REGULAR COUNCIL MEETING November 9, 2021
6:00 p.m.

CALL TO ORDER

The Regular Council meeting was held Tuesday, November 9, 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 Brant Kassner, Dwayne Andrews, Elizabeth Patten, Rick Huber, Roxanna Brush, Kathy Wilcox and Stacy Broell. Council Member Ken Gardner was not present.

Also present were City Fire Chief Branden Stevens, Captain Dan Baker, 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: 10/26/2021

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

Human Resources Committee Minutes: 11/02/2021

Human Resources Committee
November 2, 2021

The **Human Resources Committee** met Thursday, September 2, 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 was: Fire Chief Branden Stevens, Fire Captain Jake Richards, Fire Lieutenant Casey Miller, 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, Approve Position Description – Deputy Fire Inspector

   Chief Stevens explained that this position description outlines the duties of the Deputy Fire Inspector, which are additional duties that can be added to a firefighter's duties. There is a stipend paid for accepting these additional duties as part of the Local 600 Collective Bargaining Agreement.

   ***Committee Member Andrews moved to approve the Deputy Fire Inspector position description, seconded by Committee Member Huber. On roll call, the motion passed unanimously 4-0.*

4. Next Meeting – to be determined

5. Adjournment

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

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

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

Finance Committee Minutes: 11/02/2021

Finance Committee Meeting
November 2, 2021

The Finance Committee met Monday, November 2, 2021 at 6:00 p.m. in the City Hall Conference room. Present were Committee Chair Stacy Broell and Committee Members Brant Kassner and Elizabeth Patten. Committee Member Roxanna Brush was not present.

Also present were Mayor Hollowell, Fire Chief Branden Stevens, Captain Tanner Harbaugh, Captain Jake Richards and City Clerk/Recorder Mary Rowe.

Chairperson Broell called the meeting to order.

1. **Requests of Citizens and Public Comment**
   None

2. **Review and Recommend Sending Ambulance Past Due Patient Accounts to DCI Collections**

   Clerk Rowe stated that Chief Stevens had reviewed the collections list and there were three calls removed from the overall collection report because they were not meant to be billed.

** *Committee Member Patten moved to recommend sending the accounts to collections, seconded by Committee Member Kassner and **passed unanimously, 3-0.***

3. **Discussion and Recommendation of Assisting Senior Citizens with Temporary Center Rent**
   Mayor Hollowell explained that the request has changed from the original request. The County Commissioners are not fixing the sewer line in the current Senior Center so the seniors are relocating. The temporary housing locations they had looked at were between five and nine hundred dollars a month. They asked that the City consider helping out with rent expense when they have a solid figure. He disclosed that he had offered up a portion of the new Police building with Council approval.
   Committee Member Patten read an email from County Commissioner Krausz saying that it is against the law to give or assist a non-profit organization and that it is "not a good idea to open that can of worms". Mayor Hollowell will review legalities with Attorney Rice. Patten also stated that the new Police building area is not safe for them at this time, but suggested the new building at the fairgrounds.
   The Committee unanimously decided to continue looking into the request and to help out where we can, whether it be spacial or monetary assistance.

4. **Discussion and Revision of Business Licensing Ordinance**
   Information from other Montana cities was reviewed for cost comparisons. A discussion about keeping the fees that are established for the City of Miles City the same, but establishing new fees for marijuana sales, gambling machines, late fees, and billboards were discussed. Business license tracking and enforcement were also addressed.

5. **Discussion and Recommendation Regarding Apparatus Truck and Equipment**
   Chief Stevens gave the Committee a handout covering some questions and answers that have come up. He went over the need for a reliable ladder truck and how it would affect our community's safety and insurance cost if the City were to go without. After a lot of research, he recommends going with a used apparatus truck instead of purchasing new at this time. The used truck will be guaranteed to be certified prior to purchase and would like to send the City Mechanic Dan Decker and Captain Harbaugh to inspect before funds are transferred. He will also request that Eric from the Missoula Fire Department attend the inspection. He stated that he currently has fifty thousand dollars in his capital improvement fund that could be used for payments if we were to get an Intercap loan for the apparatus truck. Every year he intends to build his capital improvement fund by at least fifty thousand and that would be used to cover the loan cost and build up for future improvements.
   Committee Member Broell asked if we would be selling the truck that we have if we purchase a new one to which the Chief answered yes. There was a brief discussion about the City's ISO rating versus cost to community. Keeping the payments between twenty-five to thirty thousand annually was discussed and unanimously agreed upon.

** *Committee Member Kassner moved to go ahead see what we can get on an Intercap loan, seconded by Committee Member Patten and **passed unanimously, 3-0.***

6. **Adjournment**

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

The meeting was adjourned at 7:30 p.m.

** *Councilperson Broell moved to approve the minutes of the Finance Committee Meeting, subject to any changes; and seconded by Councilperson Patten. 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	12/09/2021 @ 4:15pm
Finance Committee Meeting	11/16/2021 @ 6:00pm

REQUEST OF CITIZENS & PUBLIC COMMENT

Blake Molman from the Montana Bar & Tubbs requested a twelve-foot variance on the west side of Veterans Park to insulate the outer wall and add a patio. He explained that they already have obtained a building permit for the wall, but would be encroaching so they need to buy, rent, or obtain a variance to do so. He also stated that they would pay for the sprinklers to be moved and that they would continue to maintain the park area.

Mayor Hollowell stated that first the City will need to investigate the park and how it was established to determine options. He referred the request to the Finance Committee.

APPOINTMENTS

None

PROCLAMATIONS

None

STAFF REPORTS

None

CITY COUNCIL COMMENTS

Councilperson Wilcox received a public request to grade the alley on the 700 block of South Strevell and put down gravel before winter.

Councilperson Patten gave an update on the Police Department building construction project. The infills in basement are done, flooring is going in and laminate is being started on main floor. The painters, ceiling tiles, electrical, and Information Technology (IT) finished last week. The Exterior is all trimmed out and the Americans with Disabilities Act (ADA) exterior ramps are marked out for next week. The signage will utilize the current sign; 406 Signs will place the new Police design on it for approximately $1000. The Police obtained a washer/dryer from Ace Hardware on sale. She also noted that Battalion Chief Sarah Lewin studied bats so she may have additional input on the bat issue, but for now a bat house will be placed outside and a netting wrap on the building will be utilized to keep them out until the next construction phase.

Councilperson Andrews thanked Councilperson Patten for taking initiative and painting the front of the building. He also stated that he knows a lady at Fish, Wildlife and Parks (FWP) who puts up bat houses and that they may have one left over from their last project that we could acquire.

Councilperson Brush attended the Solid Waste Board Meeting on October 20th and informed Council that the Miles City Area Solid Waste Board granted Jess Nelson a discounted rate on taxes because they are going to tear down the building, the credit card payments at the dump are not worked out yet, and presented a draft on the pits for viewing.

Councilperson Wilcox brought attention to the Trailers at the Fire Department. The sewers are backing up due to the slope of the sewer and will need maintenance to get through the winter.

MAYOR COMMENTS

1. Thanked Council for being responsive and available for the Special Council meeting on Thursday.
2. He intends to speak with staff about going with a different IT company, other than Data Imaging Systems (DIS) because we are having several issues and it is affecting the financial reports.

COMMITTEE RECOMMENDATIONS

Finance Committee Recommends Sending Past Due Ambulance Patient Accounts to DCI Collections.

** *Councilperson Broell moved to approve the recommendation, seconded by Councilperson Andrews and passed unanimously, 7-0.*

BID OPENINGS

None

BID AWARDS

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

A. APPROVAL OF OCTOBER CLAIMS

** *Councilperson Patten moved to approve October Claims, seconded by Councilperson Kassner and passed unanimously, 7-0.*

ADJOURNMENT

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

The meeting was adjourned at 6:28p.m.

John Hollowell, Mayor

Mary Rowe, City Clerk