



**Stevensville Special Town Council Meeting  
Agenda for  
MONDAY, JUNE 03, 2019  
7:00 PM**

1. Call to Order and Roll Call
2. Unfinished Business
  - a. Discussion/Decision/Update regarding the Finance Officer and Town Clerk vacancies and completion of associated functions during the recruitment and on-boarding process
3. Public Comments
4. 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.

Comment made outside of these times may not be allowed.

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. 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.

**Item Attachment Documents:**

- a. Discussion/Decision/Update regarding the Finance Officer and Town Clerk vacancies and completion of associated functions during the recruitment and on-boarding process

## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	06/03/2019
<b>Agenda Topic:</b>	Discussion/Decision/Update regarding the Finance Officer and Town Clerk vacancies and completion of associated functions during the recruitment and on-boarding process
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	06/03/2019
<b>Notes:</b>	



**TOWN COUNCIL  
Council Communication**

**Special Town Council  
Meeting  
June 3, 2019**

**Agenda Item: 2a, Discussion/Decision/Update**  
  
Regarding the Finance Officer and Town Clerk vacancies and completion of associated functions during the recruitment and onboarding process

**Other Council Meetings**                      May 23, 2019  
  
**Exhibits**

*This agenda item provides Council with the ability to give direction to the Mayor on addressing staffing issues within the administration.*

**Background:**

Since April 12, 2019, the Town has received resignations from two critical positions within the administration. Town Clerk Audree Tribbensee and Finance Officer April VanTassel both resigned citing that bullying and harassment conditions created by the Town Council prevented them from continuing employment with the Town of Stevensville. Currently, the positions of Town Clerk and Finance Officer are vacant, and the Mayor had been administering the key tasks related to the positions in order to ensure the Town remains responsive to citizens needs and that the organization continues to operate.

At the May 23<sup>rd</sup> Town Council Meeting, Mayor Dewey sought approval from the Town Council to increase the Mayor’s compensation to accommodate the increase in workload and duties. The Council approved in a 2-1 vote, to increase the Mayors compensation by \$25.00 per hour for 30 hours per week.

Since that time, the Town Council has expressed concerns about the legality of increasing the compensation of the Mayor. Concerns have also been raised about the concentration of power between the offices of the Clerk, Finance Officer and Mayor.

In addition to the vacancies, the administration is preparing for the retirement of current Deputy Clerk Denise Philley. Mrs. Philley’s current workload consists of utility billing functions, cemetery records management, airport records management, and training the newly hired Deputy Clerk replacement. Administrative Assistant Britnee Rhodes commits 20 hours a week to assisting with clerical functions in the office. Miss Rhodes is responsible for collecting the mail, processing payments and fields public inquiries by phone and at the counter.

To-date, Mayor Dewey has prioritized the key tasks that are most critical between the Clerk and Finance Officer positions. These tasks include daily authorization of positive pay transactions, processing of claims, processing of payroll, processing of payroll liabilities, building council agendas & packets, public notices and vacancy postings. Mayor Dewey is the only person within the organization trained to complete the finance operations necessary

to keep the Towns operations running smoothly. The Town is currently behind in record filing, ledger entries and meeting minutes.

As of May 30<sup>th</sup>, no applications or inquiries have been received for either the position of Town Clerk or Finance Officer. The Finance Officer position closes 5/31/2019 and the Town Clerk position closes 6/7/2019. With the lack of interest so far in the positions, and the Council's reluctance to compensate the Mayor in administering the key functions of the Clerk and Finance Officer, the administration is seeking direction from the Town Council on how to address the vacancies and ensure that breakdowns don't occur and lead to further challenges for the Town.

The Town Council should consider other operations and daily functions that the administration is currently responsible for relative to workload. The following are a sampling of items that are underway that require the attention of the Mayor and administrative staff:

- **\*\*\*FY 2019/2020 budget\*\*\***
- Personnel training
- Swimming pool opening
- Spring Street repairs
- Visitors kiosk project
- Water project planning
- Personnel on-boarding
- Zoning/building plan reviews

The administration is interested in hearing solution-oriented direction from the Council that will address concerns relating to staffing, task completion, and most importantly assuring that service to citizens remains positive and that any impacts felt are minor.

**Board/Commission Recommendation:**  Applicable -  Not Applicable

**Alternative(s):**

**MOTION**

**I move to:**