

# PROCEEDINGS OF CITY COUNCIL MILES CITY, MONTANA

## SPECIAL COUNCIL MEETING April 27, 2016 7:00 p.m.

### CALL TO ORDER

The Special Council meeting was held Wednesday, April 27, 2016, in the City Hall Conference Room at City Hall, 17 S. 8<sup>th</sup> Street, Miles City, Montana. Mayor John Hollowell called the meeting to order. Council Members present were John Uden, Rachel Sloan, Dwayne Andrews, Susanne Galbraith, Brant Kassner, Jeff Erlenbusch, Ken Gardner and Kathy Wilcox.

Also present were Police Chief Doug Colombik, Public Works Director Scott Gray, Fire Chief Gary Warren, Grant Writer/Planner in Training Dawn Colton, Grant Writer/Historic Preservation Officer Connie Muggli, Flood Plain Administrator/AUTO CAD/Assistant PWPV Samantha Malenovsky and City Clerk/Minute Recorder Lorrie Pearce.

### PLEDGE OF ALLEGIANCE

Mayor Hollowell led the Council in the Pledge of Allegiance.

### APPROVAL OF COUNCIL & COMMITTEE MINUTES

#### City Council Minutes: 4/12/2016

*\*\*Councilperson Galbraith moved to approve the minutes of the Regular Council Meeting of April 12, 2016, and seconded by Councilperson Gardner. The motion passed by unanimous consent, 8-0.*

#### Human Resource Committee Meeting Minutes: 3/31/2016

##### Human Resources Committee March 31, 2016

The **Human Resources Committee** met Thursday, March 31, 2016, at 7:00 p.m. in the Conference Room at City Hall. Present were Committee Members Rachel Sloan, Susanne Galbraith, Kathy Wilcox and Jeff Erlenbusch. Also present were Police Chief Doug Colombik, Police Sergeant Mike Willems, Flood Plain Administrator/AutoCAD Technician/Assistant Public Works & Public Utilities Samantha Malenovsky and Deputy City Clerk/Committee Recorder Linda Wilkins.

Committee Chairperson Rachel Sloan called the meeting to order.

#### 1. Requests of Citizens

None

#### 2. Review and recommendations for salary increase to MCPD Sergeant for additional duties as Dispatch Supervisor

Police Chief Colombik explained that Sgt. Willems has stepped up and has been working with dispatchers to help with scheduling issues and dealing with personnel issues. He would like to see Sgt. Willems receive an additional stipend retroactive to July 2015 in the amount of \$600 (\$50/month) through the end of FY 2015/2016.

*\*\*Committee Member Galbraith moved to recommend a \$600 stipend retro to July 1, 2015 at a rate of \$50/month until 12 months is reached, seconded by Committee Member Sloan. Upon roll call vote the motion passed unanimously.*

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### 1. Review and recommendations for salary increase to Flood Plain Administrator/AutoCAD Technician/Assistant Public Works & Public Utilities

Administer Malenovsky stated she was bringing this to the attention of the committee at this time since she is a non-union employee, but would like the committee to be aware that she would like her position reviewed with consideration of a salary increase during budget planning for FY 2016/2017.

*\*\* Committee Member Wilcox moved to recommend that we postpone consideration of this request until such time as the HR Committee is able to develop and implement a policy for the management of wage increase requests with the assistance of the City Attorney, seconded by Committee Member Galbraith. Upon roll call vote the motion passed unanimously.*

### 2. Adjournment

*\*\* Committee Member Galbraith moved to adjourn the meeting, seconded by Committee Member Sloan. Motion passed unanimously.*

The meeting was adjourned at 8:42 p.m.

Respectfully submitted,

Chairperson Rachel Sloan

Recorder Linda Wilkins

*\*\* Councilperson Erlenbusch moved to approve the minutes of the Human Resource Committee Meeting of March 31, 2016, and seconded by Councilperson Sloan. The motion passed by unanimous consent, 8-0.*

### Special Council Meeting Minutes: 4/18/2016

*\*\* Councilperson Uden moved to approve the minutes of the Special Council Meeting of April 18, 2016, and seconded by Councilperson Gardner. The motion passed by unanimous consent, 8-0.*

### Finance Committee Meeting Minutes: 4/21/2016

#### Finance Committee Meeting April 21, 2016

The Finance Committee met Thursday, April 21, 2016 at 6:00 p.m. in the City Hall Conference Room. Present were Committee Chairperson Susanne Galbraith and Committee Members Rachel Sloan and Dwayne Andrews and Kathy Wilcox.

Also present were Grant Writer/Historic Preservation Administrator Connie Muggli, City Attorney Dan Rice and Committee Recorder/City Clerk Lorrie Pearce.

Committee Chairperson Galbraith called the meeting to order.

1. Request of Citizens:
2. Review and Recommendation on Resolution No. 3903- A Resolution of Intent and Final Resolution Levying an Amended Assessment upon Benefitted Property in the City of Miles City, Montana, Special Improvement District 2.1.1, to Defray the Cost of the Paving of Arrowhead Lane

*\*\* Committee Member Andrews moved to recommend to Council approval of Resolution No. 3903, seconded by Committee Member Wilcox.*

Attorney Rice explained the resolution was to recalculate one lot that was miscalculated. The calculation would have to be completed next year, but there was one land owner that wanted to pay the taxes in whole, so it was done this year before taxes were due.

*\*\* The motion passed 4-0*

3. Review and Recommendation on Resolution No. 3911

Administrator Muggli explained that Midrivers offered to donate \$20,000 to Denton and Tedesco Field. The money would be divided evenly between the two fields. With that, Midrivers asked that the City pay for the signage and installation of those signs. This would

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leave a total of \$6,310 for Denton Field and \$8,320 for Tedesco Field, which means the City would have to come up with and additional \$7,525 for the grant match. She said the donation policy specifically states that the price to hang a sign on the press box at Denton Field is one year \$3,000, three years \$7,500 and five years \$10,000 and the sign, installation and maintenance is paid by the donor.

Attorney Rice added that with the \$20,000 donation that would average out to \$2,000 a year for the press box, and thought that was pretty cheap.

*\*\* Committee Member Wilcox moved to recommend to Council to respond to the last contact with Midrivers, indicate to them that Council wants to abide by our donation policy which states that the press box sign sells for one year \$3,000 or five years \$10,000 which they would be required to have made and installed. Concerning Tedesco's donation, it would be treated in the same manner to Denton Field and Midrivers would be responsible for the making, maintenance and installation of their sign for a maximum of five years, seconded by Committee Member Sloan. The motion passed 4-0*

#### 4. Review and Recommendation on Sending write off for water to collections

Chairperson Galbraith said that since the Utility Clerk made a new policy for the water department, charge off amounts had dropped from over \$3,000 to \$600.

*\*\* Committee Member Andrews moved to recommend to Council to send \$647.96 to collections, seconded by Committee Member Galbraith. The motion passed 4-0*

#### 5. Adjournment

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*Committee Member Andrews moved to adjourn the meeting, seconded by Committee Member Sloan and passed unanimously, 4-0.*

The meeting was adjourned at 6:27 p.m.

**Susanne Galbraith, Chairperson**

**Lorrie Pearce, Recorder/City Clerk**

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*Councilperson Galbraith moved to approve the minutes of the Finance Committee Meeting of April 21, 2016, and seconded by Councilperson Andrews. The motion passed by unanimous consent, 8-0.*

### SCHEDULE MEETINGS

Finance Committee

May 5 at 6:00 pm

### REQUEST OF CITIZENS & PUBLIC COMMENT

**Mark Ahner, Request for Approval of Fourth of July Events:** Parade/Riverside Park Events

Volunteer Mark Ahner addressed the Council to request the same things that had been requested by the Events Committee in previous years:

- Work with the Montana Department of Transportation to close Main Street for the parade
- Police officer with vehicle be provided at the front of the parade and at the rear of the parade
- Use two to three of the Public Works Department street closure signs
- The City to provide the events insurance for the parade and the events in Riverside Park, and waive the Park Permit

*\*\*Councilperson Uden moved to approve all of Mr. Ahner's requests for the fourth of July events at the Parade and Riverside Park with a concession set forth by him inclusive of waiving the user permit form and the city paying for the park use insurance, seconded by Councilperson Erlenbusch and on roll call vote passed 8-0.*

**Janelle Grant, Keep Miles City Beautiful:** Update & Permission to Conduct Great American Cleanup on May 14<sup>th</sup>

Janelle Grant announced that May 14<sup>th</sup> had been set aside for anyone to sign up to

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clean their site. The sign up will be at Riverside Park. May 13<sup>th</sup> and May 14<sup>th</sup> the landfill will waive fees on several types of garbage for individuals only. Two years ago they started the trash walk. A lot of people walk around town and pick up trash. It worked out really well so they are having another trash walk this year. They also have an Adopt A Spot program with nine organizations who have committed to clean those designated areas three times a year. Those areas include, Milwaukee Park, Cooke Lake and Denton Park.

Last year they took garbage cans from Bucking Horse Sale, dumped them out and found about seventy five percent of the garbage in the cans could have been recycled.

Finished their litter index survey for forty seven sites. In 2014 the litter index was 2.23 (1 being a couple of piece of litter on the block to 5 being the Broadus Interchange) and this year it was 1.04. They are finding that where in the past they were sending eight people, now it may take only one.

Last year three volunteers walked from St. Vincent to the underpass and gathered 140 pounds of weeds and dirt.

Keep Miles City Beautiful has 504 volunteers and worked 1027 hours last year.

She asked for permission to continue the trash walk and clean up.

*\*\*Councilperson Galbraith moved to approve the trash walk and clean up requested by Keep Miles City Beautiful, seconded by Councilperson Gardner and on roll call vote passed 8-0.*

Administer Malenovsky introduced Tony Krause and Gwyn Jarrett from Army Corps of Engineers. She said they were here to update Council on section 205.

Ms. Qwen said that from December until yesterday they were working on the federal interest determination. This narrative focused on problems, opportunity, past studies that were done, environmental consideration and some economic input. The report was sent to the Division and yesterday it was approved. This allows them to process the study.

Fiscal year 2016 which ends September 30, 2016, the plan is to set up a project delivery team set up, which would include representatives from engineering, geo tech, flood plain, hydraulic, environmental, economic, structural etc. Once the team is set up they will come to Miles City and look at the site and make an assessment. Then they will start scoping the project and build a cost assessment. With the study, the City would know exactly what is going to be done and the cost associated with the project.

The final report will be completed in 2019 and the end of construction would be 2020 and 2021 if everything goes right.

Administrator Malenovsky added that even though everyone is talking about end of construction being in 2020 and 2021, those are the best case scenarios. The City has to buy land, and deal with drainage and infrastructure. She thought it would take longer than 2021 to get everything completed.

### **APPOINTMENTS**

**Miles City Housing Authority-** Carol Cherry, Housing Authority Board Member for a 5 year term

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*\*\*Councilperson Uden moved to approve the appointment of Carol Cherry to the Housing Authority Board, seconded by Councilperson Andrews and on roll call vote passed 8-0.*

### PROCLAMATIONS

Mayor Hollowell proclaimed Arbor Day on April 29, 2016

### STAFF REPORTS

Chief Colombik announced tomorrow the Special Olympic torch will start in Miles City and ran to Forsyth.

Clerk Pearce said she received a call from Carol Prah, 806 Woodbury Street. Mrs. Prah said that on Flag Day- 6/14/2016 the American Legion will have a ceremony to burn flags that needs to be retired. If anyone has a flag to retire she would like them to either drop it off at her house in a plastic bag, or call her and she will pick it up.

Director Gray thanked the City crew for all their hard work cleaning up after a record breaking rain.

Chief Warren said that two ambulances were down. They have received one back at a lesser cost to repair than thought. The Fallon County Ambulance has generously given their ambulance to use until the City receives the second ambulance back.

### CITY COUNCIL COMMENTS

Councilperson Andrews asked if the City could incorporate the planting of trees on Main Street with Arbor Day. Director Gray said the City has four trees to plant, but would rather wait until Bucking Horse Sale is over, so they would not get destroyed.

Councilperson Galbraith said that she witnessed Animal Control Certain catching a dog. She wanted to commend Officer Certain for a job well done.

Councilperson Uden reported a dilapidated trailer and many junked vehicles on South Third Street. He would like someone to look into it. Chief Colombik said Animal Control Certain had issued a lot of warnings in the last week.

Councilperson Gardner said after the trailer house was removed from his area, he received more calls on clean up. He wants all areas cleaned up and knows that it will take time.

### MAYOR COMMENTS

Read a brochure from DEAP announcing that on May 3<sup>rd</sup> you can make a donation to them though the internet.

### STANDING COMMITTEE RECOMMENDATIONS

**Finance Committee:** The donation from Midrivers conforms to the City's donation policy

Councilperson Galbraith said that a donation from Midrivers was against the City's donation policy. She felt Midrivers should bind to the policy the city has in place.

**Finance Committee:** An amount of \$647.96 from water/sewer write offs be sent to collections

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*Councilperson Galbraith moved to send to collection for water/sewer \$647.96, and seconded by Councilperson Andrews. The motion passed 8-0*

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## BID OPENINGS

Bid for paving maintenance district #204 & 205- One bid was received from Century Inc. for an amount of \$407,500.

\*\* Councilperson Uden moved to send the bid to Finance Committee for review, seconded by Councilperson Sloan. The motion passed 8-0

## BID AWARDS

None

## PUBLIC HEARINGS

None

## UNFINISHED BUSINESS

None

## NEW BUSINESS

A. RESOLUTION NO. 3912- A Resolution Authorizing the City of Miles City to Award a Downtown Façade Improvement Grant to Montana Health Network

\*\* Councilperson Galbraith moved to approve the Resolution, by title only, seconded by Councilperson Wilcox. The motion passed 8-0 Resolution No. 3912 passed

B. RESOLUTION NO. 3913- A Resolution Authorizing the City of Miles City to Award a Downtown Façade Improvement Grant to Casa Diamonds

\*\* Councilperson Galbraith moved to approve the Resolution, by title only, seconded by Councilperson Sloan. On roll call vote passed 8-0. Resolution No. 3913 passed

C. RESOLUTION NO. 3914- A Resolution Approving an Agreement With Ovivo, USA, for Goods and Special Services Pertaining to the Miles City Wastewater Improvements Phase II Project

\*\* Councilperson Gardner moved to approve the Resolution, by title only, seconded by Councilperson Kassner.

\*\* Councilperson Galbraith moved to refer the Resolution to Finance Committee for review, seconded by Councilperson Sloan. On roll call vote the motion passed 8-0.

D. RESOLUTION NO. 3915- (First Reading) A Resolution Pursuant to §7-6-4006 of the Montana Code Annotated, Authorizing Amendment of Final Budget for FY 2015-2016 to Increase the Budgeted Amount in the General Fund for Various Unbudgeted Expenditures

\*\* Councilperson Galbraith moved to approve the Resolution, by title only, seconded by Councilperson Kassner and on roll call vote passed 8-0. Resolution No. 3915 was referred to Finance Committee for review

E. RESOLUTION NO. 3916- A Resolution Authorizing the City of Miles City to Enter Into an Interlocal Agreement With Custer County for Cooperative Implementation of CDBG-ED Grant

\*\* Councilperson Gardner moved to approve the Resolution, by title only, seconded by Councilperson Kassner and on roll call vote passed 8-0.

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Resolution No. 3916 passed

**ADJOURNMENT**

**\*\*** Councilperson Galbraith moved to adjourn the meeting, seconded by Councilperson Uden, and passed unanimously.

The meeting was adjourned at 8:24 p.m.

  
John Hollowell, Mayor

  
Lorrie Pearce, City Clerk