

REGULAR COUNCIL MEETING March 9, 2021

6:00 p.m.

CALL TO ORDER

The Regular Council meeting was held Tuesday, March 9, 2021, in the City Hall Conference Room at City Hall, 17 S. 8th Street, Miles City, Montana and online via zomm.us. Mayor John Hollowell called the meeting to order. Council Members present were Brant Kassner, Dwayne Andrews, Elizabeth Patten, Rick Huber, Austin Lott, Kathy Wilcox and Stacy Broell. Council Member Ken Garner was not present.

Also present were Public Works Director Scott Gray, Police Chief Doug Colombik, Fire Chief Branden Stevens, Planner in Training Ally Capps, Flood Plain Administrator/Auto Cad/Assistant PWPV Samantha Malenovsky, Public Utilities Director Tom Speelmon and City Clerk/Minute Recorder Mary Rowe.

PLEDGE OF ALLEGIANCE

Mayor Hollowell led the Council in the Pledge of Allegiance.

APPROVAL OF COUNCIL & COMMITTEE MINUTES

City Council Minutes: 2/9/2021

****** *Councilperson Wilcox moved to approve the minutes of the Regular Council Meeting of February 9th, 2021, subject to any changes, and seconded by Councilperson Kassner. The motion passed by unanimous consent, 7-0.*

Human Resources Committee Minutes: 2/2/2021

**Human Resources Committee
February 2, 2021**

The **Human Resources Committee** met Tuesday, February 2, 2021, at 4:15 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Stacy Broell, Dwayne Andrews and Rick Huber. Also present were: Mayor John Hollowell, Fire Chief Branden Stevens, Fire Captain Eddy Kandulich, Fire Captain Taran Harbaugh, Captain Jake Richards, PFFF Janet Loomis, Police Chief Doug Colombik, Captain Dan Baker, Police Officer Mike Morris, Council Member Elizabeth Patten and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Elect Chairperson
Committee Member Huber nominated Kathy Wilcox as Chairperson
Committee Member Wilcox accepted the nomination.

Nominations were closed.

****Committee Member Huber moved that the nomination of Kathy Wilcox be approved by the committee, seconded by Committee Member Broell. On roll call vote the nomination was approved 3-0 with Committee Member Wilcox abstaining from the vote.**

2. Request of Citizens
None
3. Committee Member Comments
None

- 4. Review and approve Position Description Revisions
Discuss and Recommend Deputy City Court Clerk Wage for updated position description (see Nov 20)

This item is for the City Court Clerk, the word Deputy is removed. The wage recommend for this position is \$18.51. This position acts as the substitute judge

PROCEEDING OF CITY COUNCIL
MILES CITY, MONTANA

in the absence of the City Judge, which is approved by the Montana Supreme Court.

****Committee Member Broell moved that the City Court Clerk base wage be set at \$18.51/hour, seconded by Committee Member Huber.**

There was further discussion on the effective date of the increase. Judge Stein stated he had money in his budget to cover this increase.

****Committee Member Huber amended the motion to make the increase effective on the date of the revision to the position description. On roll call vote the amendment passed 4-0.**

The amended original motion passed on roll call vote 4-0.

- Discuss and approve Utility Billing Clerk Position Description. The main change in the position description was a change in the supervisor for the City Clerk to the Public Utilities Director. The supervisor had previously been changed due to nepotism. There were also a few changes in grammatical errors and the position description was revised to the current format.

****Committee Member Huber moved to accept the position description as revised, seconded by Committee Member Andrews. On roll call vote the motion passed 4-0.**

5. Discuss and draft Wage Scale Matrix wages for all NON-union City Employees for FY 2021-2022

- Set Step One wages
 - Set Step 12 wages
 - Set percentage increase for Steps 2-11
- It was determined that

After discussion, it was determined to begin the wage matrix using the current wages of all non-union personnel based on their years with the City and use 20-steps with the last step at 20% on top of the base. Glendive and Lewistown will be contacted for further information on management wages. Wages from the 2017 Miles City Wage Survey will also be considered when a wage is not addressed in the 2020 Montana League Wage Survey. Committee members are wanting to get the wage matrix set-up correctly and it could take up to 3 months to complete. This information will be brought to the next scheduled HR Meeting by the HR Officer.

6. Review Upcoming HR Activities

- Managers review, revise & submit to HR PD updates
- All performance evals and PE and Wage increase requests with all supporting documentation submitted to HR by May 15
- COLA increase recommendation to Finance by June 1

7. Next Meeting: March 2, 2021

8. Adjournment

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

The meeting was adjourned at 5:30 p.m.

**** Councilperson Wilcox moved to approve the minutes of the Human Resources Committee Meeting of February 2nd, 2021, subject to any changes, and seconded by Councilperson Kassner. The motion passed by unanimous consent, 7-0.**

SCHEDULE MEETINGS

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

Human Resources Committee Meeting March 25, 2021 @ 4:00 pm

REQUEST OF CITIZENS & PUBLIC COMMENT

None

APPOINTMENTS

None

PROCLAMATIONS

None

STAFF REPORTS

Chief Colombik handed out Police Department Statistics.

CITY COUNCIL COMMENTS

Councilperson Patten clarified with Administrator Malenovsky that the Woolhouse was not above base flood elevation and that floodproofing needs to be done and permits need to be acquired.

Councilperson Huber stated that he will not be present at the City Council Meeting on the 23rd of March, 2021.

Councilperson Broell was asked by Garfield School if the street sweeper schedule could be changed to suit the teachers schedule; Director Gray was aware of and addressing this request.

MAYOR COMMENTS

None

COMMITTEE RECOMMENDATIONS

None

BID OPENINGS

None

BID AWARDS

None

PUBLIC HEARINGS

A. ORDINANCE 1344 - An Ordinance Amending Section 12-75 of the City of Miles City Flood Code with Respect to Penalties for Violations

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

UNFINISHED BUSINESS

A. ORDINANCE 1344 - (Second Reading) An Ordinance Amending Section 12-75 of the City of Miles City Flood Code with Respect to Penalties for Violations

** Councilperson Patten moved to approve the Resolution, read by title only and seconded by Councilperson Kassner. On roll call vote, the motion passed by unanimous consent, 7-0. Ordinance No. 1344 passed.

B. RESOLUTION NO. 4388 - A RESOLUTION AUTHORIZING THE CITY OF MILES CITY TO ENTER INTO AN INTERLOCAL AGREEMENT WITH CUSTER COUNTY FOR FISCAL YEAR 2020-2021.

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

Mayor Hollowell stated that the Resolution has been changed to one year only.

** On roll call vote, the motion passed by unanimous consent, 7-0.
Resolution No. 4388 passed.

NEW BUSINESS

A. RESOLUTION NO. 4394 – A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING VACATION LEAVE

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

Mayor Hollowell explained that the “use it or lose it” portion was extended as employees were unable to take time off during the Covid-19 pandemic.

Councilperson Wilcox added that Governor Gianforte authorized Cities to grant this nine-month extension.

** *On roll call vote, the motion passed by unanimous consent, 7-0. Resolution No. 4394 passed.*

B. Approval of February claims

** *Councilperson Kassner moved to approve February claims, subject to any changes, seconded by Councilperson Lott, and passed unanimously, 7-0.*

ADJOURNMENT

** *Councilperson Andrews moved to adjourn the meeting, seconded by Councilperson Patten and passed unanimously, 7-0.*

The meeting was adjourned at 6:22p.m.


John Hollowell, Mayor


Mary Rowe, City Clerk