

PROCEEDING OF CITY COUNCIL
MILES CITY, MONTANA

REGULAR COUNCIL MEETING October 12, 2021

6:00 p.m.

CALL TO ORDER

The Regular Council meeting was held Tuesday, October 12, 2021, in the City Hall Conference Room at City Hall, 17 S. 8th Street, Miles City, Montana and online at zoom.us. Mayor John Hollowell called the meeting to order. Council Members present were Dwayne Andrews, Ken Gardner, Elizabeth Patten, Rick Huber (audio only), Kathy Wilcox and Stacy Broell. Council Member Brant Kassner was not present.

Also present were Public Works Director Scott Gray, Fire Chief Branden Stevens, 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: 9/14/2021

****** *Councilperson Gardner moved to approve the minutes of the Regular Council Meeting of September 14, 2021, subject to any changes, and seconded by Councilperson Andrews. The motion passed by unanimous consent, 6-0.*

Finance Committee Minutes: 9/20/2021

**Finance Committee Meeting
September 20, 2021**

The Finance Committee met Monday, September 20, 2021 at 6:00 p.m. in the City Hall Conference room and online via zoom.us. Present were Committee Chair Stacy Broell and Committee Members Brant Kassner and Elizabeth Patten.

Also present was City Clerk/Recorder Mary Rowe.

Chairperson Broell called the meeting to order.

1. Requests of Citizens and Public Comment

None

2. Review and Recommend Park Use Permit for Custer Rod and Gun Club.

Chairperson Broell asked if we usually charge for permits and if so, why are we not charging the Custer Rod and Gun Club. She had asked if the City Attorney had reviewed this permit, to which Clerk Rowe responded that Ally Capps said that she had been working on it with Attorney Rice. Committee Member Patten stated that the club maintains the property and that seems like payment enough.

****** *Committee Member Kassner moved to recommend approving the park use permit, seconded by Committee Member Patten and passed unanimously, 3-0.*

3. Discussion and Recommendation to Write-off Ambulance Charges in the amount of \$157.19

Chairperson Broell verified that the patient was deceased with no estate.

****** *Committee Member Patten moved to recommend approving the Ambulance write-off request, seconded by Committee Member Kassner and passed unanimously, 3-0.*

4. Discussion and Revision of Business Licensing Ordinance

Early 1900's Ordinances were reviewed for previous costs, which varied considerably. Code enforcement process, late fees and other penalties, types of licenses, public notice, setting a general license cost, operating without a license fine, registration fees, and the process for repealing all previous Ordinances and starting fresh were discussed.

PROCEEDING OF CITY COUNCIL
MILES CITY, MONTANA

Clerk Rowe volunteered to send out a message to City Clerks across Montana to obtain a better idea of costs and penalties specific to Montana.

5. Adjournment

****** *Committee Member Patten moved to adjourn the meeting, seconded by Committee Member Kassner and passed unanimously, 3-0.*

The meeting was adjourned at 6:49 p.m.

****** *Councilperson Patten moved to approve the minutes of the Finance Committee Meeting of September 20, 2021, subject to any changes, and seconded by Councilperson Gardner. The motion passed by unanimous consent, 6-0.*

Human Resources Committee Minutes: 9/02/2021

**Human Resources Committee
September 2, 2021**

The **Human Resources Committee** met Thursday, September 22, 2021 at 4:15 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Stacy Broell, and Dwayne Andrews. Excused was Rick Huber. Also present were: Mayor John Hollowell, Police Chief Doug Colombik 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 Position Description:

a. Building Inspector

The "Accountable to" for the Building Inspector positions description was revised to the Mayor.

****Committee Member Andrews moved to approve the draft Building Inspector position description as revised, seconded by Committee Member Broell. On roll call, the motion passed unanimously 3-0.**

b. Draft Planner One

The draft Planner I/Grants Administration position was discussed as presented and the following revisions were made to the draft. Department would remain Community Service & Planning. Minimum Requirements – Education the following words would be added "Training required"100 hours...

****Committee Member Broell moved to approve the draft Planner I/Grants Administration position description as revised, seconded by Committee Member Andrews. On roll call, the motion passed unanimously 3-0.**

c. Draft Planner-in-Training

The draft Planner-in-Training/Grants Administration position description was revised as follows: Under Planner-in-Training; Item 4 was moved to Item 5 and the new language for Item 4 is "Prepares and submits monthly reports to the City Council about current and future land use management activities." Item 12 was added "Obtain training in accredited land use regulation- 20 hours a year." Under Grants Administration Item 4 was added "Obtain training in grant administration and writing – 8 hours a year." Under Desirable Qualifications – Abilities bullet point 2 after "meetings" was added "upon request or if relevant to the agenda.".

****Committee Member Andrews moved to approve the draft Planner-in-Training/Grants Administration position description as revised, seconded by Committee Member Broell. On roll call, the motion passed unanimously 3-0.**

4. Review/revise/discuss/recommend: draft Union 283B wage scale matrix

After a brief discussion it was determined that a 1.2% COLA would be offered as a wage increase to the base wage of the matrix.

PROCEEDING OF CITY COUNCIL
MILES CITY, MONTANA

***Committee Member Andrews moved to approve the 1.2% COLA to the base wage of the matrix, seconded by Committee Member Broell. On roll call, the motion passed unanimously 3-0.*

Officer Wilkins will coordinate a meeting with the 283B Union tentatively for September 9, 2021 at 4:00 p.m.

5. Next Meeting: September 21, 2021 4:15 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 5:37 p.m.

*** Councilperson Patten moved to approve the minutes of the Human Resources Committee Meeting of September 2, 2021, subject to any changes, and seconded by Councilperson Andrews. The motion passed by unanimous consent, 6-0.*

SCHEDULE MEETINGS

None

REQUEST OF CITIZENS & PUBLIC COMMENT

None

APPOINTMENTS

- Ward IV Council Member ~ Roxanna Brush

*** Councilperson Gardner moved to approve Roxanna Brush as the Ward IV Council Member and seconded by Councilperson Andrews. The motion passed unanimously, 6-0.*

Mayor Hollowell swore in Roxanna Brush.

Roxanna Brush volunteered sit on the Solid Waste Board.

- Miles City Airport Commission ~ Justin Strub

*** Councilperson Andrews moved to approve appointment of Justin Strub to the Miles City Airport Commission and seconded by Councilperson Gardner. The motion passed unanimously, 6-0.*

PROCLAMATIONS

None

STAFF REPORTS

Administrator Malenovsky stated that on October 19, 2021 the Army Core of Engineers will be at City Hall at 6pm to give an update on the Tongue River 205 Project. She also explained the Yellowstone and Slough projects were not chosen to be funded by the American Rescue Plan Act (ARPA). After some brainstorming it was decided that since the ARPA minimum allocation funds were originally going to be used as match funds for the Yellowstone and Slough projects that the money could go towards the design phase; 1.5 million dollars to the Yellowstone and 1.2 million dollars to the Slough Project.

Chief Stevens said that the open position at the Fire Department had been filled by Parker Pierre, who will be starting this month. He stated that he has compiled a cost list for the Finance Committee from minimum cost to refurbish the ladder truck to maximum costs of replacing the ladder truck. He also said that they did not receive the AFG Safer Grant or the Apparatus Grant, but plan to resubmit applications when they open back up.

PROCEEDING OF CITY COUNCIL
MILES CITY, MONTANA

Director Speelmon reported that the "sinkhole" on North Haynes Avenue was actually a collapsed sewer line and they had replaced twenty-one feet of the sewer line already with more to come.

CITY COUNCIL COMMENTS

Councilperson Patten gave an update on the Police Department building. They are currently painting the interior and have plans to update the face of the building with the available contingency dollars.

Councilperson Gardner inquired about the drug dog (Max) and increase drugs and other activity. Mayor Hollowell explained that the dog had bit a small girl, so he is no more, but the Police are still performing drug busts. He stated that the increase in people from the windfarm seem to be increasing incidents in bars as there was a gun and a knife pulled in two separate incidents recently and increased bar fights.

MAYOR COMMENTS

None

COMMITTEE RECOMMENDATIONS

Finance Committee Recommends:

1. Approving Park Use Permit for Custer Rod and Gun Club.

Mayor Hollowell explained that there were concerns about Spotted Eagle shooting area so the permit now includes wording on "sanctioned events".

**

Councilperson Andrews moved to approve the permit, seconded by Councilperson Gardner and passed unanimously, 6-0.

2. Approving Ambulance write-off request in the amount of \$157.19

**

Councilperson Andrews moved to approve the recommendation, seconded by Councilperson Patten and passed unanimously, 6-0.

Human Resources Committee Recommends:

1. Establish a probationary wage of \$24.58/hour, to be added to the Non-Union Wage Scale Matrix, for the position of Building Inspector.

**

Councilperson Andrews moved to approve the recommendation, seconded by Councilperson Wilcox and passed unanimously, 6-0.

BID OPENINGS

None

BID AWARDS

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. **RESOLUTION NO. 4438 - RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA ANNUAL ADJUSTABLE RATE TENDER OPTION MUNICIPAL FINANCE CONSOLIDATION ACT BONDS (INTERCAP REVOLVING PROGRAM), APPROVING THE FORM AND TERMS OF THE LOAN AGREEMENT AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO**

**

Councilperson Patten moved to approve the Resolution, read by title only and

PROCEEDING OF CITY COUNCIL
MILES CITY, MONTANA

seconded by Councilperson Andrews.

Mayor Hollowell stated that this is for the \$480,000 Interacp Loan for the Police Department.

**** On roll call vote, the motion passed by unanimous consent, 6-0.
Resolution No. 4438 passed.**

B. RESOLUTION NO. 4439 - A RESOLUTION AUTHORIZING THE CITY OF MILES CITY TO AWARD DOWNTOWN FAÇADE IMPROVEMENT GRANTS TO HARDESTY REAL ESTATE AND DOOR 804 FITNESS AND TANNING

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

Councilperson Patten explained that Urban Renewal had basically already awarded these, now the projects are complete and they are requesting the funds.

*** On roll call vote, the motion passed by unanimous consent, 6-0.
Resolution No. 4439 passed.**

C. RESOLUTION NO. 4440 - A RESOLUTION APPROVING AN "EMS STUDENT FIELD EXPERIENCE PROVIDER AND PRECEPTOR AGREEMENT" BETWEEN THE CITY OF MILES CITY AND FLATHEAD VALLEY COMMUNITY COLLEGE FOR EMT AND PARAMEDIC FIELD TRAINING.

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

Mayor Hollowell stated that there are addendums to come with this agreement, but it can be passed without them.

Chief Stevens stated that this agreement will be using the \$192,000 EMS and training grant monies. He has been working with Miles Community College and Flathead Community College to approve the medical portion of the agreement. Each student will need to sign up individually.

**** On roll call vote, the motion passed by unanimous consent, 6-0.
Resolution No. 4440 passed.**

A. APPROVAL OF SEPTEMBER CLAIMS

**** Councilperson Patten moved to approve September Claims, seconded by Councilperson Andrews and passed unanimously, 6-0.**

ADJOURNMENT

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

The meeting was adjourned at 6:56 p.m.


John Hollowell, Mayor


Mary Rowe, City Clerk