

Stevensville Special Town Council Meeting Minutes

for THURSDAY, APRIL 18, 2024, 5:30 PM 206 Buck Street, Town Hall

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Michalson called the meeting to order, councilmembers Barker, Brown, Nelson and Smith were all present.

2. Pledge of Allegiance

3. Public Comments (Public comment from citizens on items that are not on the agenda)

NONE

Mayor Michalson: I would like to suspend council rules and move new business item a for the approval of Deputy Clerk Andrena Case.

Councilmember Barker: make a motion to suspend council rules and move new business item a.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion? Jenelle, would you take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0, on to new business item a.

a. Discussion/Decision: Approval of New Deputy Clerk, Andrena Case

Councilmember Brown: I make a motion to approve new deputy clerk Andrena Case.

Councilmember Nelson: 2nd.

Mayor Michalson: we have a motion and a 2nd. I would like to comment that we have been searching for a deputy clerk for a while. There have been a lot of people come in front of Jenelle and Gina. When Andrena came in for her interview, what caught my eye she had 17 years at one job. I think that she will be a great fit.

Councilmember Barker: you list Scheels on your resume? Are you still working there?

Andrena Case: I have given my two-week notice.

Councilmember Smith: city government can get complicated are you ready for this.

Andrena Case: I am ready for the challenge.

Mayor Michalson: any comments from the public? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0, before we move on, I would like to swear her in. it is a good practice. And if you are an officer of the town, you should be sworn. (Mayor Michalson sworn in Andrena Case as the deputy clerk).

4. Unfinished Business

a. Discussion/Decision: Resolution No. 515A, a Resolution Amending the Personnel Policy Manual for the Town of Stevensville

Mayor Michalson: introduce unfinished business item a. Resolution No. 515A, a Resolution Amending the Personnel Policy Manual for the Town of Stevensville.

Councilmember Nelson: I make motion to approve Resolution No. 515A, a Resolution Amending the Personnel Policy Manual for the Town of Stevensville.

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council. I would like to make a note that on page 50, it is the page of the resolution should read 32 hours. Regular part time employee, 20 hours per week. Page 15, 1 year probation period. Page 19, exempt employee's will be paid for comp time, that was crossed out. Public works on call policy: they were getting 8 hours hourly rate, and you cannot get over 40 straight hours. Public works will receive \$160.00 with an hour away.

Councilmember Brown: the way that is worded it almost sounds like everyone in the rotation receives \$160.00 each week that is the way that it reads. I interpret it, it should say that it is the only person on the rotation. There are two of year every other week you are getting \$160.00. on an average how many times are you called out?

Glen Beise: it varies, some months we get 5 some times we get 1. Last night was the last time we got a call.

Cody Anderson: if the blower overheats, we get the call we have to go in and reset. It is pretty standard call out of 2 hours. Most cities it is a general call out of 2 hours of pay. We are asking for 8 hours of our time. \$160.00 is based on \$20.00 per hour. We are just asking to compensate us for being on call.

Councilmember Brown: I just wanted to get a number thing in front of me.

Cody Anderson: I get calls all the time, for all sorts of things, what we actually have to respond to is another thing. I wish I had an exact answer for you per week.

Councilmember Brown: they are getting there regular pay first.

Cody Anderson: we have to clock in at the plant when we get our trucks. Most towns have you clock in when you get the call. The idea is that if you want to have us clock in for our hours we have to go through two gates.

Mayor Michalson: what I am hearing is that you want public works employees that are on the on-call rotation should be cleaned up to say those on the rotation not all employees.

Councilmember Brown: do we have a set procedure for the on-call people. Should we be thinking of writing a procedure.

Cody Anderson: it is not in our job descriptions; we are very much about job descriptions and that is good for the public to see what we do. If we are going by job description, with a policy it should be a two hour call out minimum. I should get my 8 hours times what we get per hour.

Councilmember Brown: if we are going to have people on call, we should have a procedure for that. On page 50 fix the spelling error on spent. Clean up the language a little bit here.

Mayor Michalson: what if I put, and you are right, if a public work employee is part of the on-call ratio he or she should receive \$160.00 stipend and a 2 hour call out. Like they said they get into their pickups and run to the job site where they have to get called out.

Cody Anderson: 8 hours at our rate.

Mayor Michalson: what you are saying is 8 hours stipend per our wage. A public work employee that is part of the on-call rotation will receive 8 hours per their hourly rate.

Cody Anderson: a two-hour minimum call out. Anything after two hours is just our rate, but to think of the implications it is not fun, and if you are going to be disrupted that much and there is only two of us on call. Most towns have two hours.

Councilmember Smith: using the example to reset a breaker, you are saying that you want a two-hour minimum call out for a 5-minute reset.

Cody Anderson: yes, and if we do not do that reset then DEQ can be involved. If I was to hand the phone to anyone else but Glen no one person knows how to reset that. It has been being paid it is not a budget problem. We need to make this right for everyone. I am always on call, even if he is holding the phone. We are the two.

Glen Beis: Cody is so conscientious; he calls me and asks if I need help. It is rare that it is under two hours during a call out. The two-hour minimum is needed.

Councilmember Brown: that was my next question, the cell phone is town property. Is this in the budget are we going to have to make a budget amendment. What was the amount before?

Mayor Michalson: They were getting 16 hours straight time. Which was 56 hours, instead of 40 hours when they were on call.

Cody Anderson: it needs to be changed to a stipend legally.

Councilmember Brown: right now, it is.

Glen Beis: it would be approximately \$200.00 instead of the \$160.00.

Cody Anderson: that money has been in the budget before, we just want to make sure that it is done the right way.

Cody Anderson: we want the \$160.00 gone.

Mayor Michalson: an employee that is put on the on-call rotation will get his 8 hour at his hourly rate and a two hour call out.

Mayor Michalson: point of order.

Councilmember Brown: we need to put the stipend would equal the salaried rate.

Mayor Michalson: that is what I said, a public works employee that is put on the on-call rotation would get an 8-hour stipend based on his hourly rate and a two hour call out minimum.

Gina Crowe: in the system it can be set up at a base rate.

Cody Anderson: I am just asking are you able to set up two different rates?

Gina Crowe: you can set up two different rates but the way that they are talking about it, it is different. If there is a raise, then it has to change. If it is a stipend than it is set. It would have to be one hour at this rate, if you want to pay them 48 hours, but we cannot do. Yes, Cody it can be set at a different rate.

Glen Beise: what about a dollar amount instead of an hourly rate.

Councilmember Barker: can it be two rates.

Gina Crowe: you could set it up at two different rates. Then I would attach it to their timecard.

Councilmember Smith: where did the \$160.00 come from?

Mayor Michalson: do we want a public works employee that is put on the on-call rotation will receive....

Jenelle Berthoud: I am listening to this, could it say. Public Works Employee who is put on the on-call rotation will receive a stipend based on their hourly rate.

Mayor Michalson: with a two-hour minimum.

Jenelle Berthoud: need to be in a one-hour response time.

Cody Anderson: that is why we are asking for that amount.

Mayor Michalson: do we all agree with that.

Councilmember Brown: we just need to come up with the on-call policy/procedure.

Cody Anderson: I think that they need to be at least certified.

Mayor Michalson: I will put one together.

Jenelle Berthoud: does this need to reflect any particular day of the week?

Mayor Michalson: I will put it in the on-call policy. Next will be about Part time employees and short-term employees. Those that fall below the 40-hour work week in two consecutive pay periods.

Councilmember Smith: is this in compliance with MCA.

Gina Crowe: we set the policy, MMIA reviewed this.

Mayor Michalson: leave is to be submitted electronically and approved by your supervisor.

Councilmember Smith: I would suggest electronically and by paper.

Gina Crowe: we do not do this by paper anymore.

Councilmember Smith: well, I have seen where the electronics go down. No, we have a problem.

Gina Crowe: it has not been a problem. we are trying to do everything electronically.

Councilmember Brown: is this being submitted through your new payroll system.

Gina Crowe: yes, through Netchex.

Councilmember Brown: I would assume that that Netchex is tacking it.

Gina Crowe: it does track it.

Mayor Michalson: an employee that has passed the one-year qualifying period and has left the town can receive a cash compensation.

Councilmember Barker: page 27, sick leave.

Gina Crowe: temporary, seasonal and short term do not accrue sick leave.

Mayor Michalson: exempt employees will be taken out of paid holidays. Page 27. Page 38, travel and expense reimbursement. We changed it to employees will be compensated by the state rate for that year. Page 40, vehicle accidents, the town will pay up to \$1,000.00 of the deductible. and this is because we do not have a town vehicle, it should not go against the employee.

Councilmember Smith: so all employees have to turn in their insurance.

Gina Crowe: yes.

Mayor Michalson: town employees may participate in the benefit plan we took out part time, seasonal and short-term workers are not eligible. Regular employees that work at least 32 hours can participate in the benefit plan. It is the responsibility of the employee to make the necessary changes to their benefits plan. That is, it.

Glen Beise: can I address on more thing about the on-call. When the town decided that they were not going to pay the on-call anymore. We have still been caring the phone for the past four weeks so can we have that retroactive pay?

Mayor Michalson: if the council is okay with that, I can have Gina look into that.

Councilmember Nelson: all of these times have been recorded?

Glen Beise: I think so.

Councilmember Nelson: I understand that, they are asking to get paid for caring the phone.

Stephen Lassiter: it was before, and then when it stopped, I did not have any place to put that.

Councilmember Smith: to simplify my question how are we going to pay them if we do not have that recorded.

Mayor Michalson: it is a stipend.

Stephen Lassiter: 4 weeks.

Jenelle Berthoud: you are also taking this out of the context of the personnel policy and the resolution, I am just saying that we need to bring this back as a separate agenda item.

Councilmember Brown: so, you have not been clocking in?

Councilmember Barker: all that you have to do is look at who had the phone, and if there were any call outs.

Mayor Michalson: are we good with the changes at this time and I will bring back the retro pay next week.

Stephen Lassiter: I just have a question on the one-year probation? I have two employees that fall under that.

Mayor Michalson: they are grandfathered in.

Councilmember Barker: that was changed a year ago.

Mayor Michalson: anything else, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: no.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Passes 3-1.

5. New Business

MOVED TO BEGINNING OF THE MEETING

6. Town Council Comments

Councilmember Brown: I did not have anything against your stipend I just want to see the corrections.

7. Executive Report

Mayor Michalson: I have sent out 16 letters so far for cleanup.

8. Adjournment

Councilmember Smith

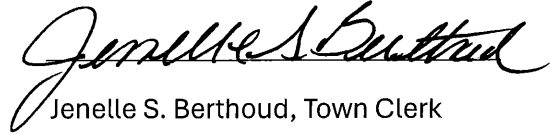
Councilmember Barker

APPROVE:

ATTEST:



Bob Michalson, Mayor



Jenelle S. Berthoud, Town Clerk