

REGULAR COUNCIL MEETING January 8, 2019
6:00 p.m.
CALL TO ORDER

The Regular Council meeting was held Tuesday, January 8, 2019, in the City Hall Conference Room at City Hall, 17 S. 8th Street, Miles City, Montana. Mayor John Hollowell called the meeting to order. Council Members present were Brant Kassner, Dwayne Andrews, John Uden, Jeff Erlenbusch and Susanne Galbraith. Councilpersons Kathy Wilcox and Rick Huber were excused.

Also present were City Attorney Dan Rice, Public Works Director Scott Gray, Public Utility Director Tom Speelmon, Police Chief Doug Colombik, Fire Chief Branden Stevens, 911 Supervisor Lyne Anderson 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: 12/11/2018

** *Councilperson Galbraith moved to approve the minutes of the Regular Council Meeting of December 11, 2018, and seconded by Councilperson Erlenbusch. The motion passed by unanimous consent, 6-0.*

Human Resource Committee Minutes: 12/06/2018
Human Resources Committee
December 6, 2018

The **Human Resources Committee** met Thursday, December 6, 2018, at 5:25 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, and Jeff Erlenbusch Excused was Committee Member John Uden. Also present were Public Utilities Director Tom Speelmon, City Clerk Lorrie Pearce 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. Review and Approve: Deputy City Clerk Position Description and Wage

The committee reviewed the Deputy City Clerk Position Description making the position description effective December 7, 2018 with a Job Class of Administrative. Based on the 2012 Wage Survey the base wage was set at \$17.33 per hour with a 5% decrease during the initial six month probationary period.

****Committee Member Erlenbusch moved that the position description be approved with the changes made, seconded by Committee Member Galbraith. On roll call vote the motion passed 3-0.**

4. Review and Approve: Human Resources Officer Position Description

The committee reviewed the Human Resources Officer Position Description making the position description effective December 7, 2018 with Job Class of Administrative Director. At the fourth bullet on the first page of the position description language was added "Facilitate mandatory training to employees." Under "Minimum Requirements - Education" the first bullet was changed to read "Completion of a high school degree or equivalent and some post-secondary education in Human Resources and Payroll and a minimum of three years of experience as an administrator and/or business manager. Under "Desirable Qualifications, the first bullet was changed to read "Post-Secondary Degree in Human Resources, Accounting, Business Administration, and/or Public Administration with a minimum of three years of experience as an administrator and/or business manager."

****Committee Member Galbraith moved that the position description be approved with the changes made, seconded by Committee Member Erlenbusch. On roll call vote the motion passed 3-0.**

PROCEEDING OF CITY COUNCIL
MILES CITY, MONTANA

5. Next Meeting: to be determined

The next meeting was scheduled for Tuesday, January 15, 2019 at 5:30 p.m. The following items will be included on the next agenda: Discussion of Administrative Wage Scale and the position description for a Civil Engineer.

6. Adjournment

***Committee Member Galbraith moved to adjourn, seconded by Committee Member Erlenbusch. The motion passed unanimously 3-0.*

The meeting was adjourned at 5:48 p.m.

*** Councilperson Uden moved to approve the minutes of the Human Resource Committee Meeting of December 6, 2018, and seconded by Councilperson Gardner. The motion passed by unanimous consent, 6-0.*

Finance Committee Minutes: 12/06/2018

Finance Committee Meeting

December 6, 2018

The Finance Committee met Thursday, December 6, 2018 at 6:00 p.m. in the City Hall Conference room. Present were Committee Chairperson Susanne Galbraith and Committee Members Kathy Wilcox, and Dwayne Andrews. Committee Member Rick Huber was excused.

Also present were: Detective/Lieutenant Dan Baker, Public Utilities Director Tom Speelmon and City Clerk/Recorder Lorrie Pearce.

Committee Chairperson Galbraith called the meeting to order.

1. Request of Citizens:
None

2. Discussion and Recommendation on Printing Bids

Bids were received from Boss Printing and Star printing. Boss Printing had the lowest bid.

*** Committee Member Wilcox moved to recommend to Council to approve the Boss Printing bid, seconded by Committee Member Andrews. The motion passed 3-0*

3. Discussion and Recommendation on JGA's contract for Garberson Clinic Renovation

Chairperson Galbraith said that she would like to wait to make a recommendation until a report comes back from the bond counsel and was the consensus of the committee.

*** Committee Member Galbraith moved to table the JGA contract until the City hears back from the bond counsel, seconded by Committee Member Andrews. The motion passed 3-0*

4. Discussion and Recommendation on JGA's Contract for Fire Hall

The bid received, had two phases. Phase one was \$39,576 and phase two states the City will reimburse the Architect for expenses incurred in the interest of the project, plus fifteen percent. The Committee felt that the project should just cover phase one for now.

*** Committee Member Andrews moved to recommend to Council the approval of the JGA contract for the Fire Hall with the deletion of the phase two services, seconded by Committee Member Wilcox. The motion passed 3-0*

5. Review October's Revenue and Expense reports for General Fund and Ambulance

Clerk Pearce explained that General Fund cash at the end of October 2018 was a negative \$147,254.80. She explained that the only big revenue that the City will receive during the remainder of the fiscal year end is property taxes. There was a discussion as to having the Mayor approve any purchase, laying off employees, cutting employee's hours, hiring freeze, writing grants or have a five percent cut in every fund in the General Fund.

The Committee as a whole, agreed to put the 5 percent budget cut on the December 11th council meeting for discussion.

6. Adjournment

*** Committee Member Galbraith moved to adjourn the meeting, seconded by Committee Member Andrews and passed unanimously, 3-0.*

The meeting was adjourned at 7:00 p.m.

PROCEEDING OF CITY COUNCIL

MILES CITY, MONTANA

** *Councilperson Andrews moved to approve the minutes of the Finance Committee Meeting of December 6, 2018, and seconded by Councilperson Galbraith. The motion passed by unanimous consent, 6-0.*

Flood Control Minutes: 12/20/2018

Flood Control Committee December 20, 2018

The Flood Control Committee met Wednesday, December 21, 2018, at 5:35 p.m. in the City Hall Conference Room. Present were Committee Chair Jeff Erlenbusch, Committee Members: Ken Gardner and Rick Huber. Excused was: Committee Member Brant Kassner

Also present were: Floodplain Administrator Samantha Malenovsky and Committee Recorder Linda Wilkins.

1. **Request of Citizens/Public Comment:**
-None-
2. **Committee Members Comments:**
-None-
3. **Discussion on USACE Section 205 Alternatives Meeting and any other updates to flood control project.**

Chairperson Erlenbusch commented on the meeting held December 10 and 11 with the Corps of Engineers. The alternatives for flood control for the City began at 29, by the conclusion of the meeting it was determined that 8 of the alternatives were viable for the City. The Corps will study the feasibility of the 8 alternatives and will present their findings to the City in the Fall of 2019. The finalized minutes of the meeting held December 10 and 11 will be available to the City shortly.

The committee discussed the levee project and the slough study that is currently being conducted by KLL.

4. **Adjournment**

*** Committee Member Huber moved to adjourn the meeting, seconded by Committee Member Gardner and passed unanimously, 3-0.*

There being no further business, the Committee adjourned at 6:45 p.m.

** *Councilperson Gardner moved to approve the minutes of the Flood Control Committee Meeting of December 20, 2018, and seconded by Councilperson Erlenbusch. The motion passed by unanimous consent, 6-0.*

SCHEDULE MEETINGS

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

Finance Committee	01/17/2019 @ 6pm
Public Safety Committee	01/23/2019 @ 6pm
Human Resource Committee	01/17/2019 @ 5:30pm

REQUEST OF CITIZENS & PUBLIC COMMENT

None

APPOINTMENTS

Standing Committees:

Finance Committee – Susanne Galbraith, Dwayne Andrews, Brant Kassner, Rick Huber

Public Safety Committee- Ken Gardner, John Uden, Kathy Wilcox, Jeff Erlenbusch

Public Services Committee- Dwayne Andrews, Ken Gardner, John Uden, Kathy Wilcox

Human Resources Committee- Kathy Wilcox, John Uden, Susanne Galbraith, Jeff Erlenbusch

Flood Committee- Ken Gardner, Jeff Erlenbusch, Brant Kassner, Rick Huber

Non Standing Committees:

Planning Board- Brant Kassner

Solid Waste Board- Susanne Galbraith

Economic Development Board- Rick Huber

Airport Commission- Ken Gardner

Local 600- Labor Management Committee (2)- Dwayne Andrews and Susanne Galbraith

** *Councilperson Uden moved to approve the standing and non-standing committees established by the Mayor while deleting Dwayne Andrews from the Solid Waste Board and adding him to the Local 600-Labor Management Committee, seconded by Councilperson Erlenbusch and passed unanimously.*

PROCLAMATIONS

None

STAFF REPORTS

Lyne Anderson- Presented a letter of excellence to Rayna Idland for her professional commitment to an extremely emotional situation which involved a weapon that had been discharged.

Doug Colombik- Presented three award:

- Cory Sheets for his quick response in a situation that saved a life.
- Chris Fetty for his involvement in implementing the K9 program.
- Dustin Sloan for his commitment to the Montana Special Olympic program

Scott Gray- Thanked Bill Ronning for his 25 years of service and announced that Jim Garza accepted the new Shop Foreman position.

Tom Speelmon- Explained that more than 100,000 gallons of water a month has been saved since the first phase of the Darling program was complete. This saves the City approximately \$7,000 a month.

Lorrie Pearce- Reminded Council to send a letter or call our representatives to ask them to NOT take money from the entitlement program. This program is for Cities and Towns to help with yearly expenses.

CITY COUNCIL COMMENTS

Susanne Galbraith- She had been contacted by the County Disaster Coordinator Bill Ellis on the Homeland Security grant. She wondered if the City would have use for the grant. Supervisor Anderson said that the grant is \$60,000 and plans are to use \$40,000 to install a new emergency siren and \$20,000 to repair the broken siren on the North side of town.

John Uden- Said he would be out of town from January 31st to February 10th.

MAYOR COMMENTS

None

STANDING COMMITTEE RECOMMENDATIONS

None

BID OPENINGS

- (1) Four Wheel Drive Loader – Three bids received:
 Titan Machinery- \$160,226.07 with a buyback of \$38,630- Case
 RDO Equipment- \$195,850.00 with a buyback of \$47,000- JD
 Tractor & Equipment- \$186,245.00 with a buyback of \$35,000-Ca

PROCEEDING OF CITY COUNCIL

MILES CITY, MONTANA

- (2) Four Wheel Drive Extendable Stick Backhoe Loader: Three bids received:
Titan Machinery- \$117,274.00 with a buyback of \$48,200- Case
RDO Equipment- \$125,250.00 with a buyback of \$43,000- JD
Tractor & Equipment- \$134,549.00 with a buyback of \$47,500-Cat

- (3) Combination Sewer Vacuum Truck- Two bids received
Titan Machinery- \$387,368
Koils Brothers- \$374,300

** Councilperson Uden moved to refer the received bids to the Finance Committee, seconded by Councilperson Galbraith. The motion passed unanimously

BID AWARDS

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Election of Council President

** Councilperson Andrews moved for Susanne Galbraith to be the Council President, seconded by Councilperson Gardner.

** Councilperson Erlenbusch moved to cease the motion, and seconded by Councilperson Uden. The motion passed unanimously 6-0.

** The original motion passed 6-0

B. RESOLUTION NO. 4221- (First Reading) A Resolution Pursuant to §7-6-4006 of the Montana Code Annotated, Authorizing Amendment of Final Budget for FY 2018-2019 to Increase the Budgeted Amount in Various Funds for Various Unbudgeted Revenues and Expenditures

** Councilperson Galbraith moved to approve the Resolution, read by title only, and seconded by Councilperson Andrews. On roll call vote, the motion passed by unanimous consent, 6-0. Resolution No. 4221 passed

C. RESOLUTION NO. 4222- A Resolution Approving an Agreement Between the City of Miles City and Liquid Engineering Corporation For the Supply of all Materials and Services for the Installation of a Clearwell Baffle System at the Miles City Water Treatment Plant

** Councilperson Gardner moved to approve the Resolution, read by title only, and seconded by Councilperson Erlenbusch. On roll call vote, the motion passed by unanimous consent, 6-0 Resolution No. 4222 passed

D. RESOLUTION NO. 4224- A Resolution Authorizing the City of Miles City to Enter Into an Interlocal Agreement With Custer County for Fiscal Years 2018-2019 and 2019-2020

** Councilperson Galbraith moved to approve the Resolution, read by title only, and seconded by Councilperson Andrews. On roll call vote, the motion passed by unanimous consent, 6-0. Resolution No. 4224 passed

E. Approval of December Claims

** Councilperson Andrews moved to approve the December claims, seconded by

PROCEEDING OF CITY COUNCIL
MILES CITY, MONTANA

Councilperson Erlenbusch and passed unanimously.

ADJOURNMENT

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

The meeting was adjourned at 6:58 p.m.



John Hollowell, Mayor



Lorrie Pearce, City Clerk