

Franklin to the Fort Neighborhood Council Leadership Team Meeting Minutes

Date: March 25, 2015

Time: 6:00 p.m. – 8:00 p.m.

Location: Rosauers
2350 South Reserve Street
Missoula, MT 59801

Leadership Team Members Present: Jake Gardner, Matt Loomis and Michelle Cares

Others in Attendance: Corena Maurer, Neighborhood Assistant and Brad May

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1. Plan for upcoming General Meeting on July 14, 2015 (Band!) – Michelle will invite Parks to present and City Council Members to attend for Q&A. Who else does the leadership team want to present?
Remember to announce Osprey Neighborhood Night at the Ballpark
Add information on Catlin Street to the mailing about the BBQ
 2. Michelle Cares gave an update on the previous Community Forum Meeting.
 3. Bylaws Review – did not discuss
 4. Neighborhood Improvement Ideas : Small Grants / Budget – the leadership team brainstormed improvement ideas and Michelle will contact the Parks Department to set up a meeting about Franklin Park.
 5. There was a discussion of Catlin Street Speed Limit. Michelle will contact the Missoula Bike/Ped office to learn more.
 6. Assignment of Leadership Team Duties – No changes
 - Community Forum Representative – Michelle Cares
 - Community Forum Alternate – Jake Gardner
 - Chair/Co-Chair – Jake Gardner
 - Secretary
 - Treasurer
 7. Office of Neighborhoods Report – Corena Maurer gave an update on the upcoming bus tour. No leadership team members present will be able to attend. She also discussed the upcoming Osprey Neighborhood Night at the ballpark.

8. New Business
Greenways Field Trip April 7 – a biking field trip to identify good greenways in the Franklin to the Fort Neighborhood. In case of inclement weather, the meeting will be held in the Jack Reidy Conference Room and will utilize Google Maps. The Office of Neighborhood will provide more details and information.
MCPS Bond – will probably happen and will certainly impact Franklin School. The F2F Leadership Team will continue to monitor. Matt Loomis is on point for this.
4th Street Trail – Michelle Cares would like to bring this item up at the next meeting. Very few details have been presented.
Status of Boundary Line Readjustment – waiting on River Road to have a general meeting and vote on their boundary line readjustment, then F2F will be able to move forward.
9. Public comment on non-agenda items – Brad May asked a few questions on how best to contact the different city departments.
10. Announcements – The next Franklin to the Fort Leadership Team Meeting is April 28, 6:00 PM at Sunrise Coffee unless Jake Gardner alerts us otherwise and then the meeting will be at Rosauers.

Submitted by: Michelle Cares

Adopted February 13, 2001
Amended 3/18/04
Approved by CC 4/19/04
Amended 4/10/08

Franklin to Fort Neighborhood Council By-Laws
1.0 MEMBERSHIP

All residents of the Franklin to Fort Neighborhood Council area, as defined by City of Missoula Ordinance 3030, are members of the Neighborhood Council. Members are eligible to vote on all issues that come before the Neighborhood Council. Votes cast by Non-Members will not count and will be forwarded as a non-resident vote report. No person shall have more than one vote.

1.1 Decisions shall be made by a majority vote of all members present. Decisions made by a majority vote shall be accompanied by a vote tally, and shall include a summary of dissenting opinion(s). If submitted, minority report(s) reflecting the opinions other than the majority shall be attached. Responsibility for preparation of the minority report will rest with a designated member of the minority present at the time of the vote and be turned in to the Leadership Team of the Neighborhood Council no later than ten days after the vote.

2.0 LEADERSHIP TEAM:

Election to the Leadership Team of the Franklin to Fort Neighborhood Council shall be by a vote of the Members of the Neighborhood Council as close as practical to the month of February each year.

2.1 Nomination to Leadership Team will be from the floor at a regularly scheduled Neighborhood Council meeting. Individuals may nominate themselves.

2.2 The Nominees with the greatest number of votes will be placed on the leadership team until all vacancies have been filled.

2.3 Leadership Team composition shall attempt to reflect the diversity of the Neighborhood Council area.

2.4 If a vacancy occurs on the Leadership Team due to resignation, death or Member moving from this Neighborhood Council area; - nominations will be taken from the council for replacement candidates

and the vacant position shall be filled by a vote at the next regular meeting.

2.5 Leadership Team members are expected to provide consistent, cooperative and positive participation in the Neighborhood Council.

2.6 A leadership team member vacates his/her position by failing to attend 3 consecutive leadership team meetings or 2 leadership team meetings and the subsequent neighborhood council meeting without good

cause shown.

2.7 The Leadership Team shall be comprised of 5 to 7 members, which shall include the primary community forum representative. The terms of the Leadership Team shall be staggered, and one or two years in duration.

2.8 Leadership Team Members may not serve more than 6 consecutive years.

2.9 Duties of the Leadership Team:

1. Convene and administer at Neighborhood Council Meetings.
2. Report to Community Forum via the elected Community Forum Representative.
3. Report to City Council as necessary and with approval of the Leadership Team.
4. Record and submit minutes of meetings to the City Clerk.
5. Take attendance to be submitted as part of the minutes.
6. Set up and maintain a communication system between Members and/or City Government.
7. Submit majority and/or minority reports when provided.
8. Set and file meeting agendas with the City Clerk.
9. Create Committees as needed and coordinate its volunteers.
10. Account for and report expenses and income in accordance with City Fiscal Policy.
11. May publish a newsletter.
12. Respond to City Agencies on the Neighborhood Council's behalf and report back to the Neighborhood Council at the next regularly scheduled meeting.
13. Attempt to encourage participation of people in all Neighborhood Council activities.
14. Designate a neighborhood member to temporarily fill a vacated leadership team seat until the next neighborhood council meeting/election.

3.0 MEETINGS:

A regular meeting of the Franklin to Fort Neighborhood Council shall meet at least once a year.

3.1 Neighborhood Council meetings shall be conducted by a moderator nominated by the leadership team as approved by the Neighborhood Council.

3.2 Meetings shall be public meetings conducted pursuant to Montana's public participation laws. If necessary, a Three Minute Rule per member per issue may be initiated to expedite proceedings. In the event of unruly or otherwise unproductive behavior during Neighborhood Council meetings, Roberts Rules of Order shall be followed. Neighborhood Council meetings shall comply with Montana Open Meeting Law,

Public Participation in Government Operations Statute, and the Americans with Disabilities Act.

3.3 Leadership Team shall schedule meetings. However, a meeting may be called by any 20 Members of the Neighborhood Council who will designate a contact person to carry their request to the Leadership Team of the Franklin to Fort Neighborhood Council. The Leadership Team of the Franklin to Fort Council would have 7 days to respond to the contact person or that person then could appeal to the Community Forum for resolution of the issue for which the meeting was requested.

4.0 COMMITTEES: Committees of the Neighborhood Council shall be formed by the Leadership Team as needed. These may take the form of standing committees of permanent duration or ad-hoc committees focused on specific issues. Committee recommendations must be submitted to the Neighborhood Council for a vote before action may be taken.

4.1 COMMITTEE MEMBERSHIP: Membership on committees shall be open to all Members of the Neighborhood Council.

5.0 EXPENDITURES: All expenditures of the Neighborhood Council shall be made with approval of a majority of the Leadership Team members present but by no less than three members of the Leadership Team. All expenditures must comply with City Fiscal Policy.

6.0 BOUNDARIES: Franklin to the Fort Neighborhood Council shall review its boundaries as needed, and make boundary change recommendations in compliance with Community Forum and the City's boundary policies.

7.0 COMMUNITY FORUM REPRESENTATIVE: Franklin to Fort Neighborhood Council shall elect its Community Forum Representative and an alternate to attend Community Forum meetings.

8.0 AMENDMENTS: Proposed amendments to these By-Laws shall be presented for discussion at a regularly scheduled meeting of the Neighborhood Council. These proposed amendments shall be available in written form at least two weeks prior to the meeting at which the amendments will be voted on. A majority of Members present is a requirement to adopt any amendment.