

Finance Committee Meeting May 5, 2015

The Finance Committee met Tuesday, May 5th, 2015, at 6:00 p.m. in the City Hall Conference Room. Present were Committee Chairperson Susanne Galbraith and Committee Members Dwayne Andrews, Sheena Martin and John Hollowell.

Also present were Public Works Director Scott Gray, and Utility Billing Clerk Patti Bissell. John Menyhart, President of Mitchell Insurance, also attended.

Committee Chairperson Galbraith called the meeting to order.

1. REQUEST OF CITIZENS:

John Hollowell – Would like a discussion on what to do with building permits for sidewalks. Our ordinance currently requires a building permit for construction of City sidewalks. He pointed out, however, that at least one individual was charged for a building permit for a sidewalk in front of private property. He felt that property owners, although they don't own the sidewalk, are required to maintain it, and he didn't feel they should also have the additional burden of paying for a building permit.

Chairperson Galbraith wondered if a building permit should be necessary to ensure compliance with ADA and other regulations.

Committee member Hollowell felt that, in the alternative, possibly a flat fee could be charged instead of the current percentage of the project, as is currently charged for all building permits.

Director Gray was open to the flat fee for sidewalks; however, when a curb is involved, he said, the issue becomes more complicated. He also stated that, until recently, the last building permit issued for a sidewalk was in the 50's, shortly after the ordinance was passed.

Chairperson Galbraith said she will place this issue on the next Finance Committee agenda for further discussion.

2. REVIEW AND MAKE RECOMMENDATION ON SPRAY INJECTION PATCHER

Director Gray said there were two bids received for this piece of equipment:

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| 1. | Normont of Great Falls: | \$64,885 |
| 2. | Crafco of Bismarck, ND | \$59,870 |

He said both of them are good machines and he would be happy with either one. However, the Normont machine could be delivered in 28 days; the Crafco would take 80 to 90

days. He was also a bit concerned about going out of state when a comparable machine was available in Montana, even though the distance of the two cities from Miles City was about the same. They have also purchased equipment from Normont before and already have a good relationship with them. He felt it would be advantageous to get the machine earlier rather than later, as there is a lot of work that needs to be done.

*** Committee Member Andrews moved to recommend to Council to purchase the Spray Injector from Normont out of Great Falls, seconded by Councilperson Hollowell and, on roll call vote, passed unanimously, 4-0.*

1. REVIEW AND MAKE RECOMMENDATION: ORDINANCE NO. 1289: An Ordinance Enacting Section 17-114 Of The City Code Of The City Of Miles City, Montana, So As To Require Liability Insurance In Specified Amounts Prior To Issuance Of A Park Use Permit

Committee member Hollowell asked to move this item up on the agenda.

*** Committee member Hollowell moved to recommend approval of Ordinance 1289, as presented at this meeting, seconded by Committee member Andrews.*

John Menyhart reported to the Committee that he, Scott Gray, Dan Rice and others had met to discuss this ordinance, which resulted in the revisions as presented. He explained that "tiers of risk" had been added, which were modeled after the MMIA Special Event Policy Hazard Schedule.

** On roll call vote, Committee member Hollowell's motion passed by unanimous consent, 4-0.*

3. REVIEW AND MAKE RECOMMENDATION ON JANITORIAL PROPOSALS

*** Committee chairperson Galbraith moved to recommend awarding the cleaning of City Hall, in the amount of \$600 per month, to Dale's Cleaning Service. The motion was seconded by Committee Member Hollowell and passed unanimously, 4-0.*

*** Committee chairperson Galbraith moved to recommend awarding the cleaning of the Police Department, in the amount of \$350 per month, to Marilynn Forman. The motion was seconded by Committee Member Andrews and passed unanimously, 4-0.*

*** Committee chairperson Galbraith moved to recommend awarding the cleaning of the City Shop, in the amount of \$250 per month, to Marilynn Forman. The motion was seconded by Committee Member Martin and passed unanimously, 4-0.*

*** Committee chairperson Galbraith moved to recommend allowing the Board of Director so the Library to handle its own contract for cleaning services, seconded by Committee Member Andrews and passed unanimously, 4-0.*

4. WATER POLICY REVISIONS

There were nine revisions being proposed:

1. **Addition of the word “seller” to the Landlord Rental Agreement Form**

This form is required to be signed by all real property owners who wish the City to bill the purchaser/tenant. Because of ownership issues encountered with contracts for deed, the policy was changed from “Landlord/Tenant” to “Seller/Landlord and Purchaser/Tenant.”

2. **No verbal holds**

Although the policy has always been for a written agreement to be made to prevent termination of service, it had not yet been included in this policy. The policy was revised to reflect this.

3. **Deposit Required after Service has been Disconnected**

The language requiring a deposit after water service has been disconnected was always on the form, but had not been in the policy. The policy was revised to reflect this.

4. **Forgery**

Language was added clarifying that only the actual account holder or spouse is authorized to make arrangements using the *Agreement for Payment of Past-Due Accounts* form: “*It is a criminally chargeable offense to forge a signature or impersonate a contracted customer, and all suspected incidences of the same shall be reported to local law enforcement.*”

5. **Deposit stays with the service address**

Language clarifying that a deposit made for a service address will be applied to the final bill and the remainder, if any, will be refunded. If moving to a new address, a new deposit will be required.

6. **Snow birds**

This revision clarifies that no fees are required for turn-ons and turn-offs during regular hours, unless the service is for non-pay. These accounts must be paid in full according to and following the regular billing schedule to turn services back on.

7. **Appeals**

Two new forms were added to document: Appeals and Findings of those Appeals.

8. **Bulk Water**

A new section setting out a policy for bulk water was added.

9. **Door Hanger**

The "Final Disconnect Notice" letter is now printed on a door hanger. The letter was previously attached to the customer's door with a rubber band.

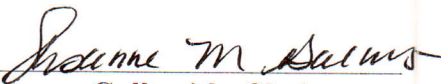
** *Committee member Hollowell moved to amend Section 7(Deposits), Paragraph 4, to add in the first sentence: "...all past due balances **and applicable fees are** ... paid in full." On roll call vote, the motion passed by unanimous consent, 4-0.*


** *Committee member Hollowell moved to recommend approval of the water/sewer policy as presented, with the recommended change indicated above. On roll call vote, the motion passed by unanimous consent, 4-0.*

5. **ADJOURNMENT**

** *Committee member Hollowell moved to adjourn the meeting, seconded by Committee Chairperson Galbraith and passed unanimously, 4-0.*

The meeting was adjourned at 7:05 p.m.


Susanne Galbraith, Chairperson


Lorrie Pearce
Recorder/City Clerk