

## **Finance Committee Meeting**

### **April 27, 2015**

The Finance Committee met Thursday, April 27th, 2015, at 5:00 p.m. in the City Hall Conference Room. Present were Committee Chairperson Susanne Galbraith and Committee Members Dwayne Andrews and John Hollowell. Sheena Martin was excused.

Also present were Public Utilities Director Al Kelm, Police Chief Doug Colombik, Public Works Director Scott Gray, Grant Administrator Connie Muggli, Fire Chief Gary Warren, Fire Captain Cameron Duffin and Committee Recorder/City Clerk Lorrie Pearce.

Committee Chairperson Galbraith called the meeting to order.

**1. REQUEST OF CITIZENS:**

-None.

**2. REVIEW AND RECOMMENDATION ON WATER ACCOUNT/ ALTA TRAILER PARK**

Committee Chairperson Galbraith explained that the owner had requested to pay the sewer fee calculated every month instead of the four month averaged amount.

Director Kelm said the accounts right now are being averaged from usage in the months of December, January, February and March, which are the lowest water/sewer usage for most accounts. These months are the highest usage months for the owner, because all tenants run their water to keep their pipes from freezing. He said that the City's software program is capable of changing the process and didn't see a problem with it.

*\*\* Committee Chairperson Galbraith moved to recommend to Council to recalculate the water/sewer usage at the Alta Trailer Park to actual monthly usage. The motion was seconded by Committee Member Hollowell and, on roll call vote, passed unanimously, 3-0.*

**3. REVIEW AND RECOMMENDATION ON BIDS FOR SID #211-ARROWHEAD LANE**

Director Gray said that one bid was received from Century Construction for an amount of \$69,000, and he was very pleased with it. The bid covered 600 tons of hot mix at a 3 inch depth for \$115 a ton. He thought that was a good price.

*\*\* Committee Member Andrews moved to recommend to Council to accept Century Construction's bid of \$69,000. The motion was seconded by Committee Member Hollowell and, on roll call vote, passed unanimously, 3-0.*

4. **REVIEW AND RECOMMENDATION OF PURCHASING POLICY-  
RESOLUTION NO. 3786- A RESOLUTION ADOPTING A  
PURCHASING POLICY FOR THE CITY OF MILES CITY, MONTANA**

**\*\*** *Committee member Andrews moved to recommend to Council approval of Resolution No. 3786, seconded by Committee Member Hollowell. After a brief conversation, the motion was passed unanimously, 3-0.*

5. **REVIEW AND RECOMMENDATION-RESOLUTION NO. 3796- 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-  
420140-214 FOR THE PURCHASE OF BODY CAMERAS AND OFFICE  
FURNITURE FOR THE MILES CITY POLICE DEPARTMENT**

**\*\*** *Committee member Hollowell moved to recommend to Council approval of Resolution No. 3796, seconded by Committee Member Andrews.*

Chairperson Galbraith explained that a grant will be received to cover the \$5,000 for the purchase of body cameras, and the office furniture had already been approved by Finance Committee.

**\*\*** *The motion passed unanimously, 3-0.*

6. **REVIEW AND RECOMMENDATION-RESOLUTION NO. 3794- A  
RESOLUTION PURSUANT TO 7-6-4006 OF THE MONTANA CODE  
ANNOTATED AUTHORIZING AMENDMENT OF FINAL BUDGET FOR FY  
2014-2015 TO APPROPRIATE UNANTICIPATED REVENUES TO  
AMBULANCE FUND NO. 5510**

**\*\*** *Committee member Hollowell moved to recommend to Council approval of Resolution No. 3794, seconded by Committee Chairperson Galbraith.*

Captain Duffin explained that a grant was received from the American Heart Association to purchase a defibrillator. The resolution is to make a budget amendment to the ambulance fund, in order to appropriate and spend the grant fund.

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

7. **REVIEW AND RECOMMENDATION-CDBG & DNRC \$17,500 GRANT MATCH**

**\*\*** *Committee Chairperson Galbraith moved to recommend to Council approval of a CDBG&DNRC \$17,500 grant match, seconded by Committee member Andrews.*



Chairperson Galbraith expressed some concerns on KLJ's contract:

- What happens if the City is under the \$35,000 & \$1,500 retainer per month charge?

Grant Writer Muggli said that would be the total maximum KLJ could charge.

- Can they charge extra for travel, meals, etc?

Grant Writer Muggli said that KLJ can charge extra for certain itemized fees.

- Asked if the City doesn't use the services that month, does the \$35,000 & \$1,500 retainer amount still need to be paid to KLJ?

Director Gray said yes, and felt that the City will use KLJ more than what the retainer will be.

Grant Writer Muggli said that Julie Korkow, Grant Writer for SouthEastern Montana Development Corporation, is working with Custer County to split the funding for the project.

*\*\* Committee member Galbraith moved to amend her original motion to include acceptance of Custer County's match for an amount of \$17,500. The motion was seconded by Committee Member Andrews and passed unanimously, 3-0.*

**8. ORDINANCE NO. 1292- AN ORDINANCE REVISING SECTION 2-246 (a) OF THE CODE OF ORDINANCES OF THE CITY OF MILES CITY, MONTANA, WITH RESPECT TO ADVERTISEMENTS FOR BIDS**

*\*\* Committee member Hollowell moved to recommend to Council approval of Ordinance No. 1292, seconded by Committee Chairperson Galbraith. After a brief conversation, the motion passed unanimously, 3-0.*

**9. REVIEW AND RECOMMENDATION-QUOTES FOR THE INSTALLATION OF SIDEWALK AT THE NATURAL OASIS**

Director Gray explained that the City lost the CTEP grant that would have paid for most of the sidewalk at the Natural Oasis. He had been studying his budget and realized that there was enough money left in professional services to complete the sidewalk project. He added that the excess money was money set aside for the CTEP match. The City would provide gravel and complete all the preparation work. He felt the City could complete the project before the Natural Oasis opened.

*\*\* Committee chairperson Galbraith moved to recommend accepting the Haynes Enterprises' bid of \$10,766.25 to Council, seconded by Committee Member Andrews. On roll call vote, the motion passed 3-0.*

**DISCUSSION ON PURCHASING AMBULANCE**

Grant Writer Muggli explained that there are two grants she will be submitting for a new ambulance.

- Coal Board Grant- Opens July 1<sup>st</sup>, there is no specific match and the City would need money secured in the bank. Disbursement would be in September or October.
- FEMA Grant- This is a vehicle assistant program. It was to open the first quarter of this fiscal year, but didn't. They are trying to open it after July 1<sup>st</sup>, but there are no guarantees.

Grant Writer Muggli said she looked at the ambulance capital purchase and said revenues are up this year and account receivables are down significantly. She thought the increase came from the agreement with Holy Rosary Hospital (transfers to Billings) and Solestone collecting more money. There were 22-25 percent more calls, and 22 percent of those calls come in on top of each other, and that is where the impact with this ambulance being out of service fits in.

She explained that if the ambulance fund receives an InterCap loan, the fund would have to make double payments in fiscal year 16.

Councilperson Andrews said that by putting a new motor in the ambulance, it would give the ambulance time to save some money for a purchase at a later date.

Captain Duffin said that putting a new motor in the ambulance would buy 2-3 years.

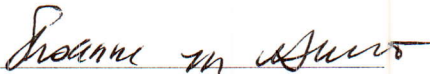
Councilperson Andrews thought that a new motor would be the best solution at this time.

Captain Duffin said that the new motor would cost \$16,517 and \$2,316 for the labor with a three year warranty. He added that he would like to buy the Sprinter next year and, in the future, purchase a bariatric ambulance with help from grants.

## 10. ADJOURNMENT

**\*\*** *Committee chairperson Galbraith moved to adjourn the meeting, seconded by Committee Chairperson Hollowell and passed unanimously, 3-0.*

The meeting was adjourned at 6:30 p.m.

  
Susanne Galbraith, Chairperson

  
Lorrie Pearce  
Recorder/City Clerk