

**REGULAR COUNCIL MEETING June 23, 2020**  
**6:00 p.m.**

**CALL TO ORDER**

The Regular Council meeting was held Tuesday, June 23, 2020, by Zoom.us in Miles City, Montana. Council President Kathy Wilcox called the meeting to order. Council Members present were Brant Kassner, Dwayne Andrews, Ken Gardner, Rick Huber, Austin Lott and Curtis Reese.

Also present were City Attorney Dan Rice, Police Chief Doug Colombik, Fire Chief Branden Stevens, Battalion Chief Johnny Hoskins, Public Utilities Director Tom Speelmon, RSVP Director Betty Vail, Payroll/HR Director Linda Wilkins, Fire Inspector Eddy Kanduch, Planner in Training Ally Capps, Police Captain Dan Baker, and City Clerk/Minute Recorder Lorrie Pearce.

**PLEDGE OF ALLEGIANCE**

Council President Kathy Wilcox led the Council in the Pledge of Allegiance.

**APPROVAL OF COUNCIL & COMMITTEE MINUTES**

**City Council Minutes: 6/09/2020**

\*\* *Councilperson Gardner moved to approve the minutes of the Regular Council Meeting of June 9, 2020, and seconded by Councilperson Lott. The motion **passed** by unanimous consent, 7-0.*

**Finance Committee Minutes: 6/08/2020**

**Finance Committee  
Meeting June 8, 2020**

The Finance Committee met Monday, June 8, 2020 at 6:30 p.m. by remote means (Zoom). Present were Committee Members Austin Lott, Brant Kassner and Curtis Reese.

Also present were: Public Utilities Director Tom Speelmon, Public Works Director Scott Gray, Police Chief Doug Colombik, Planner in Training Ally Capps, Fire Chief Branden Stevens, Dispatch Supervisor Lyne Anderson, Deputy City Clerk Mary Rowe & City Clerk/Recorder Lorrie Pearce.

Chairperson Lott called the meeting to order.

**1. Request of Citizens and Public Comment:**  
None

**2. Discuss and Recommendation on Torez Motocross Club Lease**

Planner Capps thought that the land could be presented as a Park Usage Permit instead of a lease. This would give the club exclusive use of the area without sending it out for bid, because of its specific needs. She had met with Attorney Rice and he felt that the permit would be appropriate. The permit would be effective July 1, 2020 and will expire in five years. The City can pull the permit at any time if it felt the permit was not being followed. If the land is leased the cost would be approximately \$780 a year and the club is asking for the cost to be waved. Park Usage Permits have no yearly charges attached to them.

\*\* *Committee Member Kassner moved to recommend to Council to approve the Park Usage Permit, seconded by Committee Member Lott. The motion **passed** unanimously.*

**3. Review and Recommendation on Janitorial Bids**

Two bids were received for janitorial services to City Hall, they are as follows:

- Samantha Malenovsky at \$700 per month
- Dales Cleaning Service at \$700 per month

The Committee scored the bids received, but had not contacted the references. It was decided that Chairperson Lott will call the references and report at the next Finance meeting.

*\*\* Committee Member Reese moved to postpone recommending a janitor for City Hall until the next Finance meeting, seconded by Committee Member Lott. The motion **passed** unanimously.*

One bid was received for janitorial services to the Police department:

- Marilyn Foreman at \$350 per month

*\*\* Committee Member Kassner moved to recommend to Council to accept Marilyn Foreman's bid to clean the police department, seconded by Committee Member Lott. The motion **passed** unanimously.*

No bids were received for the Library.

#### **4. Review and Recommendation on Planner Wage Split**

Director Speelmon proposed a split as follows:

- a. 29 percent from District 204
- b. 7 percent from District 205
- c. 18 percent from Water
- d. 18 percent from Sewer
- e. 18 percent from General Fund
- f. 5 percent from Historic Preservation
- g. 5 percent from Tax Increment Fund

*\*\* Committee Member Kassner moved to present in the budget the Planner split as discussed, seconded by Committee Member Reese. The motion **passed** unanimously.*

#### **5. Review of funding options for buildings, including rentals or purchases, regarding City Public Safety**

Items that were discussed:

- A meeting is set up for this Thursday to visit all the buildings that are available
- An email was received from the Veteran Administration (VA) stating that the building will not close until early 2021. This gives the City a little lead way to look at all its options. But the City cannot pause on its decision, it will need to be finalized very soon
- Low interest loans (InterCap) will be limited because of the General Fund limited cash flow. The City will need to decide as to what loan is needed the most, flood or building. City could loan from other institutes, but the interest would be a lot higher and did not think that General Fund can handle the payments
- Director Gray will compile a list of City Hall staff's need if it moves
- Cost of moving the police department into City Hall and then moving City Hall staff to another building will cost the City double when it comes to moving phone hook ups, internet, IT lines and services associated with all of them. A quote from Midrivers will be presented to the Finance Committee by the next meeting

#### **6. Discussion on options for helping General Fund**

The goal of the City is to set aside as much money possible to build up cash in General Fund. The discussion was postponed until all personnel involved are at a meeting together.

#### **7. Adjournment**

*\*\* Committee Member Kassner moved to adjourn the meeting, seconded by Committee Member Reese and **passed** unanimously.*  
The meeting was adjourned at 7:47 p.m.

*\*\* Councilperson Lott moved to approve the minutes of the Finance Committee Meeting of June 8, 2020, and seconded by Councilperson Andrews. The motion **passed** by unanimous consent, 7-0.*

#### **Public Safety Minutes: 6/16/2020**

##### **Public Safety Committee Meeting June 16, 2020**

The Public Safety Committee met Tuesday, June 16, 2020, at 6:00 pm via Zoom Conferencing in the Human Resources Office at City Hall, 17 S. 8th. Present were Committee Members Kathy Wilcox, Ken Gardner and Austin Lott. Also present

were: Police Chief Doug Colombik, Mayor John Hollowell, Fire Chief Branden Stevens, Battalion Chief Johnny Hoskins, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Lott called the meeting to order.

**1. Request of Citizens**

None

**2. Committee Member Comments**

None

**3. Review and recommendation on Discharge of Fireworks on July 4**

The committee discussed options for the discharge of fireworks on July 4, after a brief discussion it was decided to allow the discharge of fireworks at the parks as listed in last year's resolution #4246, but limit the days to July 3 and 4 only. The committee recommend that a public service announcement be issued encouraging social distancing due to the active outbreak of COVID-19 in the community. They also thought it would be good to contact the county regarding use of the fairgrounds parking area for viewing of the fireworks display.

*\*\*Chairperson Lott moved to recommend Council the discharge of fireworks on July 3 and 4 in the places and times of day as outlined in last year's Resolution #4246, seconded by Committee Member Wilcox. By unanimous consent the motion passed 3-0.*

**4. Review and recommendation on City Building Inspector Contract language**

The committee discussed that the building permit form should be changed so that both the building inspector and the flood plain administrator would need to sign off on the permit, this would ensure compliance with both building code and flood code. The committee discussed the language of the current contract. The committee thought the percentage of building fees billed by the building inspector should be lowered. The also wanted paragraph "b" of Section Two reinserted into the contract from the original contract regarding code enforcement, other than public nuisances. The committee discussed splitting the plan review fee with flood plan administration, public works, public utilities, fire and police. They wanted a comparison of the current contract with the original contract from several years back, with a review by the City Attorney.

*\*\*Committee Member Wilcox recommend the revisions, as presented, to the city building inspector contract language for the city attorney and have the contract come back to the committee for review., seconded by Committee Member Lott. By unanimous consent the motion passed 3-0.*

**5. Review and recommendation on paying out-of-town stipends to Part Paid Firefighters**

Committee Chair Lott explained that this recommendation had been reviewed by the Finance Committee and approved, but required recommendation by the Public Safety Committee. A number of calls for out out-of-town transfers had not been accepted by the Fire Department. Chief Stevens explained that part paid firefighters are not currently receiving the stipend for taking the trip, that full time firefighters currently receive. The out-of-town transport are aiding in reducing the deficit in the ambulance fund and if the stipends were paid to part paid firefighters they would be willing to take more out-of-town transports.

*\*\*Committee Member Wilcox moved that out-of-town stipends be paid to part paid firefighters at the same rate as full time firefighters, seconded by Committee Member Gardner. By unanimous consent the motion passed 3-0.*

**6. Adjournment**

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

The meeting was adjourned at 5:50 p.m.

*\*\* Councilperson Gardner moved to approve the minutes of the Public Safety Committee Meeting of June 16, 2020, and seconded by Councilperson Reese. The motion **passed** by unanimous consent, 7-0.*

**SCHEDULE MEETINGS**

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

Human Resource

Tuesday June 30<sup>th</sup> @ 4:15 p.m.

**REQUEST OF CITIZENS & PUBLIC COMMENT**

None

**APPOINTMENTS**

None

**PROCLAMATIONS**

None

**STAFF REPORTS**

**Doug Colombik-** Reported that the COPS grant that was awarded to the City does cover health insurance.

**Branden Stevens-** Introduced Matthew DeJong to Council, and presented him a helmet and shield for recognition of being a confirmed firefighter after a year of being a probationary firefighter.

He reported that there are now twenty-three (23) confirmed COVID-19 cases in Custer County. Also, there were fourteen hundred (1400) residents tested at the fairgrounds last weekend. The eighty residents that showed signs and symptoms of the virus came back negative.

**CITY COUNCIL COMMENTS**

None

**MAYOR COMMENTS**

None

**COMMITTEE RECOMMENDATIONS**

Bid Award- City Hall

- \*\* Councilperson Lott moved to approve Dales Cleaning Service bid for cleaning City Hall, seconded by Councilperson Andrews. The motion passed unanimously.

**BID OPENINGS**

Abate Public Nuisance

One bid was received for \$6,800.00

- \*\* Councilperson Lott moved to accept Jim Thormodsgard Consulting bid, seconded by Councilperson Kassner. The motion passed unanimously.

**BID AWARDS**

None

**PUBLIC HEARINGS**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- A. RESOLUTION NO. 4327- A Resolution Pursuant to §16-48 of the Miles City Code of Ordinances, Establishing Dates, Times and Locations for Discharge of Fireworks Within the City Limits for the Year 2020**

\*\* *Councilperson Andrews moved to approve the Resolution, read by title only, and seconded by Councilperson Kassner. On roll call vote, the motion passed, 7-0. Resolution No. 4327 passed.*

- B. RESOLUTION NO. 4328- A Resolution Establishing the Payment of Out-of-Town EMS Transfers to Part Paid Firefighter & Emergency Care Providers**

\*\* *Councilperson Lott moved to approve the Resolution, read by title only, and seconded by Councilperson Reese. After a short discussion, the motion passed by roll call vote, 7-0. Resolution No. 4328 passed.*

**C. RESOLUTION NO. 4329- A Resolution Approving a Park Use Permit Between the City of Miles City, Montana, and the Torez Moto X Club for use of the Miles City Motocross Track at Spotted Eagle**

\*\* *Councilperson Andrews moved to table the Resolution, and seconded by Councilperson Huber. On roll call vote, the motion passed by unanimous consent, 7-0.*

**D. Discussion on Updates for Police Building Prospects and How to Move Forward**

Items discussed were:

- Deadline for the police to move is January 1, 2021
- It would cost approximately \$26,000 to move City Hall into another building, and probably the same cost to move the Police Department into City Hall
- A straw poll was conducted as to whether the Police Department should move into City Hall. The results were- four (4) Councilpersons needed more information and three(3) Councilpersons did not want to move the police department into City Hall
- General Fund is financially strapped, so the Council needs to decide on what is best for the City, Administrative personnel and the Police
- Miles City Area Economic Development Council representative Elizabeth Patten will contact Julie Emmons from SouthEastern Montana Development Corporation to see if there are any grants that may help the City with financial issues

**E. Discuss and Approve steps to move forward on filling the Building Inspector's position**

Items discussed were:

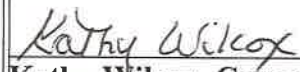
- The previous Building Inspectors contract was reviewed and recommended to change the contract back to sixty percent (60%) pay to the inspector for total permits sold. Also, a couple of wage figures were changed. There is no set rate for plan reviews and thought that the City should use the twenty five percent (25%) rate that is being used by the State, or whatever the City felt was reasonable
- There was a discussion to combined the Building Inspector with the Fire Inspector. Council felt that it would take to long to get the job description changed and did not want to wait. Also, the combination may add to much of a load and the building inspections may not get completed in a timely manner
- The City could extend the existing contract with Dennis Hirsch for another month if there were no changes. If there were changes made to the contract a special Council meeting could be scheduled.

\*\* *Councilperson Lott moved to post the position as a contract and if nobody responds by June 30<sup>th</sup>, extend Dennis Hirsch's contract for one month, seconded by Councilperson Andrews and passed unanimously.*

**ADJOURNMENT**

\*\* *Councilperson Andrews moved to adjourn the meeting, seconded by Councilperson Huber and passed unanimously.*

The meeting was adjourned at 7:08 p.m.

  
Kathy Wilcox, Council President

  
Lorrie Pearce, City Clerk