

PROCEEDING OF CITY COUNCIL
MILES CITY, MONTANA

REGULAR COUNCIL MEETING June 22, 2021
6:00 p.m.

CALL TO ORDER

The Regular Council meeting was held Tuesday, June 22, 2021, 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 Ken Gardner, Elizabeth Patten, Rick Huber, Kathy Wilcox, Steve Palmeri and Stacy Broell. Excused were Council Member Brant Kassner and Dwayne Andrews.

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, Fire Battalion Chief Sarah Lewin, Firefighter Brad Davis, Public Utilities Director Tom Speelmon and Human Resources Officer/Minute Recorder Linda Wilkins.

PLEDGE OF ALLEGIANCE

Mayor Hollowell led the Council in the Pledge of Allegiance.

APPROVAL OF COUNCIL & COMMITTEE MINUTES

City Council Minutes: 5/11/21

****** *Councilperson Huber moved to approve the minutes of the Regular Council Meeting of May 11, 2021, subject to any changes, and seconded by Councilperson Patten. The motion passed by unanimous consent, 6-0.*

Human Resources Committee Minutes: 6/03/2021

Human Resources Committee
June 3, 2021

The **Human Resources Committee** met Thursday, June 3, 2021 at 4:15 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Stacy Broell, Rick Huber, and Dwayne Andrews. Also present were: Police Captain Dan Baker, Building Inspector Russell Murphy, Fire Chief Branden Stevens, Public Utilities Director Tom Speelmon, City Planner-in-Training Ally Capps, 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. Discussion of Building Inspector Contract
Inspector Murphy stated he will not be renewing his contract for the fiscal year 2021-2022. Chairperson Wilcox asked if there were things that could be improved. Inspector Murphy thought the position could easily be a 40-hours a week position and there was a need for improved communication. Committee Member Huber asked if there was anything that the City could do to salvage him from leaving. Inspector Murphy stated not at this time, but at a later it could be talked about. On the next Human Resource Agenda there will be an item writing a position description for a combined Fire Inspector / Building inspector and make the job an employee position rather than contracted.
4. Review and Approve Mechanic Position Description Revisions
Director Speelmon stated the revisions addressed references the position was a floating position between mechanic and heavy equipment operator.

****Committee Member Andrews moved to approve the mechanic position description as revised, seconded by Committee Member Broell. The motion passed unanimously 4-0.**

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5. Review and Recommend Wage Step Increase Matrix for Non-union Employees

The matrix steps needed to be approved in conjunction with the personnel policy regarding the Non-Union wage matrix to provide a guideline for budgeting for the 2021-2022 fiscal year. Chairperson Wilcox recommended color coding the matrix to indicate where employee's wages were currently at in green and what wage they would be at if a step increase were granted in yellow,

***Committee Member Andrews moved to recommend the non-union wage matrix, seconded by Committee Member Huber. On roll call vote, the motion passed unanimously 4-0.*

6. Review and Recommend Wage Increase in Planner-in-Training/Grant Administer Wage

Planner-in-Training Capps submitted a lengthy letter to Mayor along with letters of support from directors and Land Solutions requesting a \$2/hour wage increase. A letter of recommendation from the Mayor was reviewed, however, the other supporting documentation was not available. The committee discussed the current structure of the planning position descriptions for the City. There was a discussion of progressive steps from Planner-in-Training up to Planner II. There should be benchmarks for progression to each step. I was decided to have another meeting to review position descriptions. It was determined that this would be a topic of a forthcoming meeting.

***Committee Member Huber moved to postpone a wage increase recommendation, seconded by Committee Member Broell. On roll call vote, the motion passed unanimously 4-0.*

7. Next Meeting: June 8, 2021; 4:15 p.m.

8. Adjournment

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

The meeting was adjourned at 5:04 p.m.

**

Councilperson Patten moved to approve the minutes of the Human Resources Committee Meeting of June 3, 2021, subject to any changes, and seconded by Councilperson Wilcox. The motion passed by unanimous consent, 6-0.

SCHEDULE MEETINGS

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

Flood Control Committee, June 28, 2021, 6:00 pm

Special Council Meeting, June 29, 2021, 6:30 pm

Finance Committee, June 29, 2021, 6:00 pm

Human Resources Committee, July 8, 2021 4:15 p.m.

REQUEST OF CITIZENS & PUBLIC COMMENT

None

APPOINTMENTS

Solid Waste Board

Council Member

Steve Palmeri volunteered.

***Councilperson Wilcox moved to appoint Steve Palmeri to the Solid Waste Board, seconded by Councilperson Patten. The motion passed by unanimous consent, 6-0.*

PROCLAMATIONS

None

STAFF REPORTS

None

CITY COUNCIL COMMENTS

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Councilperson Palmeri requested permission to be absent from Council July 7 23, 2021.

***Councilperson Wilcox moved to grant permission for Steve Palmeri's absence, seconded by Councilperson Patten. The motion passed by unanimous consent, 6-0.*

Councilperson Wilcox expressed her concern about the current fire dangers over the Fourth of July. Chief Stevens commented that there was a meeting at the BLM to coordinate various fire organizations and if fire conditions are too bad at that time there will be a ban on the ignition of fireworks.

MAYOR COMMENTS

At the last Council Meeting it had been requested that Council Members be provided with a list of projects that the Directors are currently working on. The Mayor explained that he had received the information from four departments and information received from these departments was 30 pages. He emphasized that Council Members can always contact Directors for updates. After a discussion, the council members thought it would be helpful to have the list and the one the Mayor currently has compiled will be placed in their mailboxes.

COMMITTEE RECOMMENDATIONS

A. Zoning Commission Recommends Approval of 2210 Valley Drive East from General Commercial to Highway Commercial.

Lisa Ghiorzi, 415 Silver Stage Drive, commented that she is the purchaser of the property and she will be converting the building into a children's day care center.

***Councilperson Wilcox moved to approved the recommendation to rezone 2210 Valley Drive East from General Commercial to Highway Commercial, seconded by Councilperson Gardner. The motion passed by unanimous consent, 6-0.*

B. Human Resources Committee Recommends Discussion of Planning Department Structure.

After a long discussion, the Council thought it would be in the best interest of the City to continue to retain a high-level professional planner this will save the City a lot of cost to the legal budget.

The Mayor allowed Chief Stevens to present a brief presentation on the benefits of creating a Fire Marshal position and combining it with the Building Inspector position. He has received positive input from other Fire Departments across the state of the benefits of combining these two positions. At the upcoming Human Resources Committee Meeting he will be presenting a combined positions description for Fire Marshal/Building Inspector.

BID OPENINGS

None

BID AWARDS

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

A. Discussion and Approval on Florence Stacy Fountain

Director Gray reached out to the manufacturer regarding the proposed fountain and it is substantially smaller than the original fountain. The City

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is storing 22' of marble from the original foundation. There was discussion about the size and not disappointing the donors. Lily Cruise, 908 S. Cottage Grove commented that they would like the fountain large enough to be attractive. The City will wait until they receive confirmation from Lily Cruise on confirmation of the proposed replacement fountain.

NEW BUSINESS

A. RESOLUTION NO. 4403 - A RESOLUTION APPROVING AN AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES, TASK ORDER EDITION WITH KADRMAS, LEE & JACKSON D/B/A KLJ, FOR THE PROVISION OF ENGINEERING SERVICES TO THE CITY OF MILES CITY FOR A 5-YEAR PERIOD.

***Councilperson Huber moved to approve the Resolution No. 4403, read by title only and seconded by Councilperson Patten.*

** On roll call vote, the motion passed by unanimous consent, 6-0. Resolution No. 4403 passed.*

B. RESOLUTION NO. 4415 - A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING POLICY DRUG AND ALCOHOL FREE WORKPLACE

***Councilperson Wilcox moved to approve the Resolution No. 4415, read by title only and seconded by Councilperson Gardner.*

** On roll call vote, the motion passed by unanimous consent, 6-0. Resolution No. 4415 passed.*

C. RESOLUTION NO. 4416 - A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING POLICY DRUG AND ALCOHOL TESTING

***Councilperson Wilcox moved to approve the Resolution No. 4416, read by title only and seconded by Councilperson Patten.*

** On roll call vote, the motion passed by unanimous consent, 6-0. Resolution No. 4416 passed.*

D. RESOLUTION NO. 4417 - A RESOLUTION AUTHORIZING THE CITY OF MILES CITY TO ENTER INTO AN AGREEMENT ENTITLED "STATE OF MONTANA AGREEMENT MT-21-023 AMENDMENT 1" WITH THE STATE OF MONTANA HISTORIC PRESERVATION OFFICE INCREASING CURRENT FUNDING IN THE AMOUNT OF \$6000.00 TO THE HISTORIC PRESERVATION OFFICE FOR USE AS MATCHING FUNDS FOR THE BIG SKY TRUST FUND GRANT MATCH

***Councilperson Patten moved to approve the Resolution No. 4417, read by title only and seconded by Councilperson Huber.*

** On roll call vote, the motion passed by unanimous consent, 6-0. Resolution No. 4417 passed.*

ADJOURNMENT

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

The meeting was adjourned at 8:02 p.m.


John Hollowell, Mayor


Linda Wilkins, Recorder