

**REGULAR COUNCIL MEETING July 10, 2018**  
**6:00 p.m.**

**CALL TO ORDER**

The Regular Council meeting was held Tuesday, July 10, 2018, 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 Brant Kassner, Dwayne Andrews, Ken Gardner, John Uden, Rick Huber, Jeff Erlenbusch, Kathy Wilcox and Susanne Galbraith.

Also present were City Attorney Dan Rice, Public Utility Director Tom Speelmon, Police Chief Doug Colombik, Fire Chief Branden Stevens, Historic Preservation/UR Director Louise de Montigny, 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: 6/26/2018**

\*\* *Councilperson Uden moved to approve the minutes of the Regular Council Meeting of June 26, 2018, subject to any corrections, and seconded by Councilperson Huber. The motion passed by unanimous consent, 8-0.*

**Human Resource Committee Minutes: 6/21/2018**

**Human Resources Committee  
June 21, 2018**

The **Human Resources Committee** met Thursday, June 21, 2018, at 5:15 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, Jeff Erlenbusch and John Uden. Also present were Public Works Director Scott Gray, City Clerk Lorrie Pearce, Accounting/Payroll Clerk Ally Capps, and Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Request of Citizens  
None
2. Committee Member Comments  
None
3. Unfinished Business  
None
4. New Business

A. Review and Recommendation: Wage Increase requests for FY 2018-2019

Chairperson Wilcox stated there were four wage increase requests to be considered. Material for reference was in the packet of information included with the agenda and the wage survey that was completed last year. The committee started with the wage increase for the General Office Clerk which should have been the Accounting/Payroll Clerk position. Chairperson Wilcox developed a form to review the criteria for those requesting a wage increase. Committee Member Galbraith commented that the criteria that should be used to give an increase should be the wage study and considering any of the other information, i.e. the evaluation, would cause trouble for the City. Chairperson Wilcox agreed. Committee Member Erlenbusch questioned if the monthly base pay was being used to make these decisions at this time. Chairperson Wilcox commented yes. Committee Member Uden commented that a cost of living increase had been calculated by the federal government this year and thought that anybody who works for the City should be entitled to a cost of living increase, and if they have done exceptional work that should also be considered. Committee Member Galbraith stated that employees are expected to do their job. She also stated that currently the City is \$700k in the whole, where will the money come from we need to stick to the survey. Committee Member Uden stated this committee is only recommending that they deserve an increase. Committee Member Galbraith reiterated that this is a money thing and we need to be consistent and follow the wage survey. Committee Member Erlenbusch commented that every year when the school needs money everyone ponies up. He likes his city services and all four positions are valuable to the operations of the City. The City should retain good workers and continue to be a good place to work and make a living. He agreed with the Mayor's

**PROCEEDING OF CITY COUNCIL  
MILES CITY, MONTANA**

recommendation of 4 percent. It is up to the HR and Finance Committees to make the recommendation. Director Gray stated the Mayor gave all employees the opportunity to request a raise. He stated we come into this situation every year and the City is always three figures down. Committee Member Galbraith said that last year the money had to come out of reserves. Clerk Pearce was a little confused it was her understand that the wage committee spent many months working on the wage survey to set wages now and in the future. She thought picking and choosing who wants a wage increase was detrimental to the City.

*\*\*Chairperson Wilcox moved to approve an increase, seconded by Committee Member Erlenbusch.*

Committee members discussed the wage increase and came to no consensus.

*Chairperson Wilcox withdrew the motion.*

*\*\*Committee Member Uden moved to recommend a 5% across the board increase, seconded by Committee Member Erlenbusch. On roll call vote, the motion failed 2-2.*

*\*\*Chairperson Wilcox moved to address each request on a case by case basis and find the average between the high and low and no wages will be taken away, seconded by Committee Member Galbraith. On roll call vote the motion passed 4-0.*

*\*\*Committee Member Galbraith made a motion to recommend no increase to the base wage of the Accounting/Payroll Clerk. No second.*

*\*\*Chairperson Wilcox made a motion to recommend tabling the wage increase request for the Accounting/Payroll Clerk, seconded by Committee Member Uden. Motion passed by unanimous consent 4-0.*

*\*\*Chairperson Wilcox recommended tabling all wage increase requests, seconded by Committee Member Uden. Motion passed by unanimous consent 4-0.*

5. Next Meeting  
Not considered.

6. Adjournment

The meeting was adjourned at 6:02 p.m.

*\*\* Councilperson Erlenbusch moved to approve the minutes of the Human Resource Committee Meeting of June 21, 2018, and seconded by Councilperson Gardner. The motion passed by unanimous consent, 8-0.*

**SCHEDULE MEETINGS**

*The following meetings will be held in the City Hall Conference Room:*

- Human Resource Committee Tuesday, July 17<sup>th</sup> @ 5:30
- Finance Committee Thursday, July 19<sup>th</sup> @ 6:00 pm

**REQUEST OF CITIZENS & PUBLIC COMMENT**

None

**APPOINTMENTS**

None

**PROCLAMATIONS**

None

**STAFF REPORTS**

**Branden Stevens:** Dispatch Supervisor Lyne Anderson will be sending out a public announcement to inform residents of a meeting at the Miles Community College, Room 106 on July 18 at 5:30pm. The meeting will inform citizens on what the City is doing to get a new communication building for emergency responders. One of the new ambulances arrived. Received a report back from the structural engineer hired to inspect the fire station that states the building in question is not to be lived in. Chief Stevens is looking into the availability of temporary man camps and storage areas for equipment and apparatus. Met with an architect firm that submitted a proposal for a new communication building and thought the meeting was very beneficial.

# PROCEEDING OF CITY COUNCIL

MILES CITY, MONTANA

**Tom Speelmon:** Ovivo will be sending a task order to add aluminum covers to the project for the wastewater treatment plant. Has received two quotes for the repair on the South Gate water tank, waiting for the third.

**Louise de Montigny:** Introduced herself as the new Historic Preservation/UR Director and reported that she will be working Mondays, Tuesdays and Fridays.

## CITY COUNCIL COMMENTS

**Rick Huber:** Complimented the Parks department on the clean up after the 4<sup>th</sup> of July celebrations. He was at a baseball game in Connor Stadium and there were two dogs in the stadium. He asked if more signage for “No Dogs” could be hung in the area.

**John Uden:** Thought the City should start a discussion earlier next year to decide on approved areas for the fireworks.

**Jeff Erlenbusch:** Visited Butte over the 4<sup>th</sup> of July and fireworks were allowed to be set off anywhere. He drove around town and noticed that their parks were clean, but fireworks are not allowed to be shot off in the parks.

## MAYOR COMMENTS

None

## COMMITTEE RECOMMENDATIONS

None

## BID OPENINGS

None

## BID AWARDS

None

## PUBLIC HEARINGS

A. **RESOLUTION NO. 4167- A Resolution Pursuant to §7-6-4006 of the Montana Code annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Funds # 2400-046-430263-341 & 2400-046-430263-533**

Mayor Hollowell called for comments from proponents three times, then opponents three times and, hearing none, the hearing was closed.

B. **RESOLUTION NO. 4168- A Resolution Pursuant to §7-6-4006 of the Montana Code annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Fund # 2420-048-430263-533**

Mayor Hollowell called for comments from proponents three times, then opponents three times and, hearing none, the hearing was closed.

## UNFINISHED BUSINESS

A. **RESOLUTION NO. 4167: (Second Reading) A Resolution Pursuant to §7-6-4006 of the Montana Code annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Funds # 2400-046-430263-341 & 2400-046-430263-533**

\*\* *Councilperson Uden moved to approve the Resolution, read by title only and seconded by Councilperson Galbraith. On roll call vote, the motion passed by unanimous consent, 8-0. Resolution No. 4167 passed.*

B. **RESOLUTION NO. 4168- (Second Reading) A Resolution Pursuant to §7-6-4006 of the Montana Code annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Fund # 2420-048-430263-533**

PROCEEDING OF CITY COUNCIL

MILES CITY, MONTANA

\*\* Councilperson Galbraith moved to approve the Resolution, read by title only and seconded by Councilperson Gardner. On roll call vote, the motion passed by unanimous consent, 8-0. Resolution No. 4168 passed.

**NEW BUSINESS**

A. **RESOLUTION NO. 4170-** *(First Reading)* A Resolution Pursuant to §7-6-4006 of the Montana Code Annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Fund # 2270-037-440140-350

\*\* Councilperson Galbraith moved to approve the Resolution, read by title only and seconded by Councilperson Kassner. On roll call vote, the motion passed by unanimous consent, 8-0. Resolution No. 4170 passed first reading and referred to Finance Committee

B. **Approval of Local Records Disposal**

\*\* Councilperson Galbraith moved to approve the records disposal, seconded by Councilperson Gardner and passed unanimously, 8-0.

**ADJOURNMENT**

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

The meeting was adjourned at 6:29 p.m.



John Hollowell, Mayor



Lorrie Pearce, City Clerk