



# CITY OF MILES CITY AGENDA

*Regular Council Meeting  
City Council Chambers  
And online @ zoom.us*

*February 22, 2022  
6:00 p.m.*

## CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL

1. **APPROVAL OF COUNCIL MINUTES/COMMITTEE MINUTES**
  - A. Regular City Council Meeting 02/08/2022
  - B. Public Safety Committee Meeting 02/01/2022

2. **SCHEDULE MEETINGS**

3. **REQUEST OF CITIZENS & PUBLIC COMMENT**

4. **APPOINTMENTS**

5. **PROCLAMATIONS**

6. **STAFF REPORTS**

7. **CITY COUNCIL COMMENTS**

**SDI Architects & Design - Police Department Remodel Project Report**

8. **MAYOR COMMENTS**

9. **COMMITTEE RECOMMENDATIONS**

10. **BID OPENINGS**

11. **BID AWARDS**

12. **PUBLIC HEARINGS**

13. **UNFINISHED BUSINESS**

14. **NEW BUSINESS**

A. **APPROVAL TO WRITE OFF WATER ACCOUNTS OF DECEASED CUSTOMERS WITH NO ESTATE TOTALING \$506.15**

B. **APPROVAL TO SEND NINE PAST DUE WATER ACCOUNTS TOTALING \$1,912.50 TO COLLECTIONS**

15. **ADJOURNMENT**

Public comment on any public matter that is not on the agenda of this meeting can be presented under Request of Citizens, provided it is within the jurisdiction of the City to address. Public comment will be entered into the minutes of this meeting. The City Council cannot take any action on a matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings

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# Minutes

**REGULAR COUNCIL MEETING February 8, 2022**  
**6:00 p.m.**

**CALL TO ORDER**

The Regular Council meeting was held Tuesday, February 8, 2022, 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, Chris Grenz, Rick Huber, Roxanna Brush, and Kathy Wilcox. Council Member Stacy Broell was not present.

Also present were City Attorney Dan Rice, Police Chief Doug Colombik, Police Captain Dan Baker, Fire Chief Branden Stevens, Building Inspector Eric Gilmore, Public Utilities Director Tom Speelmon, dispatch Supervisor Lyne Anderson, 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: 1/25/2022**

**\*\*** *Councilperson Gardner moved to approve the minutes of the Regular Council Meeting of January 25, 2022, subject to any changes, and seconded by Councilperson Kassner. The motion **passed** by unanimous consent, 7-0.*

**Finance Committee Minutes: 2/3/2022**

**\*\*** *Councilperson Kassner moved to approve the minutes of the Finance Committee Meeting of February 3<sup>rd</sup>, 2022, subject to any changes, and seconded by Councilperson Wilcox. The motion **passed** by unanimous consent, 7-0.*

**SCHEDULE MEETINGS**

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

Public Safety Committee Meeting	2/15/2022	@6:00pm
Human Resources Committee Meeting	2/17/2022	@4:15pm

**REQUEST OF CITIZENS & PUBLIC COMMENT**

None

## **APPOINTMENTS**

None

## **PROCLAMATIONS**

None

## **STAFF REPORTS**

Chief Stevens reported the following:

- New hire to begin on the 22<sup>nd</sup> of February.
- Upcoming medical leave, may get a temporary employee during absence
- Tower ladder truck bids noticed and will be opened on Friday, March 8<sup>th</sup>
- AFG and Safer Grant applications have been submitted
- Fire training burn scheduled on Leighton for Saturday, February 12<sup>th</sup> @6-7am

Chief Colombik handed out weekly stats, and presented a summary of overtime expenses for the following fiscal years:

- 17/18 - \$84,887
- 18/19 - \$117,028
- 19/20 - \$119,178
- 20/21 - \$108,315
- July 21 thru current - \$11,593

Director Speelmon explained that Montana-Dakota Utilities (MDU) will be replacing gas lines starting this spring and will continue for the next five years. The City is coordinating our projects with theirs for minimal impact and lower cost.

Supervisor Anderson thanked officers for attending and participating in the Special Olympics bowling event. She handed out the stats for 2021 and pointed out that these are only incoming calls, not any continued criminal activities presented after the officers arrive on scene. Miles City Police Department alone had 5,913 calls, but overall dispatch answers approximately 3.4 calls per hour.

Inspector Gilmore gave a short report on the new Police Building. He inspected the cracks in the building and found it to be structurally sound, but noted that the moisture does need to be dealt with to prevent future damage.

## **CITY COUNCIL COMMENTS**

Councilperson Huber asked about Director Gray's staff report, who was not present, and requested that if a director is out of office they could have someone else report in their absence.

Councilperson Grenz inquired about Leighton Boulevard's semi traffic from the wind farm and if the streets were rated for trucks, where the Shipley case stands, and what the Eckhart situation is.

## **MAYOR COMMENTS**

There are a lot of mixed emotions regarding the Woolhouse (Police Department Building) and requested that Council stand behind their decision to purchase the building. A lot of off topic discussions commenced at the Public Safety meeting. He noted that the exterior of the building was not a part of the original scope, rather the goal was quick and cheap to get the Police into the building within the tight deadline. He also reminded Council that the Directors are very good at their jobs, so if there are any questions about a specific department to please speak directly to that department's Director to gather information.

Councilperson Grenz stated that he had gone to Inspector Gilmore directly and had his questions regarding structural integrity satisfied. He added that the police building was a great buy considering commercial property rates.

## **COMMITTEE RECOMMENDATIONS**

Finance Committee recommends accepting the Janitorial bid contingent on proof of insurance. Clerk Rowe explained that it was brought in the morning after the Finance meeting and it is currently in their council packet.

## **BID OPENINGS**

None

## **BID AWARDS**

Janitorial Bid for Police Department Building

**\*\*** *Councilperson Wilcox moved to award Kimberly Mees the Janitorial Contract for the Police Department Building, seconded by Councilperson Huber, and passed unanimously, 7-0.*

## **PUBLIC HEARINGS**

None

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

**A. RESOLUTION NO. 4453 – A RESOLUTION APPROVING A FINAL PLAT APPROVAL LETTER FOR CITY VIEW SUBDIVISION.**

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

Joel Nelson gave an overview of the staff report and the changes to the original subdivision agreement which include, securing a formal letter of credit from the bank,

water/sewer improvements to be dedicated to and taken over by the City upon completion, and an amendment to utilities condition to allow satellite services. He noted that on page 1 of 15 of the staff report it should be dated 2021, not 2022.

There was a brief conversation about agricultural notices and what all that entailed.

Attorney rice recommended approving the Resolution tonight, contingent on the letter of credit.

**\*\*** *On roll call vote, the motion passed by unanimous consent, 7-0.*  
**Resolution No. 4453 passed.**

**B. RESOLUTION NO 4454 - A RESOLUTION AUTHORIZING THE CITY OF MILES CITY TO ENTER INTO A CONTRACT WITH KIMBERLY MEES FOR JANITORIAL SERVICES FOR THE MILES CITY POLICE DEPARTMENT BUILDING.**

**\*\*** *Councilperson Kassner moved to approve the Resolution, read by title only and seconded by Councilperson Brush. On roll call vote, the motion passed by unanimous consent, 7-0. Resolution No. 4454 passed.*

**C. APPROVAL OF JANUARY CLAIMS**

**\*\*** *Councilperson Huber moved to approve January claims, seconded by Councilperson Kassner and passed unanimously, 7-0.*

**ADJOURNMENT**

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

The meeting was adjourned at 7:22p.m.

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**John Hollowell, Mayor**

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**Mary Rowe, City Clerk**

**Public Safety Committee Meeting  
February 1, 2022**

The Public Safety Committee met Tuesday, February 1, 2022, at 6:00 pm via live attendance and Zoom Conferencing in the City Hall Conference Room, 17 S. 8th. Present were Committee Members Roxanna Brush, Chris Grenz, Kathy Wilcox, and Ken Gardner. Also present were: Police Chief Doug Colombik, Mayor John Hollowell, Police Captain Dan Baker, Fire Chief Branden Stevens, Council Member Rick Huber and HR Officer/Recorder Linda Wilkins.

Recorder Wilkins called the meeting to order.

**1. Elect Chairperson**

Recorder Wilkins called for nominations:

*\*\*Committee Member Wilcox nominated Roxanna Brush, seconded by Committee Member Grenz.*

Nominations were closed.

*Nomination passed, 3-0. Committee member Brush abstained from voting.*

**2. Request of Citizens**

None

**3. Staff Comments**

Mayor Hollowell made the following comments:

- The senior citizens are interested in utilizing the back space of the Woolhouse for a Senior Citizen Center.
- Dispatch Supervisor Lyne Anderson has been doing a tremendous job. Dawson, Rosebud and Powder River Counties have approached her regarding coming on with Southeastern Montana Dispatch. Dispatch is wanting to use space at the police department to allow for expansion.
- Matt Webb of BNSF contacted him regarding the Rail Authority stepping in if the City is not wanting to take over the depot.

Chief Stevens had the following comments:

- Call volume is down a little from last January.
- One member is on extended leave.
- The department has applied for a FEMA SAFR grant.
- The hospital would like to meet with the City regarding ambulance transfers and come to an agreement. There have been a lot of cancellations.
- There will be a house burn on the 12<sup>th</sup> as joint training for Custer County Rural Fire Department and the City fire department.
- Looking at a FEMA AFG grant.
- An industrial hygienist will be visiting the department regard carbon monoxide (CO) exposure.
- Reviewing a rural development loan for the building. There needs to be an environmental assessment of the building.

**4. Committee Member Comments**

Committee Member Wilcox would like the committee to be kept up-to-date on what is going on at the fire station.

Committee Member Grenz commented it would be good to enter into a contract with the hospital. He asked Chief Stevens, why the need for a water tender. Chief Stevens explained that there are areas in the City where water pressure is inadequate for fighting fires and the need for a tender in fighting wildland fires when the County water tender is not available.

**5. Discuss and recommend maintenance plan for police department building**

Committee Member Gardner noted the necessity of creating a plan of what needs to be fixed and completed. A priority list for something the committee could work from and stay on top of and keep focus. Chairperson Brush commented there was a list from Captain Baker with the following items: 1) masonry issues, 2) parking lot, 3) landscaping and maintenance. Chief Colombik commented that there was a grant available from the Montana Historic Preservation that could possibly provide funding for the masonry issues. Captain Baker said the first phase of the building still has punch list items that require addressing. The building inspector will do a walk-through of the building so the committee can begin planning for the completion of the rest of the building and address existing issues.

**6. Adjournment**

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

The meeting was adjourned at 7:05 p.m.

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Chairperson Roxanna Brush

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Recorder Linda Wilkins



# New Business

**WRITE OFF / NO ESATE TO CLOSE**

1704300-03	\$89.09
6103000	\$365.00
3014510-06	\$52.06
	<b><u>\$506.15</u></b>

120 days +

**COLLECTIONS**

1527510	\$208.36
222900-04	\$52.06
2504010-05	\$100.07
2825010-04	\$103.13
260350	\$255.76
2607350	\$207.44
202900-02	\$136.74
2826620	\$56.26
5023700	\$792.68

**\$1,912.50**