

## **Finance Committee Meeting January 22, 2015**

The Finance Committee met Thursday, January 22<sup>nd</sup>, 2015, at 11:00 a.m. in the City Hall Conference Room. Present were Committee Members Susanne Galbraith, John Hollowell and Dwayne Andrews. Committee Member Sheena Martin was absent. Also present was 911 Coordinator Heather Roos, Interim Fire Chief Cameron Duffin, Police Chief Doug Colombik, Public Works Director Scott Gray, Planner-in-Trainer/Grants Administrator Dawn Colton, Mayor C.A. Grenz and Committee Recorder/HR/Payroll Officer Billie Burkhalter.

Committee Member Galbraith called the meeting to order.

### **1. ELECTION OF CHAIRPERSON:**

**\*\*** *Committee Member Andrews moved to nominate Committee Member Susanne Galbraith for Chairperson of the Finance Committee. The motion was seconded by Committee Member Hollowell.*

After hearing no further nominations;

**\*\*** *The motion then passed unanimously.*

### **2. REQUEST OF CITIZENS:**

-None.

### **3. REVIEW AND RECOMMENDATION ON AMBULANCE BILL ASSISTANCE**

Chairperson Galbraith closed the meeting.

#1 – Ambulance Request: #14-0900, #14-0896, #14-0888, #1201297

Patient will continue to make payments directly to Solestone.

#2-Ambulance Request: #14-1315, #14-1119

**\*\*** *Committee Member Andrews moved to recommend to City Council to allow Ambulance #2 Request: #14-1315 & #14-1119 to make payments of \$15.00 a month directly to Solestone. The motion was seconded by Committee Member Hollowell, and on roll call vote, motion passed unanimously 3-0.*

Chairperson Galbraith reopened the meeting at 11:15 a.m.

**4. REVIEW AND RECOMMENDATION ON CONTRACT WITH STEVENSON DESIGN FOR DESIGN AND CONSTRUCTION MANAGEMENT OF DENTON COMPLEX SIDEWALK PROJECT:**

Administrator Colton requested the Committee continue with the process of reviewing this contract but that it not be forwarded to the City Council at this time. She explained that she has just been notified that all the City's available CTEP monies have been put towards the Tatro Street Project due to cost overruns. She is currently trying to find out exactly what the cost overruns are and if they qualify for CTEP approved projects. In the meantime, Administrator Colton requests that the Committee continue on as if they have the funds for the project. The Committee agreed.

Chairperson Galbraith stated that in the contract under Article 6: Payments and Compensation to the Architect; she believed that where it states "amounts unpaid thirty days (30) days after the invoice date shall bear interest from the date payment is due" seemed like too short of a time frame and requested that the time be extended to forty-five (45) days for the City's claim process. Committee Member Andrews agreed.

Director Gray stated the City's match for this project is \$9300, with the CTEP funding. Committee Member Andrews felt that the cost of the work to be done on the project is excessive.

*\*\* Committee Member Hollowell moved to recommend to City Council to approve the contract with Stevenson Design for Design and Construction Management of Denton Complex Sidewalk Project, with the condition that Article 6: Payments and Compensation to the Architect state forty-five (45) days. The motion was seconded by Committee Member Galbraith, and motion passed 2-1, with Committee Member Andrews opposed.*

**5. REQUEST FROM POLICE DEPARTMENT TO CHANGE OFFICER FROM DRUG TASK FORCE TO REGULAR OFFICER:**

Chief Colombik explained to the Committee that he would like to eliminate the Drug Task Force position and make it a regular officer's position. He stated that since 1991, the Police Department has sent over an Officer to work as a Drug Task Force Officer. In that time there has only been one officer who returned back to the force, all the other employees have either quit or taken jobs at the State level. He strongly feels, with the resignation of the current Drug Task Force Officer, that it should not be filled and instead an officer should be added to the street. The Drug Task Force currently funds approximately \$46,000 towards an officer's salary. The City is currently paid up through this fiscal year with their share of the contract.

Chief Colombik stated in his department one of his biggest problems and concerns are the lack of coverage on the streets and lack of coverage of shifts. This is causing a liability for the City and causing huge amounts of overtime in his department.

Chairperson Galbraith stated she understood that the County will not be funding their portion of the SRO Officer for the next fiscal year. Chief Colombik explained he is currently trying to get a meeting scheduled with the County Commissioners. At this point it sounds like the school is willing to fund their portion of the position, but does not believe they are willing to fund more than their share. Chairperson Galbraith stated that if that is the case then the department would have a full time officer back.

Chairperson Galbraith requested to have this issue addressed once they find out if the County plans to fund the SRO Officer and for the Chief to bring it to the next budget cycle.

#### **6. Review and Recommendation on Reimbursement of Impound Fees:**

Chairperson Galbraith explained that a gentleman had his vehicle stolen and had not been informed when it was recovered, resulting in impound fees for fourteen (14) days.

*\*\* Committee Member Andrews moved to recommend to City Council to approve the recommendation to reimburse \$420.00 of impound fees. The motion was seconded by Committee Member Hollowell and motion passed unanimously 3-0.*

#### **7. Review and Recommendation on Crown Castle Lease at Airport:**

Chairperson Galbraith explained Crown Castle, who currently has a lease agreement with the Airport, is requesting to renew the lease. It is recommended to approve Option 1, which is for Crown Castle to retain their lease for twenty-five (25) years, pay \$37,500 up front for the first ten (10) years and then make monthly rent payments thereafter.

*\*\* Committee Member Hollowell moved to recommend to City Council to approve Option 1: a twenty-five (25) year lease, with a payment up front of \$37,500 for the first ten (10) years and then monthly rent payments thereafter. The motion was seconded by Committee Member Galbraith and motion passed unanimously 3-0.*

#### **8. RESOLUTION NO. 3769: (Referred from 1/13 meeting) A Resolution Approving A Proposal From Dorsey & Whitney LLP For Provision Of Professional Services Related To Obtaining A Sewer System Revenue Bond For Wastewater Treatment Plant Upgrades:**

Director Kelm explained that this is for the Wastewater Treatment Plant Upgrade in which the City will be borrowing approximately 6.2 million dollars. Dorsey & Whitney will be the bond counsel and has been used numerous times for City projects. Basically, they will be the guarantor that SRF will get their monies if the City could not pay the bonds back.

*\*\* Committee Member Andrews moved to recommend to City Council to approve Resolution No. 3769: A Resolution Approving a Proposal from Dorsey & Whitney LLP for Provision of professional services related to obtaining a Sewer System Revenue Bond for*

*Wastewater Treatment Plant Upgrades. The motion was seconded by Committee Member Galbraith.*

Committee Member Hollowell questioned why their fees are estimated and not exact amounts. Director Kelm stated he did not believe he would be able to get an exact cost as a lot of it is based off of time and materials. Director Kelm further stated he would get information on how they obtained the estimate, and try to get a firm number.

*\*\* On roll call vote the motion then passed, 3-0.*

**9. RESOLUTION NO. 3770: (First Reading on 1/13) A Resolution Pursuant To §7-6-4006 Of The Montana Code Annotated, Authorizing Amendment Of Final Budget For FY 2014-2015 To Increase The Budgeted Amount In Fund # 1000-005-420160-143 To Fund 6 Months Benefits For One Full Time Dispatcher:**

911 Coordinator Roos explained that in 2012, the City Council eliminated the part-time dispatch position and made it into a full time position due to the difficulty of filling the part-time position. In 2013, the City Council then eliminated that full-time position and split it into 2 part-time positions. She further explained that over the past 5 years her department has been through 7 part-time employees. She explained that it costs approximately \$6400 to train each new hire in dispatch. Over the years overtime has been increasing due to the revolving part-time position. Both part-time positions are currently not filled and she has had these positions advertised for over 60 days, with only 2 applicants, who both turned down the position.

Chairperson Galbraith explained the increase would be to cover insurance costs for the rest of the year for the full time position.

*\*\* Committee Member Hollowell moved to recommend to City Council to approve Resolution No. 3770: A Resolution Pursuant to 7-6-4006 of the Montana Code Annotated, Authorizing Amendment of final budget for FY 2014-2015 to increase the budgeted amount in Fund #100-005-420160-143 to fund 6 months benefits for one full time Dispatcher. The motion was seconded by Committee Member Galbraith and on roll call vote, motion passed unanimously 3-0.*

**10. ORDINANCE NO. 1283: (First Reading on 12/23/14) An Ordinance Changing The Zoning Of The S 1/2SW1/4SE1/4, Less 7.5 Acres Of Section 25, Township 8 North Range 47 East M. P. M., From Agriculture District Zone To Semi Rural Zone, And Providing For A Hearing Thereon:**

*\*\* Committee Member Hollowell moved to recommend to City Council for approval of Ordinance No. 1283. The motion was seconded by Committee Member Andrews.*

Committee Member Andrews questioned how public comment impacts the decision by the Zoning Commission, as he has been told it doesn't.

Director Gray stated that when there is a rezone proposal that comes to the Commission, if there are no protests and it conforms to the standards, the Zoning Commission will usually pass unanimously. He further explained that if the notified residents come in and protest, it does weigh into the decision of the Commission. Their decision will then be forwarded to the City Council.

\*\* *On roll call vote the motion then passed, 3-0.*

**11. ORDINANCE NO. 1284: (First Reading on 12/23/14) An Ordinance Amending Section 20-68 Of The Code Of Ordinances Of the City Of Miles City, Montana, So As To Allow Alternated Forms Of Surety For Persons Making Utility Connections And Providing For A Hearing Thereon:**

\*\* *Committee Member Hollowell moved to recommend to City Council to approve Ordinance No. 1284. The motion was seconded by Committee Member Andrews and, on roll call vote, the motion passed unanimously, 3-0.*

**12. ORDINANCE NO. 1285: (First Reading on 1/13) An Ordinance Changing The Zoning Of Tract A In Certificate Of Survey No. 141761, Tract B In Certificate Of Survey No. 158155, And Tract 1 Of The Ponderosa Tracts / Hardesty Tracts, From Mixed Zones To Heavy Commercial Zone, And Providing For A Hearing Thereon (McBain-Sanjel Request: Yellowstone Valley):**

\*\* *Committee Member Andrews moved to recommend to City Council to approve Ordinance No. 1285. The motion was seconded by Committee Member Hollowell and, on roll call Vote, the motion passed unanimously, 3-0.*

**ADJOURNMENT**

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

The meeting was adjourned at 12:19 p.m.

  
Susanne Galbraith Chairperson

  
Billie D. Burkhalter, HR/Payroll Officer