

REGULAR COUNCIL MEETING March 10, 2020**6:00 p.m.****CALL TO ORDER**

The Regular Council meeting was held Tuesday, March 10, 2020, 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, John Uden, Rick Huber, Austin Lott, Kathy Wilcox and Curtis Reese. Councilperson Dwayne Andrews and Ken Gardner was excused.

Also present were City Attorney Dan Rice, Public Utilities Director Tom Speelmon, Police Chief Doug Colombik, Fire Chief Branden Stevens, Planner In Training Ally Capps, 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: 02/25/2020**

****** *Councilperson Uden moved to approve the minutes of the Regular Council Meeting of February 25, 2020, subject to any changes, and seconded by Councilperson Kassner. The motion **passed** by unanimous consent, 6-0.*

Finance Committee Minutes: 02/27/2020**Finance Committee Meeting****February 27, 2020**

The Finance Committee met Thursday, February 27, 2020 at 6:00 p.m. in the City Hall Conference room. Present were Committee Members Austin Lott, Brant Kassner and Curtis Reese. Committee member John Uden was excused

Also present were: Planner in Training Ally Capps and City Clerk/Recorder Lorrie Pearce.

Chairperson Lott called the meeting to order.

- 1. Request of Citizens and Public Comment:**
- 2. Discuss and Recommendation on Torez Motocross Club Proposal:**

****** *Committee Member Kassner moved to open the floor for discussion and recommendation, seconded by Committee Member Reese.*

Planner Capps discussed provisions in Resolution 3930, which sets the terms of the City's lease property procedures:

- Terms are between 1-5 years
- Renewal is optional
- There is a 10% annual increase per 5-year lease
- Rates above these minimal base rates may be charged based on the cost of city services or city owned improvements provided as part of the lease
- Rates for leases of City owned property outside of the Industrial Site will be evaluated on a case by case basis
- Leases may provide special considerations for lessee investment in tract cleanup, land surface improvements, or improvements to city service systems
- If the project is favorable, then the City can decide the price

- Governmental entities, or nonprofit corporations that are determined to be of special benefit to the greater Miles City community, may receive more favorable lease terms or lease rental rates. Any nonprofit entity seeking such benefits shall file with the Lease Administrator a copy of its IRS tax exempt determination and any determination by the IRS that such entity qualifies as a charity.

Representative Clint Backlund explained that the club is in the process of becoming a non-profit organization and will run the club like a business. The club is capable of obtaining the insurance that is demanded by the City, but will first need a draft of the lease agreement. The club membership is \$150 annually. The goal of the club is to build a safe track for the community and will be completed in phases. No one will be able to ride the track until it is ready and a waiver form signed. He felt a 5-year term would work for the club.

*** Committee Member Kassner moved to postpone until the next finance meeting, seconded by Committee Member Reese. The motion **passed** unanimously, 3-0*

3. Discuss and recommendation on approving adjusted ambulance amount on write offs and sent to collection

*** Committee Member Kassner moved to recommend to Council approval of the adjustments, seconded by Committee Member Reese. The motion **passed** unanimously, 3-0*

4. Discuss and recommendation on grants for MCFR

The Committee discussed the grant requests and felt that more information is needed, and felt it was hard to approve the grants when the City does not know what fiscal year 2020-2021 will bring.

*** Committee Member Kassner moved to postpone until the next finance meeting, seconded by Committee Member Reese. The motion **passed** unanimously, 3-0*

5. Review and Discussion on current budget FY20

Clerk Pearce went over the Revenue and Expenses, explaining them line by line.

6. Adjournment

*** Committee Member Lott moved to adjourn the meeting, seconded by Committee Member Reese and **passed unanimously***

The meeting was adjourned at 8:05 p.m.

*** Councilperson Kassner moved to approve the minutes of the Finance Committee Meeting of February 27, 2020, and seconded by Councilperson Reese. The motion **passed** by unanimous consent, 6-0.*

Human Resource Minutes: 02/20/2020

**Human Resources Committee
February 20, 2020**

The **Human Resources Committee** met Thursday, February 20, 2020, at 5:30 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Dwayne Andrews, R. Curtis Reese and Rick Huber. Also present was Human Resources Officer/Recorder Linda Wilkins.

Committee Member Kathy Wilcox called the meeting to order.

1. Requests of Citizens
None
2. Review, Revise, Recommend Revisions:
 - A. Personnel Policy – Recruitment and Selection

Officer Wilkins reviewed changes to the Recruitment and Selection Personnel Policy, revisions included minor changes for typing errors and changing the Background Check section for firefighters hired by the City to comply with State Fire Marshal fingerprinting requirements.

***Committee Member Andrews moved to approve and recommend to Council the changes as suggested, seconded by Committee Member Reese. On roll call vote, the motion passed unanimously 4-0.*

B. Personnel Policy – Photo ID requirements

Officer Wilkins explained to the committee why this policy was developed; the Department of Justice audited the Dispatch Center and one of the audit findings was the lack of proper photo identification. There have been requests by the fire and police departments for updated photo identifications. When the subject was discussed with Directors Gray and Speelmon they also saw a need for their departments to have proper photo identification. Photo identification equipment has been purchased, and a policy for the City was developed for the handling of photo identification. Photo identification would provide for the safety of the public in knowing who they are dealing with is in fact is a City employee. The committee discussed who should wear a photo identification and it was decided that all employees should wear the identification. The committee discussed the policy as presented, the following changes were made: Page 1, paragraph 5 ...middle initial and last name initial; Page 2, paragraph 4 add after ...POLICY: If City employee will be in direct contact in a non-emergency situation ID will be visually displayed. Page paragraph 5 deleted.

***Committee Member Andrews moved to approve and recommend to Council the changes as suggested, seconded by Committee Member Huber. On roll call vote, the motion passed unanimously 4-0.*

3. Discuss: Dept Heads' request for an additional personal day as PTO

The committee discussed the cost of an additional day off for administrative staff. They decided to gather financial information and address in a month.

***Committee Member Andrews moved to postpone, seconded by Committee Member Reese. The motion passed unanimously 4-0.*

4. Other

Committee Member Andrews asked what happened to the Engineer Position Description draft. The committee decided to put the position description on a future agenda for discussion.

5. Adjournment

***Committee Member Andrews moved to adjourn, seconded by Committee Member Huber. The motion passed unanimously 4-0.*

The meeting was adjourned at 6:15 p.m.

*** Councilperson Wilcox moved to approve the minutes of the Human Resource Committee Meeting of February 20, 2020, and seconded by Councilperson Lott. The motion passed by unanimous consent, 6-0.*

Public Service Committee Minutes: 03/03/2020

PUBLIC SERVICE COMMITTEE MEETING

March 03, 2020

The Public Service Committee met Tuesday, March 03, 2020 at 5:30pm in the City Hall Conference Room. 17 S. 8th Street, Miles City, Montana. Present were Committee Members Kathy Wilcox, Dwayne Andrews and Rick Huber. Committee Member Ken Gardner was excused.

Also present: Deputy City Clerk/Recorder Mary Rowe.

Committee Member Andrews opened the meeting

1. Elect New Chairperson:

Committee Member Andrews nominated himself as 2020 Committee Chairperson.

*** Committee Member Andrews moved to elect himself as 2020 Committee Chair and seconded by Committee Member Huber. On a roll-call vote, the motion passed, 3-0.*

2. Request of Citizens/Public Comment:

-None-

3. Committee Member Comments:

-None-

4. Adjournment:

*** Committee Member Wilcox moved to adjourn, seconded by Committee Member Huber, the motion **passed unanimously 3-0.***

*** Councilperson Wilcox moved to approve the minutes of the Public Service Committee Meeting of March 3, 2020, and seconded by Councilperson Huber. The motion **passed** by unanimous consent, 6-0.*

SCHEDULE MEETINGS

*The following meetings will be held in the City Hall Conference Room:
Human Resource March 19th @ 5:30pm*

REQUEST OF CITIZENS & PUBLIC COMMENT

Discussion and approval on letter of support for Holy Rosary Healthcare Clinic

Mayor Hollowell explained that the request is to support HRHC get physicians into Miles City quicker.

*** Councilperson Uden moved to support the letter as presented, seconded by Councilperson Kassner. The motion passed unanimously, 6-0*

APPOINTMENTS

None

PROCLAMATIONS

None

STAFF REPORTS

Ally Capps- Discussion and approval on letters of support for Homeland Security grants

Planner Capps asked Council to sign three letters of support for grants from the Local Emergency Planning Committee, and there are no matches for any of them. She explained what the three grants would be for:

- Police Department to update its Internal Drive and purchase body and vehicle camera \$48,240
- Public Safety Departments to purchase 59 hand held and 20 mobile radios which would be shared between the City and Custer County
- Scene lighting and generator \$45,000

*** Councilperson Wilcox moved to approve the letters, seconded by Councilperson Lott. The motion **passed 6-0***

CITY COUNCIL COMMENTS

Kathy Wilcox announced that she will be gone from April 13th to May 2nd.

*** Councilperson Lott moved to approve the absence, seconded by Councilperson Kassner. The motion **passed 6-0***

She also asked if the City will be able to use Skype for Council Meetings if the Corona virus forces City Council to meet video technology? The answer was yes.

The Corona virus sparked a conversation asking if the City is prepared. Chief Stevens said that his department has stocked up in the necessary supplies and Chief Colombik said that he has purchased supplies and if his department needs to purchase more he will bring it to the Public Safety Committee for discussion.

MAYOR COMMENTS

He explained that the Union will be presenting to the Public Safety Committee, recommendations from the International Code Council on how to handle the Corona epidemic. Also, Retired Seniors Volunteer Program received a \$86,000 grant.

COMMITTEE RECOMMENDATIONS

Approval on ambulance write off amount and adjusted amount sent to collections

*** Councilperson Lott moved to approve the adjustments, seconded by Councilperson Kassner. The motion passed unanimously, 6-0*

BID OPENINGS

None

BID AWARDS

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

A. Approval on proceeding with the \$750,000 EDA grant for the flood project. City to provide 20 percent match (\$150,000) in Fiscal Year 2021

*** Councilperson Wilcox moved to proceed with the grant, and seconded by Councilperson Lott.*

Planner Capps explained that she and Floodplain Administer Samantha Malenovsky contacted the Economic Development Administrative, and the City can prepare a design grant for the slough. They will not issue the grant at one hundred percent, because they felt the City did not have a devastation situation. They also felt that the City has to make some sort of commitment to the project and would not go any lower than the twenty percent match. She is waiting to hear back from Kadrmas, Lee and Jackson for the cost of the project. With that information the City will know exactly what the match would be. Planner Capps added that the money for this grant goes fast, and the decision whether the City will support the grant or not needs to be decided very soon.

*** Councilperson Uden moved to refer the request to the Finance Committee for review, seconded by Councilperson Wilcox. On roll call vote, the motion passed 6-0.*

NEW BUSINESS

A. RESOLUTION NO. 4311- A Resolution Authorizing the City of Miles City to Enter Into an Agreement entitled "Interlocal Agreement for Montana Firefighters Testing Consortium" With Certain Cities and Fire Districts in the State of Montana

*** Councilperson Lott moved to approve the Resolution, read by title only and seconded by Councilperson Wilcox.*

Chief Stevens explained that Lockwood Fire District decided to join the consortium and that was the only change to the agreement. Councilperson Huber asked the Chief if he felt that joining the consortium was beneficial to the City. Chief Stevens said it cost \$1,800 to be a member and thought it was worth the cost.

*** On roll call vote, the motion passed, 6-0. Resolution No. 4311 passed.*

B. RESOLUTION NO. 4312- A Resolution of Intent to Extend the Duration of Tourism Business Improvement District No. 101 for an Additional 10 Year Term, Pursuant to Title 7, Chapter 12, Part 11, Montana Code Annotated

****** *Councilperson Wilcox moved to approve the Resolution, read by title only and seconded by Councilperson Huber. On roll call vote, the motion passed by unanimous consent, 6-0. Resolution No. 4312 passed.*

C. RESOLUTION NO. 4313- A Resolution Authorizing the City of Miles City to Enter Into An Agreement Entitled "State of Montana Agreement" With the State of Montana Historic Preservation Office for Partial Funding of the Historic Preservation Officer Position

****** *Councilperson Kassner moved to approve the Resolution, read by title only, and seconded by Councilperson Wilcox. On roll call vote, the motion passed by unanimous consent, 6-0. Resolution No. 4313 passed.*

D. RESOLUTION NO. 4314- A Resolution Revising City of Miles City Personnel Policies Regarding Recruitment and Selection

****** *Councilperson Reese moved to approve the Resolution, read by title only, and seconded by Councilperson Uden.*

Councilperson Wilcox said there were two proposed changes:

1. Page 4, changed the application retention from two years to three years
2. Page 6, Section C was new and it keeps the City up to date with regulatory requirements on fingerprinting

****** *On roll call vote, the motion passed by unanimous consent, 6-0. Resolution No. 4314 passed.*

E. RESOLUTION NO. 4315- A Resolution Establishing City of Miles City Personnel Policies Regarding Employee Identification Cards

****** *Councilperson Uden moved to approve the Resolution, read by title only, and seconded by Councilperson Kassner.*

There was a discussion on how the names should be listed on the identification card and who will be granted one.

****** *After a long discussion, Councilperson Lott moved to amend the fifth paragraph in the Resolution by striking may and replace with shall and strike middle initial and the word initial after last name.*

****** *The main motion passed by roll call vote 6-0*

****** *The amended motion passed, 6-0. Resolution No. 4315 passed.*

F. RESOLUTION NO. 4316- A Resolution Authorizing the City of Miles City to Execute a Letter of Intent to Purchase "Square-9" Software From DIS Technologies

****** *Councilperson Wilcox moved to approve the Resolution, read by title-only, and seconded by Councilperson Kassner. On roll call vote, the motion passed, 6-0. Resolution No. 4316 passed.*

G. Approve letter asking for financial help to send Deputy Clerk to the Montana Institute of Municipal Clerks Training

** *Councilperson Lott moved to approve the letter asking for financial help and seconded by Councilperson Kassner. The motion **passed** by unanimous consent, 6-0.*

H. Approval on Records Destruction of Document

** *Councilperson Kassner moved to approve the destruction on record documents, seconded by Councilperson Lott. The motion **passed** by unanimous consent, 6-0.*

I. Approval of February Claims

** *Councilperson Lott moved to approve the February claims, and seconded by Councilperson Kassner. The motion **passed** by unanimous consent, 6-0.*

ADJOURNMENT

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

The meeting was adjourned at 7:03p.m.


John Hollowell, Mayor


Lorrie Pearce, City Clerk