

PROCEEDING OF CITY COUNCIL  
MILES CITY, MONTANA

**REGULAR COUNCIL MEETING April 27, 2021**  
**6:00 p.m.**

**CALL TO ORDER**

The Regular Council meeting was held Tuesday, April 27, 2021, 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, Elizabeth Patten, Rick Huber, Kathy Wilcox and Stacy Broell.

Also present were City Attorney Dan Rice, 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, Human Resources Officer Linda Wilkins, RSVP Director Betty Vail, Police Captain Dan Baker, and City Clerk/Minute Recorder Mary Rowe.

**PLEDGE OF ALLEGIANCE**

Mayor Hollowell led the Council in the Pledge of Allegiance.

**ELECT CHAIRPERSON**

Councilperson Patten nominated Councilperson Kassner and seconded by Councilperson Broell. There being no other nominations, nominations were closed.

\*\* *Councilperson Patten moved to elect Councilperson Kassner as Council President and seconded by Councilperson Broell. The motion passed unanimously, 7-0.*

**APPROVAL OF COUNCIL & COMMITTEE MINUTES**

**City Council Minutes: 4/13/2021**

\*\* *Councilperson Gardner moved to approve the minutes of the Regular Council Meeting of April 13, 2021, subject to any changes, and seconded by Councilperson Huber. The motion passed by unanimous consent, 7-0.*

**Human Resources Committee Minutes: 3/25/2021**

**Human Resources Committee  
March 25, 2021**

The **Human Resources Committee** met Thursday, March 25, 2021 at 4:00 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Stacy Broell, and Dwayne Andrews. Committee Member Rick Huber was excused. Also present were: Fire Chief Branden Stevens, Police Chief Doug Colombik, Library Director Sonja Woods, Public Utilities Director Tom Speelmon and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Request of Citizens

None

2. Committee Member Comments

None

3. Review, Revise, Recommend 20-year Wage Scale Matrix wages for all NON-union City Employees for FY 2021-2022:

There was discussion regarding placing the Fire Chief's wage on the matrix without the stipend for Paramedic as this could change based on who was currently holding the position. There was discussion around employees who have 20 or more years of service with the City.

PROCEEDING OF CITY COUNCIL  
MILES CITY, MONTANA

It was determined to place employees at 20 years or more years of service at the 10-year step on the matrix to provide opportunity for future wage increases. The Police Chief's wage will be adjusted to the average of the survey conducted by Chief Colombik on Police Chief wages. The Human Resources Officer will make the recommended changes and the matrix will be brought back to the next scheduled meeting for review.

4. Upcoming HR Activities
  - Managers review, revise and submit to HR PD updates now
  - 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

5. Next Meeting: April 8, 2021; 4:00 p.m.

6. Adjournment

*\*\*Committee Member Broell moved to adjourn, seconded by Committee Member Andrews. The motion passed unanimously 3-0.*

The meeting was adjourned at 4:50 p.m.

**\*\*** *Councilperson Andrews moved to approve the minutes of the Human Resources Committee Meeting of March 25, 2021, subject to any changes, and seconded by Councilperson Kassner. The motion passed by unanimous consent, 7-0.*

**Human Resources Committee Minutes: 4/8/2021**

**Human Resources Committee  
April 8, 2021**

The **Human Resources Committee** met Thursday, April 8, 2021 at 4:00 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Rick Huber, and Dwayne Andrews. Committee Member Stacy Broell was excused. Also present were: Fire Chief Branden Stevens, Police Chief Doug Colombik, Library Director Sonja Woods, City Planner-in-Training Ally Capps, RSVP Director Betty Vail, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Request of Citizens
  - None
2. Committee Member Comments
  - None
3. Review and approve RSVP Director Position Description
  - Director Vail explained the change to the position description was to accommodate a change in name for the agency responsible for overseeing the grant program for RSVP.

*\*\*Committee Member Andrews moved to approve the RSVP Director Position Description as revised, seconded by Committee Member Huber. The motion passed unanimously 3-0.*

4. Review and recommend RSVP Criminal History Check Policy
  - Director Vail explain this change was to comply with current grant requirements.

*\*\*Committee Member Andrews moved to approve the RSVP Criminal History Check Policy as revised, seconded by Committee Member Huber. The motion passed unanimously 3-0.*

5. Review, Revise, Recommend 20-year Wage Scale Matrix wages for all NON-union City Employees for FY 2021-2022:

A draft policy of the policy covering the Wage Scale Matrix was reviewed and changes where made to be reviewed again at the next Human Resources Committee Meeting

6. Upcoming HR Activities
  - Managers review, revise and submit to HR PD updates now

PROCEEDING OF CITY COUNCIL  
MILES CITY, MONTANA

- 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: April 15, 2021; 4:00 p.m.

8. Adjournment

*\*\*Committee Member Huber moved to adjourn, seconded by Committee Member Andres. The motion passed unanimously 3-0.*

The meeting was adjourned at 5:10 p.m.

**\*\*** *Councilperson Broell moved to approve the minutes of the Human Resources Committee Meeting of April 8, 2021, subject to any changes, and seconded by Councilperson Andrews. The motion passed by unanimous consent, 7-0.*

**Human Resources Committee Minutes: 4/15/2021**

**Human Resources Committee  
April 15, 2021**

The **Human Resources Committee** met Thursday, April 15, 2021 at 4:00 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Stacy Broell, and Dwayne Andrews. Committee Member Rick Huber was excused. Also present were: Fire Chief Branden Stevens, City Planner-in-Training Ally Capps, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

7. Request of Citizens

None

8. Committee Member Comments

None

9. Review and approve MCFR Deputy EMS Officer Position Description

Chief Stevens explained this position description would create the position of Deputy EMS Officer for the department formalizing the work for the collection bargaining unit. There are a lot of logistics in running EMS. This would relieve some of the duties from the EMS Officer. Also, the department is no longer to be able to acquire medical supplies through Holy Rosary Healthcare and this position will be responsible for locating medical supplies and obtaining these supplies at the best price possible. These duties will take approximately 10-25 hours per month and will be performed while the officer is on duty.

*\*\*Committee Member Andrews moved to approve the Deputy EMS Officer Position Description, seconded by Committee Member Broell. On roll call vote, the motion passed unanimously 3-0.*

10. Review, Revise, Recommend to Full Council: Wage Scale Matrix policy and procedure

The draft policy was reviewed and revisions were finalized for presentation to City Council.

PROCEEDING OF CITY COUNCIL  
MILES CITY, MONTANA

*\*\*Committee Member Broell moved to approve the Wage Matrix Policy as revised, seconded by Committee Member Andrews. The motion passed unanimously 3-0.*

11. Review, Revise, Recommend to Full Council: Wage Increase Requests policy and procedure (Resolution # 402)

The policy was reviewed and any language in the policy that read “annual longevity” was changed to “COLA or step”. Under PROCEDURE a bullet was added reading “a draft revised position description recommended by the director”.

*\*\*Committee Member Andrews moved to approve the Wage Increase Requests Policy as revised, seconded by Committee Member Broell. The motion passed unanimously 3-0.*

12. Upcoming HR Activities

- Managers review, revise and submit to HR PD updates now
- 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

Committee Members also discussed reviewing: the hiring process in regard to advertising. developing a Planner I position description so a wage can be placed on the wage matrix scale.

13. Next Meeting: May 6, 2021; 4:00 p.m.

14. Adjournment

*\*\*Committee Member Broell moved to adjourn, seconded by Committee Member Andrews. The motion passed unanimously 3-0.*

The meeting was adjourned at 4:40 p.m.

*\*\* Councilperson Andrews moved to approve the minutes of the Human Resources Committee Meeting of April 15, 2021, subject to any changes, and seconded by Councilperson Gardner. The motion passed by unanimous consent, 7-0.*

**Finance Committee Minutes: 4/16/2021**

**Finance Committee Meeting**

**April 16, 2021**

The Finance Committee met Thursday, April 16, 2021 at 5:38 p.m. online via zoom.us. Present were Committee Chair Austin Lott and Committee Members Brant Kassner, Stacy Broell and Elizabeth Patten.

Also present were Human Resources Officer Linda Wilkins and City Clerk/Recorder Mary Rowe.

Chairperson Lott called the meeting to order.

**1. Elect Chairperson**

*Committee Member Patten moved to nominate Committee Member Broell for Finance Committee Chair, seconded by Committee Member Kassner.*

Chairperson Lott closed nominations.

*Committee Member Patten moved to elect Stacy Broell as Committee Chair and seconded by Committee Member Kassner. On a roll call vote the motion passed, 4-0.*

**2. Adjournment**

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

**\*\*** *Committee Member Lott moved to adjourn the meeting, seconded by Committee Member Kassner and passed unanimously, 4-0.*

The meeting was adjourned at 5:42 p.m.

**\*\*** *Councilperson Patten moved to approve the minutes of the Finance Committee Meeting of April 16, 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	5/6/2021	@4:00pm
Finance Committee Meeting	5/6/2021	@6:00pm

**REQUEST OF CITIZENS & PUBLIC COMMENT**

Brian Nansel of Miles City Football presented plans to have a new scoreboard installed at Bender Park. The plans outlined price, technicalities, and three different placement options. He also stated that he had been in contact with other teams that would be utilizing the scoreboard and they are in agreement. Ingraham Environmental volunteered to install the scoreboards and Red Rock Sporting Goods donated an application that will allow remote scoreboard management.

Attorney Rice stated that in the donations policy if the total donated cost is less than \$10,000 then it is considered a minor donation and can be approved by the Public Works Directly. Anything over that threshold is considered a major donation and will need to be sent through Council to accept the donation.

Mike Etchemendy of Outlaw Baseball Club requested that two scoreboards be installed at Tedesco and Stanley Fields. He gave an overview of the attachments presented in the Council Packet. These are more baseball oriented and the total cost for each is \$9000. It will be two separate projects.

Mark Ahner, 13 South Stacy, requested that the City of Miles City assist with five areas for the 4<sup>th</sup> of July festivities. He stated that the City has been very supportive with these same requests for several years. The 4<sup>th</sup> of July parade and park events are a community event that are family oriented and alcohol free. There will be food, bounce house, and several other activities. The five requests follow:

- Main Street closure from 9-11am on July 4<sup>th</sup> for the parade.
- City Signage for the closed street.
- A park permit with Ryno included.
- City paid event insurance coverage.
- Police Escort for the parade.

Mayor Hollowell verified with Chief Colombik that the escort was feasible for that morning.

**\*\*** *Councilperson Andrews moved to approve the five requests, seconded by Councilperson Gardner and passed unanimously, 7-0.*

Lorretta Rebsom Stein with Keep Miles City Beautiful presented an upcoming clean up challenge taking place April 27<sup>th</sup>, 2021 through May 10<sup>th</sup>, 2021. Keep Miles City Beautiful will provide garbage bags, gloves, and pickers to help those involved with the clean-up. She gave an overview of the past beautification, litter control, and recycling achievements. She asked that City Council support their cause, get involved, and help spread the word.

Council as a whole gave approval and encouragement, then thanked them for everything they do and have done.

PROCEEDING OF CITY COUNCIL  
MILES CITY, MONTANA

**APPOINTMENTS**

Custer County Conservation District  
Urban Supervisor - David Ritter

\*\* *Councilperson Andrews moved to approve the appointment and seconded by Councilperson Huber. The motion passed unanimously, 7-0.*

Solid Waste Board  
Council Member

Councilperson Wilcox requested that this appointment be postponed. It was unanimously agreed upon to postpone.

Custer County Miles City Flood Control Committee  
Council Member

\*\* *Councilperson Kassner moved to nominate Councilperson Patten for the Committee and seconded by Councilperson Patten. The motion passed unanimously, 7-0.*

Mayor Hollowell, with Council consent, appointed Councilperson Patten as the Council Member on the Custer County Miles City Flood Control Committee.

**PROCLAMATIONS**

None

**STAFF REPORTS**

Planner-in-Training Capps informed Council that she had handed out information about the subdivision now to give the Council ample time to review prior to the May 11<sup>th</sup>, 2021 Council Meeting.

Chief Stevens reported that the Fire Department/Ambulance is back at full staff!

Chief Colombik announced that Prairie County is coming on board with 911 and Southeastern Montana Dispatch. Supervisor Anderson also notified Council that there will be additional duties that come with this.

Captain Baker gave an update on the Police Department (PD) temporary move details. He said that the plan to move into the Woolhouse temporarily is now a "no go". The additional cost was estimated at 60-70 thousand dollars, but there is not enough time to get it done. He met with the Sherriff's Department and they are willing to temporarily give the PD their conference room and another room with a desk to work out of during the remodel. It was discussed at the PD that current technology would allow officers to do most of their work out of their vehicles.

Architect Janshen explained that if the temporary housing in the Woolhouse were to be a go, the price is increasing quickly. The game plan is to find the PD a temporary spot until the end of June, but utilize the upstairs and the Woolhouse with a chain link divider to secure and store evidence. He said an occupancy permit may be required and there are about fifteen days left to wait on the flood permit. Once approved, Hardy Construction has an itemized demo list start immediately. He reiterated that there will be cost savings now doing the full demo instead of temporary housing.

Custer County Commissioner Krauz said that they have made an Emergency Operating Center (EOC) room and an old day room at the EOC available. They also have an Economic Development office vacant in the Court House to give officers a place to come in and sit down.

**CITY COUNCIL COMMENTS**

PROCEEDING OF CITY COUNCIL  
MILES CITY, MONTANA

Councilperson Patten received a phone call from David Pratt with the Soup Kitchen saying they also had to move out of the VA building and are currently in a church basement. They asked about possible grants for non-profit entities. Planner-in-Training Capps stated that there are upcoming non-profit grants and that she would keep everyone posted.

Councilperson Patten explained that the City, County, and State are working on a truck route to cut out Main Street, more specifically the underpass. It will be re-routed around the town.

**MAYOR COMMENTS**

None

**COMMITTEE RECOMMENDATIONS**

None

**BID OPENINGS**

None

**BID AWARDS**

None

**PUBLIC HEARINGS**

- A. **ORDINANCE NO. 1346 - AN ORDINANCE REVISING CITY CODE SECTIONS 7-57 THROUGH 7-62 PERTAINING TO THE CITY OF MILES CITY URBAN RENEWAL DISTRICT BOARD OF COMMISSIONERS AND PROVIDING FOR AN EFFECTIVE DATE THEREOF**

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

**UNFINISHED BUSINESS**

- A. **ORDINANCE NO. 1346 (Second Reading) - AN ORDINANCE REVISING CITY CODE SECTIONS 7-57 THROUGH 7-62 PERTAINING TO THE CITY OF MILES CITY URBAN RENEWAL DISTRICT BOARD OF COMMISSIONERS AND PROVIDING FOR AN EFFECTIVE DATE THEREOF**

\*\* *Councilperson Andrews moved to approve the Ordinance, read by title only and seconded by Councilperson Patten. On roll call vote, the motion passed by unanimous consent, 7-0. Ordinance No. 1346 passed.*

**NEW BUSINESS**

- A. **ORDINANCE NO. 1347 (First Reading) - AN ORDINANCE ADOPTING REVISED ENERGY CODES IN ACCORDANCE WITH STATE OF MONTANA BUILDING CODES PROGRAM REQUIREMENTS.**

\*\* *Councilperson Gardner moved to approve the Ordinance, read by title only and seconded by Councilperson Andrews. On roll call vote, the motion passed by unanimous consent, 7-0. Ordinance No. 1347 passed first reading.*

- B. **RESOLUTION NO. 4399 - A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING NON-UNION WAGE SCALE MATRIX**

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

PROCEEDING OF CITY COUNCIL  
MILES CITY, MONTANA

Councilperson Kassner asked if anyone had looked over the cost to the City.

Councilperson Wilcox explained that this motion is just to approve the policy, not the wage scale matrix attached. The wage scale matrix is going to the Finance Committee to approve and recommend to Council.

Councilperson Patten suggested changing the verbiage to include "City of Miles City will grant step increases as budget allows", and instead of "as described" to "as proposed", and finally to add "proposed" to the wage matrix example.

\*\* Councilperson Kassner moved to postpone and seconded by Councilperson Patten. On a roll call vote the motion failed 3-4 with Councilpersons Broell, Huber, Wilcox, and Andrews voting nay.

Mayor Hollowell clarified with Council that passing this Resolution is only passing the policy and not the wage scale matrix attached to the Resolution; Councilperson Wilcox stated that the matrix is an example.

\*\* On roll call vote, the main motion passed by unanimous consent, 7-0. Resolution No. 4399 passed.

**C. RESOLUTION NO. 4400 - A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING WAGE INCREASE REQUESTS**

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

Councilperson Wilcox explained that this updates the language to indicate an increase is now related to COLA and step increases. She also stated that this policy will be rarely used after the matrix is imposed.

\*\* On roll call vote, the motion passed by unanimous consent, 7-0. Resolution No. 4400 passed.

**D. RESOLUTION NO. 4401 - A RESOLUTION APPROVING A CITY OF MILES CITY RSVP CRIMINAL HISTORY CHECK POLICY**

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

Director Vail explained that RSVP, doing business as Americorp, runs on federal grants. She stated that she will be retiring soon and wanted to ensure that the City is in line with Americorp Policy.

\*\* On roll call vote, the motion passed by unanimous consent, 7-0. Resolution No. 4401 passed.

**ADJOURNMENT**

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

The meeting was adjourned at 7:27 p.m.

  
John Hollowell, Mayor

  
Mary Rowe, City Clerk