive officer of the town, and has power:

- (1) To nominate and, with the consent of the council, to appoint all nonelective officers of the town, provided for by the council, except as otherwise provided by law.
- (2) To suspend and, with the consent of the council, to remove any nonelective officer, stating in the suspension or removal the cause thereof.
- (3) To cause the ordinances of the town to be executed, and to supervise the discharge of official duty by all subordinate officers.
- (4) To communicate to the council, at the beginning of every session, and more often if deemed necessary, a statement of the affairs of the town, with such recommendations as he may deem proper.
- (5) To recommend to the council such measures connected with the public health, cleanliness, and ornament of the town, and the improvement of the government and finances, as he deems expedient.
- (6) To approve all ordinances and resolutions of the council adopted by it, and, in case the same do not meet his approbation, to return the same to the next regular meeting of the council, with his objections in writing. No ordinance or resolution so vetoed by the mayor shall go into effect unless the same is afterwards passed by two-thirds vote of the whole number of members of the council.
- (7) To veto any objectionable part of a resolution or ordinance, and approve the other parts. If the mayor fails to return any resolution or ordinance as aforesaid, the same takes effect without further action.
- (8) To call special meetings of the council, and when so called he must state by message the object of the meetings, and the business of the meetings must be restricted to the object stated.
- (9) To cause to be presented, once in three months, a full and complete statement of the financial condition of the town.
- (10) To bid in for the town any property sold at a tax or judicial sale, where the town is a party or is in any way interested.
- (11) To procure and have in his custody the seal of the town.
- (12) To take and administer oaths.

- (13) To request that the governor call out the militia to aid the mayor in suppressing riots or other disorderly conduct, preventing and extinguishing fires, securing the peace and safety of the town, or carrying into effect any law or ordinance.
- (14) To require of any of the officers of the town an exhibit of his books and papers.
  - (15) To grant pardons and remit fines and forfeitures for offenses against municipal ordinances, when in his judgment public justice would be thereby served; but he must report all pardons granted, with the reasons therefor, to the next council.
- (16) To perform such other duties as may be prescribed by law or by resolution or ordinance of the council.
- (17) To exercise such power as may be vested in him by ordinance, in and over all places within five miles of the boundaries of the town, for the purpose of enforcing the health and quarantine ordinances and regulations thereof. The board of county commissioners affected by the ordinance and the local health board, if a local health board exists in the area affected by the ordinance, shall approve the ordinance by a majority vote.

(Code 1973, § 2.08.020)

**State Law reference**— Similar provisions, MCA 7-1-4136, 7-4-4114(2), 7-4-4303—7-4-4306, 7-5-106, 7-5-4102, 7-5-4122, 7-5-4205, 7-5-4206.

# Montana Code Annotated 2017

## TITLE 7. LOCAL GOVERNMENT

### CHAPTER 4. OFFICERS AND EMPLOYEES

#### Part 42. Compensation of Municipal Officers and Employees

## Salary Of Officers

**7-4-4201. Salary of officers.** The council shall determine by ordinance or resolution the salaries and compensation of elected and appointed city officers and all city employees.

**History:** Ap.p. Secs. 4763, 4789, Pol. C. 1895; re-en. Secs. 3239, 3258, Rev. C. 1907; re-en. Secs. 5018, 5028, R.C.M. 1921; re-en. Secs. 5018, 5028, R.C.M. 1935; Secs. 11-724, 11-734, R.C.M. 1947; Ap.p. Sec. 4764, Pol. C. 1895; re-en. Sec. 3240, Rev. C. 1907; amd. Sec. 1, Ch. 111, L. 1913; re-en. Sec. 5019, R.C.M. 1921; re-en. Sec. 5019, R.C.M. 1935; amd. Sec. 1, Ch. 50, L. 1943; amd. Sec. 1, Ch. 188, L. 1949; amd. Sec. 1, Ch. 115, L. 1951; amd. Sec. 1, Ch. 76, L. 1953; amd. Sec. 1, Ch. 170, L. 1955; amd. Sec. 1, Ch. 179, L. 1961; amd. Sec. 1, Ch. 142, L. 1963; amd. Sec. 1, Ch. 158, L. 1965; amd. Sec. 1, Ch. 224, L. 1967; amd. Sec. 1, Ch. 297, L. 1969; Sec. 11-725, R.C.M. 1947; Ap.p. Sec. 4767, Pol. C. 1895; re-en. Sec. 3243, Rev. C. 1907; re-en. Sec. 5022, R.C.M. 1921; re-en. Sec. 5022, R.C.M. 1935; amd. Sec. 1, Ch. 69, L. 1939; amd. Sec. 1, Ch. 46, L. 1947; amd. Sec. 3, Ch. 76, L. 1953; amd. Sec. 2, Ch. 170, L. 1955; amd. Sec. 3, Ch. 179, L. 1961; amd. Sec. 2, Ch. 142, L. 1963; amd. Sec. 3, Ch. 158, L. 1965; amd. Sec. 1, Ch. 189, L. 1967; Sec. 11-728, R.C.M. 1947; Ap.p. Sec. 4768, Pol. C. 1895; re-en. Sec. 3244, Rev. C. 1907; re-en. Sec. 5023, R.C.M. 1921; re-en. Sec. 5023, R.C.M. 1935; amd. Sec. 1, Ch. 25, L. 1943; amd. Sec. 2, Ch. 188, L. 1949; amd. Sec. 2, Ch. 115, L. 1951; amd. Sec. 4, Ch. 76, L. 1953; amd. Sec. 3, Ch. 170, L. 1955; amd. Sec. 4, Ch. 179, L. 1961; amd. Sec. 4, Ch. 158, L. 1965; amd. Sec. 1, Ch. 155, L. 1967; Sec. 11-729, R.C.M. 1947; Ap.p. Sec. 4770, Pol. C. 1895; re-en. Sec. 3246, Rev. C. 1907; amd. Sec. 1, Ch. 14, L. 1917; re-en. Sec. 5025, R.C.M. 1921; re-en. Sec. 5025, R.C.M. 1935; amd. Sec. 1, Ch. 124, L. 1945; amd. Sec. 3, Ch. 188, L. 1949; amd. Sec. 3, Ch. 115, L. 1951; amd. Sec. 5, Ch. 76, L. 1953; amd. Sec. 4, Ch. 170, L. 1955; amd. Sec. 5, Ch. 179, L. 1961; amd. Sec. 5, Ch. 158, L. 1965; amd. Sec. 1, Ch. 156, L. 1967; amd. Sec. 2, Ch. 146, L. 1974; Sec. 11-731, R.C.M. 1947; R.C.M. 1947, 11-724, 11-725(part), 11-728, 11-729, 11-731, 11-734(part); amd. Sec. 1, Ch. 221, L. 1979; amd. Sec. 1, Ch. 428, L. 1979; amd. Sec. 26, Ch. 443, L. 1979.

MCA Contents / TITLE 7 / CHAPTER 5 / Part 41 / 7-5-4110 Compensatio...

# Montana Code Annotated 2017

TITLE 7. LOCAL GOVERNMENT

CHAPTER 5. GENERAL OPERATION AND CONDUCT OF BUSINESS


Part 41. Conduct of Municipal Government

## Compensation And Duties Of City Employees

**7-5-4110. Compensation and duties of city employees.** The city or town council has power to fix the compensation and to prescribe the duties of all employees of the city or town, subject to the limitations mentioned in this code.

**History:** En. Subd. 47, Sec. 5039, R.C.M. 1921; amd. Sec. 1, Ch. 115, L. 1925; amd. Sec. 1, Ch. 20, L. 1927; re-en. Sec. 5039.46, R.C.M. 1935; R.C.M. 1947, 11-949(part).

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Created by  LAWS

# Montana Code Annotated 2017

## TITLE 7. LOCAL GOVERNMENT

### CHAPTER 5. GENERAL OPERATION AND CONDUCT OF BUSINESS

#### Part 41. Conduct of Municipal Government

## Powers And Duties Of Mayor Related To Administration And Executive Function

**7-5-4102. Powers and duties of mayor related to administration and executive function.** (1) The mayor may:

(a) communicate to the council, at the beginning of each session and more often if considered necessary, a statement of the affairs of the city or town, with recommendations that the mayor considers proper;

(b) recommend to the council measures connected with the public health, cleanliness, and ornament of the city or town and the improvement of the government and finances that the mayor considers expedient;

(c) call special meetings of the council;

(d) cause to be presented, once in 3 months, a full statement of the financial condition of the city or town;

(e) bid for the city or town on any property sold at a tax or judicial sale whenever the city or town is an interested party;

(f) procure and have in the mayor's custody the seal of the city or town;

(g) take and administer oaths;

(h) perform other duties that may be prescribed by law or by resolution or ordinance of the council.

(2) The mayor is the presiding officer of the council and shall sign the journals of the council and all warrants on the city treasury and decide all ties by vote. The mayor has no other vote.

**History:** (1)En. Sec. 367, 5th Div. Comp. Stat. 1887; amd. Sec. 13, p. 126, L. 1893; amd. Sec. 4781, Pol. C. 1895; re-en. Sec. 3250, Rev. C. 1907; re-en. Sec. 5030, R.C.M. 1921; Cal. Pol. C. Sec. 4386; re-en. Sec. 5030, R.C.M. 1935; amd. Sec. 1, Ch. 535, L. 1975; Sec. 11-802, R.C.M. 1947; (2)En. Sec. 4782, Pol. C. 1895; re-en. Sec. 3251, Rev. C. 1907; re-en. Sec. 5031, R.C.M. 1921; re-en. Sec. 5031, R.C.M. 1935; Sec. 11-803, R.C.M. 1947; R.C.M. 1947, 11-802(part), 11-803; amd. Sec. 4, Ch. 311, L. 1979; amd. Sec. 465, Ch. 61, L. 2007.



# Montana Code Annotated 2017

TITLE 7. LOCAL GOVERNMENT  
CHAPTER 4. OFFICERS AND EMPLOYEES  
Part 43. Office of Mayor

## Powers Of Mayor Related To Municipal Officers, Personnel, And Citizens

**7-4-4303. Powers of mayor related to municipal officers, personnel, and citizens.** The mayor has power to:

- (1) nominate and, with the consent of the council, appoint all nonelective officers of the city or town provided for by the council, except as provided in this title;
- (2) suspend and, with the consent of the council, remove any nonelective officer, stating in the suspension or removal the cause for the removal;
- (3) supervise the discharge of official duty by all subordinate officers;
- (4) require of any of the officers of a city or town an exhibit of the officer's books and papers;
- (5) request that the governor call out the militia to aid the mayor in suppressing riots or other disorderly conduct, preventing and extinguishing fires, securing the peace and safety of the city or town, or carrying into effect any law or ordinance.

**History:** En. Sec. 367, 5th Div. Comp. Stat. 1887; amd. Sec. 13, p. 126, L. 1893; amd. Sec. 4781, Pol. C. 1895; re-en. Sec. 3250, Rev. C. 1907; re-en. Sec. 5030, R.C.M. 1921; Cal. Pol. C. Sec. 4386; re-en. Sec. 5030, R.C.M. 1935; amd. Sec. 1, Ch. 535, L. 1975; R.C.M. 1947, 11-802(part); amd. Sec. 9, Ch. 485, L. 1997.

**AGENDA ITEM   C**  
**Unfinished   X   New Business**

**To Be Submitted BEFORE Noon on the Thursday before the Council Meeting**

Submission Date 09-21-17 Time: \_\_\_\_\_

Person Submitting the Agenda Item Mayor   X   Yes    No

Council Member Submitting the Agenda Item Request? Name \_\_\_\_\_ Initial   

2nd Council Member Submitting the Agenda Item Request? Name \_\_\_\_\_ Initial   

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name Stevensville Main Street Association

Citizen's Contact Phone Number \_\_\_\_\_ Citizen's email address \_\_\_\_\_

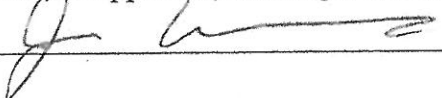
**Requested Council Meeting Date for Item: 09-25-17**

Agenda Topic: **Discussion/decision: Hiring of a Part-time, 20 hour/week Police Records Clerk**

Backup Documents Attached   X   Yes    No

If no, why not? \_\_\_\_\_  
\_\_\_\_\_

Approved/Disapproved, If Approved, Meeting Date for Consideration 09-25-17

Mayor Signature  Date 9-21-17

Requestor Contacted Date    -    -    Time    by Whom   

If this request is disapproved, please list the date it will be placed before the council. Date    -    -    If the request is not valid, please annotate the reason it is not a valid item for consideration.

\_\_\_\_\_  
\_\_\_\_\_

## Town of Stevensville Police Records Clerk Position Description

Job Title: Police Records Clerk

Department: Police Department

Supervisor: Police Chief

Supervision exercised: None

### **Position Overview**

The position provides office support to the department including typing/transcribing of reports and forms, filing, data entry into a records management system, copying, faxing, mail distribution and other miscellaneous duties.

Processes and routes all casework related documents generated in the police department.

Act as a liaison for the department with the Town and County Attorneys.

### **Essential Duties and Responsibilities**

#### ***Clerical***

1. Data entry local computer systems
2. Respond to inquiries from the public
3. Receive information in person, by telephone, radio or computer and forward to the appropriate individual or agency. Take complete and accurate messages as required.
4. Type official reports, statements, memorandums, letters, and other correspondence from audio recordings, written drafts or dictation.
5. Routes assigned reports to appropriate investigator or officer.
6. Scan reports and attachments.

## Town of Stevensville Police Records Clerk Position Description

### Essential Duties and Responsibilities

#### *Records*

1. Forward necessary reports to the City and County Attorneys as well as other local, county, and state agencies.
2. Coordinate with outside attorneys and insurance companies; supplying them with copies of reports, video recordings and photographs.
3. Maintain police department files.
4. Track court dispositions.
5. At the direction of the Police Chief, maintain the police department evidence bay.

### Required Knowledge, Skills, Abilities

Have the ability to communicate effectively and courteously with the general public and staff

Have the ability to listen to others for understanding their needs and situation.

Must strive to promote a cooperative atmosphere in the department and work closely with other staff members.

Ability to speak and write English effectively

Ability to produce quality, accurate work and utilize work time properly and productively

### Required Knowledge, Skills, Abilities (continued)

Must be able to assess problems and situations, anticipate needs and evaluate alternatives.

Must maintain confidentiality on department related items

## **Town of Stevensville Police Records Clerk Position Description**

### **Minimum Qualifications**

High School graduate or its equivalent

One year related experience performing responsible clerical duties

One year training and/or experience in the operation of a computer using word processing software and database applications

Must be a proficient typist

Must satisfactorily pass a comprehensive background investigation

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid Montana driver's license within six months of hire

### **Preferred Training and Experience**

Degree from an accredited college or university

Experience using transcription equipment

Computer experience including working knowledge of MS Office 2010 (including Excel, Word, PowerPoint)

### **Work Environment**

This position interacts with the public; must deal with the public both courteously and firmly

Position works in an office environment, with exposure to computer screens and working closely with others

The Town of Stevensville is a smoke-free environment

**Town of Stevensville  
Police Records Clerk Position Description**

**Essential Physical Requirement**

While performing duties of this job, the employee is required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.

Hand eye coordination is necessary to operate various pieces of office equipment.

Perform repetitive movements with hands and wrists on a keyboard, and manages documents stored in standard file cabinet.

Must be able to speak and hear.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

May include some light lifting (10-30 pounds).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

[Print](#) | [Close Window](#)

Subject: Records Clerk Position  
From: james@townofstevensville.com  
Date: Wed, Sep 13, 2017 9:43 pm  
To: "jimc@townofstevensville.com" <jimc@townofstevensville.com>

Jim,

I have been thinking about this issue with the Records Clerk position. I feel that my budget has been systematically hacked over the years while other departments have grown. How many employees do we have in water/sewer and streets/parks? How many positions have I lost due to budget cuts. The workload hasn't decreased yet my manpower has. If there is work to be done, then someone should be doing that work. Right now, there is work that is not being done which will have to be done soon. This will require that I pull somebody away from their regular job (probably me) to do the work that must be done. It is the typical robbing Peter to pay Paul scenario. We have to stop doing business that way.

I really need a full-time clerk but if there is no way to make that happen, then I need the position to be broken apart. The only way that this will work in all fairness is to allocate the amount of money necessary to each department according to the workload that the individual department has for the position. For example, if Jeff really needs to have someone 20 hours a week, then he should budget for that and hire a person at 20 hours a week. I do not want the GSC position to be funded by the police department any longer. I do not get the GSC for the amount of time that I am paying for. If there truly is that much work in the FD then they should have the GSC the majority of the time. The money is all coming from the same place and there isn't enough time for the GSC to do everyone's projects, so the logical alternative is to hire someone else to do the work that exists. I don't really see this as an option. It needs to be done.

I would like to formally request that the position of GSC be broken up and that I be allowed to have my Records Clerk full-time or at least 20 hours a week.

Chief James Marble  
Stevensville Police Department  
206 Buck St.  
Stevensville, MT 59870  
james@townofstevensville.com  
(406) 777-3011 Office  
(406) 381-9550 Cell  
(406) 777-4284 fax

Messages and attachments sent to or from this e-mail account pertaining to Town of Stevensville business may be considered public record (2-6-202, Montana Code Annotated) or private records depending on the message content under Montana's Right To Know (Article II Sec 9, Montana Constitution). The Town of Stevensville is often required by law to provide public records to individuals requesting them. The Town of Stevensville is also required by law to protect private, confidential information. This message is intended for the use of the individual or entity named above. If you are not the intended recipient of this transmission, please notify the sender immediately, do not forward the message to anyone, and delete all copies. Thank you.

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**AGENDA ITEM E**

**Unfinished X New Business**

**To Be Submitted BEFORE Noon on the Thursday before the Council Meeting**

Submission Date 6-19-18 Time: \_\_\_\_\_

Person Submitting the Agenda Item Mayor  Yes  No

Council Member Submitting the Agenda Item Request? Name Bob Michalson Initial RM

2nd Council Member Submitting the Agenda Item Request? Name Barker Initial JB

If you are a Citizen is Submitting the Agenda Item Request please print your Name  
Name \_\_\_\_\_

Citizen's Contact Phone Number \_\_\_\_\_ Citizen's email address \_\_\_\_\_

**Requested Council Meeting Date for Item: 6-25-18**

Agenda Topic: Council Discussion/Decision to establish the wage for the for Public Works Assistant.

Backup Documents Attached  Yes  No

If no, why not? Additional backup documents are attached to the previous agenda item.

Approved/Disapproved, If Approved, Meeting Date for Consideration \_\_\_ - \_\_\_ - \_\_\_

Mayor Signature \_\_\_\_\_ Date \_\_\_ - \_\_\_ - \_\_\_

Requestor Contacted Date \_\_\_ - \_\_\_ - \_\_\_ Time \_\_\_\_\_ by Whom \_\_\_\_\_

If this request is disapproved, please list the date it will be placed before the council. Date \_\_\_ - \_\_\_ - \_\_\_

If the request is not valid, please annotate the reason it is not a valid item for consideration.

\_\_\_\_\_  
\_\_\_\_\_





## Town of **Stevensville** Montana

An invitation to apply for the position of  
**Public Works Assistant**  
**\$ 15.00 - 18.00/hour D.O.E**  
 Plus Excellent Benefits  
 Estimated Employment Start: July 2018

### **Stevensville, Montana**

Committed to Community, Dedicated to Progress

Nestled in the Bitterroot Valley between the Sapphire & Bitterroot Mountains, Stevensville, Montana, is a thriving and growing community with a small-town charm. Stevensville's affordable housing, growing downtown, and high achieving K-12 public schools, make it a choice destination for families and working professionals alike. Those who crave the outdoors will appreciate Stevensville's prime location close to skiing, hiking, camping, lakes and beaches, and other recreational pursuits. Stevensville is centered between Missoula, Montana's 2nd Largest City offering a diverse culture and recreational opportunities for everyone, and Hamilton the Ravalli County Seat all within a short drive. Stevensville is a fantastic place to put down roots.

**Nature of Work:** The Public Works Assistant is a full-time support position to the Public Works Director. The position performs variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

### **General Functions:**

- Assembles and distributes Council meeting packets.
- Assist in the implementation of goals and objectives.
- Identify maintenance problems and areas.
- Provide park, tree, weed, cemetery, road maintenance, water and wastewater services.
- Implement policies and procedures.
- Perform repair and maintenance projects; select appropriate equipment and materials to complete the work according to specifications, written and/or verbal instructions, and established procedures.
- Operate some heavy equipment; drive trucks; visually inspect areas for safety; lift 50 pounds or more and climb ladders.
- Conduct appropriate wastewater tests, take wastewater and water samples, and file reports as required.

### **Requirements of Work:**

- Use a variety of hand and power tools.
- Perform the variety of skills needed to perform major duties.
- Establish and maintain positive working relationships with Town employees, supervisors, and the general public.
- Perform strenuous manual labor under adverse conditions when necessary.
- Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Communicate effectively both verbally and in writing.

### **Working Conditions and Physical Demands:**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

### **Behavioral Standards:**

Respectful, courteous, and friendly to customers, other Town employees, and Town leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other Town employees. Gets along with co-workers and managers. Positively represents the Town, maintaining the trust Town residents have placed in each of us. Demonstrates honest and ethical behaviors.

### **Minimum Qualifications:**

Graduation from a high school or GED equivalent. A valid Montana Driver License in good standing. Knowledge of wastewater/water treatment, operation of heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys.

### **To Apply:**

To apply, please send a cover letter, resume and Application to The Human Resources Department, PO Box 30, Stevensville, MT 59870 or [april@townofstevensville.com](mailto:april@townofstevensville.com) Fax: (406) 777-4284

### **Special Requirements:**

This position requires wastewater treatment Class 1 and water treatment and distribution certifications.

Within 18 months of employment, this position is required to take and pass the Montana State Certification Exam for wastewater treatment Class 1 and begin studying for the Montana State Certification Exam for water treatment and distribution.

Water treatment and distribution certification must be attained within 12 months of completing the wastewater treatment certification.

Montana Class B CDL license is required within one year of hire.

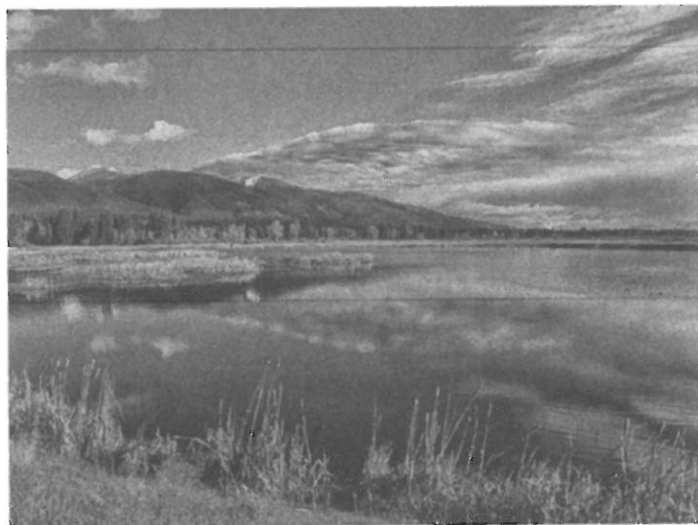
**Your résumé, cover letter, and application must be received for your application to be complete.**

**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL JUNE 15TH, 2018 AT 5:00pm.**

**The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.**

**The Town of Stevensville is proud to be an Equal Opportunity / Veteran's Preference Employer**

**Learn more about the Town of Stevensville at [www.townofstevensville.com](http://www.townofstevensville.com)**



**Job Title:** Public Works Assistant

**Department:** Public Works

**Supervisor:** Public Works Director

### **DEFINITION**

Under general direction, this position provides parks, tree, weed, cemetery, streets and swimming pool maintenance services, operates and maintains water treatment plant and wells, and wastewater plant, along with water mains and sewer mains, and performs a variety of technical tasks relative to assigned areas of responsibility.

Performs skilled maintenance work, and operates specialized automotive and/or maintenance equipment, in addition to a wide variety of other equipment. Performs a variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

### **ESSENTIAL DUTIES**

Assist in the implementation of goals and objectives; identify maintenance problems and areas; provide park, tree, weed, cemetery, road maintenance, water and wastewater services; implement policies and procedures.

Perform park, cemetery, road repair and maintenance, water and wastewater repair and maintenance projects; select appropriate equipment and materials to complete the work according to specifications, written and/or verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished; use hand and power tools; communicate; operate some heavy equipment; drive trucks; have good depth perception; walk distances on uneven ground; visually inspect areas for safety; lift 50 pounds or more and climb ladders.

Conduct appropriate wastewater tests, take wastewater and water samples, and file reports as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Skill to:**

Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools;

Watch gauges, dials or other indicators to make sure machines are working properly.

**Ability to:**

Use a variety of hand and power tools.

Perform the variety of skills needed to perform major duties.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Perform strenuous manual labor under adverse conditions when necessary.

Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Communicate effectively both verbally and in writing.

**KNOWLEDGE**

This position is required to possess knowledge of wastewater/water treatment, operation of heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 - 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

**EXPERIENCE AND TRAINING GUIDELINES**

This position requires wastewater treatment Class 1 and water treatment and distribution certifications. Within 18 months of employment, this position is required to take and pass the Montana State Certification Exam for wastewater treatment Class 1 and begin studying for the Montana State Certification Exam for water treatment and distribution. Water treatment and distribution certification must be attained within 12 months of completing the wastewater treatment certification.

**MINIMUM REQUIREMENTS**

Graduation from a high school or GED equivalent. A valid Montana Driver's License in good standing. Montana Class B CDL license required within one year of hire.

**LICENSE OR CERTIFICATE**

Wastewater treatment Class 1 certification within 18 months of hire.

Water treatment and distributions certifications within 12 months of wastewater certification.

**ACKNOWLEDGEMENT:**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**AGENDA ITEM F**

**Unfinished X New Business**

**To Be Submitted BEFORE Noon on the Thursday before the Council Meeting**

Submission Date 6-19-18 Time: \_\_\_\_\_

Person Submitting the Agenda Item Mayor \_\_\_ Yes X No

Council Member Submitting the Agenda Item Request? Name Bob Michalson Initial BM

2nd Council Member Submitting the Agenda Item Request? Name Barker Initial SB

If you are a Citizen is Submitting the Agenda Item Request please print your Name  
Name \_\_\_\_\_

Citizen's Contact Phone Number \_\_\_\_\_ Citizen's email address \_\_\_\_\_

**Requested Council Meeting Date for Item: 6-25-18**

Agenda Topic: Council Discussion/Decision to approve Position Description for Public Works Assistant.

Backup Documents Attached X Yes \_\_\_ No

If no, why not? \_\_\_\_\_  
\_\_\_\_\_

Approved/Disapproved, If Approved, Meeting Date for Consideration \_\_\_ - \_\_\_ - \_\_\_

Mayor Signature \_\_\_\_\_ Date \_\_\_ - \_\_\_ - \_\_\_

Requestor Contacted Date \_\_\_ - \_\_\_ - \_\_\_ Time \_\_\_\_\_ by Whom \_\_\_\_\_

If this request is disapproved, please list the date it will be placed before the council. Date \_\_\_ - \_\_\_ - \_\_\_

If the request is not valid, please annotate the reason it is not a valid item for consideration.

\_\_\_\_\_  
\_\_\_\_\_

The duties and responsibilities of the Mayor and the Town Council are clearly defined in the Montana Code and the Stevensville Municipal Code.

It is the Town Council that approves job descriptions, employee and officer duties and responsibilities and establishes compensation.

Resolution 366 was properly rescinded on April 14, 2016 by the Town Council. Resolution 366 gave the Mayor authority not prescribed in the Montana Code. The Town Council rectified this issue by rescinding Resolution 366. The Mayor and Town Council only have powers as delineated by the Montana Code. This was confirmed with the Town Attorney by the Council President in a verbal conversation on June 13<sup>th</sup>, 2018.

The Mayor has created a Job Position and Position Description for a Public Works Assistant.

This position does not formally exist, there is no Council approved Position Description and the Wage was not established by Council Resolution nor the Budget properly amended to reflect the wage.

Resolution 417 established wages for all town officers and employees.

Resolution 417 does not reflect a Public Works Assistant, nor the wage the mayor is proposing.

Sec. 2-57. - Prescribing duties and compensation of municipal officers.

The council has power to fix compensation, and to prescribe the duties of all officers and employees of the town, subject to the limitations mentioned in MCA title 7.

**State Law reference—** Similar provisions, MCA 7-4-4201.



## Sec. 2-24. - Powers.

The mayor is the chief executive officer of the town, and has power:

- (1) To nominate and, with the consent of the council, to appoint all nonelective officers of the town, provided for by the council, except as otherwise provided by law.
- (2) To suspend and, with the consent of the council, to remove any nonelective officer, stating in the suspension or removal the cause thereof.
- (3) To cause the ordinances of the town to be executed, and to supervise the discharge of official duty by all subordinate officers.
- (4) To communicate to the council, at the beginning of every session, and more often if deemed necessary, a statement of the affairs of the town, with such recommendations as he may deem proper.
- (5) To recommend to the council such measures connected with the public health, cleanliness, and ornament of the town, and the improvement of the government and finances, as he deems expedient.
- (6) To approve all ordinances and resolutions of the council adopted by it, and, in case the same do not meet his approbation, to return the same to the next regular meeting of the council, with his objections in writing. No ordinance or resolution so vetoed by the mayor shall go into effect unless the same is afterwards passed by two-thirds vote of the whole number of members of the council.
- (7) To veto any objectionable part of a resolution or ordinance, and approve the other parts. If the mayor fails to return any resolution or ordinance as aforesaid, the same takes effect without further action.
- (8) To call special meetings of the council, and when so called he must state by message the object of the meetings, and the business of the meetings must be restricted to the object stated.
- (9) To cause to be presented, once in three months, a full and complete statement of the financial condition of the town.
- (10) To bid in for the town any property sold at a tax or judicial sale, where the town is a party or is in any way interested.
- (11) To procure and have in his custody the seal of the town.
- (12) To take and administer oaths.

- (13) To request that the governor call out the militia to aid the mayor in suppressing riots or other disorderly conduct, preventing and extinguishing fires, securing the peace and safety of the town, or carrying into effect any law or ordinance.
- (14) To require of any of the officers of the town an exhibit of his books and papers.
  - (15) To grant pardons and remit fines and forfeitures for offenses against municipal ordinances, when in his judgment public justice would be thereby served; but he must report all pardons granted, with the reasons therefor, to the next council.
- (16) To perform such other duties as may be prescribed by law or by resolution or ordinance of the council.
- (17) To exercise such power as may be vested in him by ordinance, in and over all places within five miles of the boundaries of the town, for the purpose of enforcing the health and quarantine ordinances and regulations thereof. The board of county commissioners affected by the ordinance and the local health board, if a local health board exists in the area affected by the ordinance, shall approve the ordinance by a majority vote.

(Code 1973, § 2.08.020)

**State Law reference**— Similar provisions, MCA 7-1-4136, 7-4-4114(2), 7-4-4303—7-4-4306, 7-5-106, 7-5-4102, 7-5-4122, 7-5-4205, 7-5-4206.

# Montana Code Annotated 2017

## TITLE 7. LOCAL GOVERNMENT

### CHAPTER 4. OFFICERS AND EMPLOYEES

#### Part 42. Compensation of Municipal Officers and Employees

## Salary Of Officers

**7-4-4201. Salary of officers.** The council shall determine by ordinance or resolution the salaries and compensation of elected and appointed city officers and all city employees.

**History:** Ap.p. Secs. 4763, 4789, Pol. C. 1895; re-en. Secs. 3239, 3258, Rev. C. 1907; re-en. Secs. 5018, 5028, R.C.M. 1921; re-en. Secs. 5018, 5028, R.C.M. 1935; Secs. 11-724, 11-734, R.C.M. 1947; Ap.p. Sec. 4764, Pol. C. 1895; re-en. Sec. 3240, Rev. C. 1907; amd. Sec. 1, Ch. 111, L. 1913; re-en. Sec. 5019, R.C.M. 1921; re-en. Sec. 5019, R.C.M. 1935; amd. Sec. 1, Ch. 50, L. 1943; amd. Sec. 1, Ch. 188, L. 1949; amd. Sec. 1, Ch. 115, L. 1951; amd. Sec. 1, Ch. 76, L. 1953; amd. Sec. 1, Ch. 170, L. 1955; amd. Sec. 1, Ch. 179, L. 1961; amd. Sec. 1, Ch. 142, L. 1963; amd. Sec. 1, Ch. 158, L. 1965; amd. Sec. 1, Ch. 224, L. 1967; amd. Sec. 1, Ch. 297, L. 1969; Sec. 11-725, R.C.M. 1947; Ap.p. Sec. 4767, Pol. C. 1895; re-en. Sec. 3243, Rev. C. 1907; re-en. Sec. 5022, R.C.M. 1921; re-en. Sec. 5022, R.C.M. 1935; amd. Sec. 1, Ch. 69, L. 1939; amd. Sec. 1, Ch. 46, L. 1947; amd. Sec. 3, Ch. 76, L. 1953; amd. Sec. 2, Ch. 170, L. 1955; amd. Sec. 3, Ch. 179, L. 1961; amd. Sec. 2, Ch. 142, L. 1963; amd. Sec. 3, Ch. 158, L. 1965; amd. Sec. 1, Ch. 189, L. 1967; Sec. 11-728, R.C.M. 1947; Ap.p. Sec. 4768, Pol. C. 1895; re-en. Sec. 3244, Rev. C. 1907; re-en. Sec. 5023, R.C.M. 1921; re-en. Sec. 5023, R.C.M. 1935; amd. Sec. 1, Ch. 25, L. 1943; amd. Sec. 2, Ch. 188, L. 1949; amd. Sec. 2, Ch. 115, L. 1951; amd. Sec. 4, Ch. 76, L. 1953; amd. Sec. 3, Ch. 170, L. 1955; amd. Sec. 4, Ch. 179, L. 1961; amd. Sec. 4, Ch. 158, L. 1965; amd. Sec. 1, Ch. 155, L. 1967; Sec. 11-729, R.C.M. 1947; Ap.p. Sec. 4770, Pol. C. 1895; re-en. Sec. 3246, Rev. C. 1907; amd. Sec. 1, Ch. 14, L. 1917; re-en. Sec. 5025, R.C.M. 1921; re-en. Sec. 5025, R.C.M. 1935; amd. Sec. 1, Ch. 124, L. 1945; amd. Sec. 3, Ch. 188, L. 1949; amd. Sec. 3, Ch. 115, L. 1951; amd. Sec. 5, Ch. 76, L. 1953; amd. Sec. 4, Ch. 170, L. 1955; amd. Sec. 5, Ch. 179, L. 1961; amd. Sec. 5, Ch. 158, L. 1965; amd. Sec. 1, Ch. 156, L. 1967; amd. Sec. 2, Ch. 146, L. 1974; Sec. 11-731, R.C.M. 1947; R.C.M. 1947, 11-724, 11-725(part), 11-728, 11-729, 11-731, 11-734(part); amd. Sec. 1, Ch. 221, L. 1979; amd. Sec. 1, Ch. 428, L. 1979; amd. Sec. 26, Ch. 443, L. 1979.

MCA Contents / TITLE 7 / CHAPTER 5 / Part 41 / 7-5-4110 Compensatio...

# Montana Code Annotated 2017

TITLE 7. LOCAL GOVERNMENT

CHAPTER 5. GENERAL OPERATION AND CONDUCT OF BUSINESS


Part 41. Conduct of Municipal Government

## Compensation And Duties Of City Employees

**7-5-4110. Compensation and duties of city employees.** The city or town council has power to fix the compensation and to prescribe the duties of all employees of the city or town, subject to the limitations mentioned in this code.

**History:** En. Subd. 47, Sec. 5039, R.C.M. 1921; amd. Sec. 1, Ch. 115, L. 1925; amd. Sec. 1, Ch. 20, L. 1927; re-en. Sec. 5039.46, R.C.M. 1935; R.C.M. 1947, 11-949(part).

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# Montana Code Annotated 2017

## TITLE 7. LOCAL GOVERNMENT

### CHAPTER 5. GENERAL OPERATION AND CONDUCT OF BUSINESS

#### Part 41. Conduct of Municipal Government

## Powers And Duties Of Mayor Related To Administration And Executive Function

**7-5-4102. Powers and duties of mayor related to administration and executive function.** (1) The mayor may:

(a) communicate to the council, at the beginning of each session and more often if considered necessary, a statement of the affairs of the city or town, with recommendations that the mayor considers proper;

(b) recommend to the council measures connected with the public health, cleanliness, and ornament of the city or town and the improvement of the government and finances that the mayor considers expedient;

(c) call special meetings of the council;

(d) cause to be presented, once in 3 months, a full statement of the financial condition of the city or town;

(e) bid for the city or town on any property sold at a tax or judicial sale whenever the city or town is an interested party;

(f) procure and have in the mayor's custody the seal of the city or town;

(g) take and administer oaths;

(h) perform other duties that may be prescribed by law or by resolution or ordinance of the council.

(2) The mayor is the presiding officer of the council and shall sign the journals of the council and all warrants on the city treasury and decide all ties by vote. The mayor has no other vote.

**History:** (1)En. Sec. 367, 5th Div. Comp. Stat. 1887; amd. Sec. 13, p. 126, L. 1893; amd. Sec. 4781, Pol. C. 1895; re-en. Sec. 3250, Rev. C. 1907; re-en. Sec. 5030, R.C.M. 1921; Cal. Pol. C. Sec. 4386; re-en. Sec. 5030, R.C.M. 1935; amd. Sec. 1, Ch. 535, L. 1975; Sec. 11-802, R.C.M. 1947; (2)En. Sec. 4782, Pol. C. 1895; re-en. Sec. 3251, Rev. C. 1907; re-en. Sec. 5031, R.C.M. 1921; re-en. Sec. 5031, R.C.M. 1935; Sec. 11-803, R.C.M. 1947; R.C.M. 1947, 11-802(part), 11-803; amd. Sec. 4, Ch. 311, L. 1979; amd. Sec. 465, Ch. 61, L. 2007.

# Montana Code Annotated 2017

TITLE 7. LOCAL GOVERNMENT  
CHAPTER 4. OFFICERS AND EMPLOYEES  
Part 43. Office of Mayor

## Powers Of Mayor Related To Municipal Officers, Personnel, And Citizens

**7-4-4303. Powers of mayor related to municipal officers, personnel, and citizens.** The mayor has power to:

- (1) nominate and, with the consent of the council, appoint all nonelective officers of the city or town provided for by the council, except as provided in this title;
- (2) suspend and, with the consent of the council, remove any nonelective officer, stating in the suspension or removal the cause for the removal;
- (3) supervise the discharge of official duty by all subordinate officers;
- (4) require of any of the officers of a city or town an exhibit of the officer's books and papers;
- (5) request that the governor call out the militia to aid the mayor in suppressing riots or other disorderly conduct, preventing and extinguishing fires, securing the peace and safety of the city or town, or carrying into effect any law or ordinance.

**History:** En. Sec. 367, 5th Div. Comp. Stat. 1887; amd. Sec. 13, p. 126, L. 1893; amd. Sec. 4781, Pol. C. 1895; re-en. Sec. 3250, Rev. C. 1907; re-en. Sec. 5030, R.C.M. 1921; Cal. Pol. C. Sec. 4386; re-en. Sec. 5030, R.C.M. 1935; amd. Sec. 1, Ch. 535, L. 1975; R.C.M. 1947, 11-802(part); amd. Sec. 9, Ch. 485, L. 1997.