

REGULAR COUNCIL MEETING January 25, 2022
6:00 p.m.

CALL TO ORDER

The Regular Council meeting was held Tuesday, January 25, 2022, in the City Hall Conference Room at City Hall, 17 S. 8th Street, Miles City, Montana and online at zoom.us. Council President Kathy Wilcox called the meeting to order. Council Members present were Dwayne Andrews, Ken Gardner, Kathy Wilcox, Chris Grenz, Roxanna Brush, and Stacy Broell.

Also present were City Attorney Dan Rice, Public Works Director Scott Gray, Police Chief Doug Colombik, Dispatch Supervisor Lyne Anderson, Fire Chief Branden Stevens, Public Utilities Director Tom Speelmon and City Clerk/Minute Recorder Mary Rowe.

PLEDGE OF ALLEGIANCE

Council President Kathy Wilcox led the Council in the Pledge of Allegiance.

APPROVAL OF COUNCIL & COMMITTEE MINUTES

Human Resources Committee Minutes: 12/9/2021

**Human Resources Committee
December 9, 2021**

The **Human Resources Committee** met Thursday, December 9, 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: 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. Discuss & recommend next steps: Interfacility Transfer Crew concept

Chief Stevens presented a report to the committee and explained due to the current ambulance call volume an additional 5 to 6 full-time employees (FTE) would be required, he is asking for three (3) FTE's. He would like to create two new position descriptions for an Interfacility Transfer Crew to help with the current ambulance call volume. He sees the process as follows: 1) Create the position descriptions, 2) Present the idea to the Public Safety Committee for approval, 3) Meet with the Finance Committee regarding budgetary considerations and 3) Present to Public Safety the final package for approval and recommendation to City Council. He further commented that it has been difficult for staff to complete station tasks, there have been ambulance call delays; which leads to frustration by individuals, waiting for ambulances, and staff members. Chairperson Wilcox asked if there have been any deaths. Chief Stevens stated in his opinion, yes and that we are walking a slippery slope. Chairperson Wilcox thought it was important to let the public know the consequences of ambulance delays. Chief Stevens stated that every ambulance service can experience delays, but last Thursday there were 5 ambulance calls with only 3 staff members on duty. He thought acquiring data from the community on what they found acceptable in regard to ambulance call delays. Currently, transfers are taken by staff who are off duty. His vision is to have a transfer crew on duty 7:00 a.m. – 5:00 p.m., Monday – Thursday, add an Assistant Chief / Fire Marshal to assist with administrative tasks. Chairperson requested comments from the committee. Member Broell commented it was worth the time to carry the idea forward to see if it was a viable option. Member Huber thought we need to start somewhere and move forward. Member Andrews said it made perfect sense, if we can afford it and was concerned about the wear and tear on the ambulance vehicles.

***Committee Member Andrews moved to create position descriptions for the Interfacility Transfer Crew and the Assistant Chief / Fire Marshal, seconded by Committee Member Broell. On roll call, the motion passed unanimously 4-0.*

PROCEEDING OF CITY COUNCIL
MILES CITY, MONTANA

4. Next Meeting – The next committee meeting was scheduled for January 18, 2022 at 4:15 p.m.

5. Adjournment

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

The meeting was adjourned at 4:49 p.m.

****** *Councilperson Andrews moved to approve the minutes of the Human Resources Committee Meeting of December 9, 2021, subject to any changes, and seconded by Councilperson Grenz. The motion passed by unanimous consent, 5-0.*

Human Resources Committee Minutes: 1/18/2022
Human Resources Committee
January 18, 2022

The **Human Resources Committee** met Tuesday, January 18, 2022 at 4:15 p.m. at City Hall in the Human Resources Office. Present were Committee Members Kathy Wilcox, Stacy Broell, Rick Huber and Dwayne Andrews. Also present was: Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Elect Chairperson

***Committee Member Andrews moved to nominate Kathy Wilcox as Chairperson, seconded by Committee Member Broell. On roll call, the motion passed unanimously 3-0 with Committee Member Wilcox abstaining.*

2. Committee Member Comments
None

3. Discuss & recommend next steps: City Planner/County Planner Discussion

Officer Wilkins informed the committee that there was discussion during a Directors Meeting regarding creating a City/County Planner. The Planner-in-Training position has not yet been filled and Director Gray has been fielding calls for this position and there is a need to fill this position. The additional duties of Urban Renewal and Historic Preservation could possibly be advertised as another position. Member Andrews thought if we went this direction the position should be housed at the City. Member Huber questioned if the duties of the planner could be possibly picked up by another staff member possibly in conjunction with flood. Member Broell thought items would be missed by a staff member wearing too many hats. Member Huber thought that Grants Administration was an important area to look at, how many grants are currently in the making. Chairperson Wilcox thought the committee should look at the pros and cons of have a City/County Planner. Pros: sharing expense, separated from other duties, the county planner is currently off site. Cons: less control. The committee decided they would not make a decision today, but would like to look at the job descriptions for public works and utilities.

4. Next Meeting – Items for the next agenda:

1. Wage Increase for summer help
2. Temporarily for the planner field calls to follow citizens requests
3. Look at Grant Writing position
4. Job Description of Police/Legal Admin Assistant

The next committee meeting was scheduled for February 17, 2022 at 4:15 p.m.

5. Adjournment

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

The meeting was adjourned at 4:49 p.m.

****** *Councilperson Gardner moved to approve the minutes of the Human Resources Committee Meeting of January 18, 2022, subject to any changes,*

and seconded by Councilperson Brush. The motion passed by unanimous consent, 5-0.

Finance Committee Minutes: 1/18/2022

**Finance Committee Meeting
January 18, 2022**

The Finance Committee met Tuesday, January 18, 2022 at 6:00 p.m. at City Hall in the Human Resources Office. Present were Committee Chair Stacy Broell and Committee Members Roxanna Brush, Brant Kassner and Rick Huber.

Also present were Council Member Chris Grenz, City Clerk Mary Rowe, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Broell called the meeting to order.

1. Elect Chairperson

Committee Member Kassner moved to nominate Committee Member Broell, seconded by Committee Member Huber and passed unanimously, 3-0 with Committee Member Broell abstaining.

2. Set Claims Review Schedule

Clerk Rowe commented last years claims schedule was quarterly as follows:

- Ward I July, August, September
- Ward II October, November, December
- Ward III January, February, March
- Ward IV April, May, June

Committee Member Kassner moved to set the claims schedule the same as last years, seconded by Committee Member Huber and passed unanimously, 4-0.

3. Adjournment

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

The meeting was adjourned at 6:08 p.m.

**

Councilperson Brush moved to approve the minutes of the Finance Committee Meeting of January 18, 2022, subject to any changes, and seconded by Councilperson Grenz. The motion passed by unanimous consent, 5-0.

City Council Minutes: 1/11/2022

** *Councilperson Grenz moved to approve the minutes of the Regular City Council Meeting of January 11, 2022, subject to any changes, and seconded by Councilperson Gardner. The motion passed by unanimous consent, 5-0.*

SCHEDULE MEETINGS

The following meetings will be held in the City Hall Conference Room:
Human Resources Committee 02/15/2022 @ 4:15p.m.

REQUEST OF CITIZENS & PUBLIC COMMENT

None

APPOINTMENTS

None

PROCLAMATIONS

None

STAFF REPORTS

Chief Stevens handed out Fire Department statistics highlighting call volume, staffing and equipment issues, and the critical condition of the fire department building. The carbon monoxide levels inside the building were professionally tested and he is currently working with MMIA towards a resolution.

Chief Colombik handed out Police Department end of the year statistics and pointed out that the felony cases were way down. Lyne will present the call volumes

from dispatch at the next meeting. He gave an overview of the new Police Department building and the remaining punch list items. He stated that another project phase is needed to address exterior issues.

** *Councilperson Wilcox moved refer the creation of an exterior maintenance project at the Police Department to Public Safety, seconded by Councilperson Brush and passed unanimously, 5-0.*

Supervisor Anderson went over the 911 services at local and state levels, focusing on prior grants to upgrade software and video equipment. These upgrades made it possible to bring on other counties. Currently, Powder River, Dawson, and Rosebud County have requested to be added to the server and piggyback off of RMS system. Southeastern Montana Dispatch is looking at taking over McCone county as well. With the expansion, space is limited and dispatch will need more room when maintaining seven dispatch centers. An interlocal agreement is being drafted to address expansion.

CITY COUNCIL COMMENTS

Councilperson Grenz expressed a concern about a house that was built infringing on the slough and getting a set build area in place. It was determined that the house he was speaking of was in the County. A brief discussion on further plans for the slough took place.

Councilperson Brush gave an update from the Solid Waste Board that there will be a free dump day the Saturday prior to Bucking Horse.

MAYOR COMMENTS

None

COMMITTEE RECOMMENDATIONS

None

BID OPENINGS

Janitorial Bid for the Police Department Building

- One bid was received from Kimberly Mees for \$750 per month.

** *Councilperson Brush moved to refer the bid to the Finance Committee, seconded by Councilperson Gardner and passed unanimously, 5-0.*

BID AWARDS

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

A. **RESOLUTION NO. 4450 - A RESOLUTION ESTABLISHING WAGES AND SALARIES FOR CITY EMPLOYEES FOR FISCAL YEAR 2021-2022.**

** *Councilperson Grenz moved to approve the Resolution, read by title only and seconded by Councilperson Brush.*

Councilperson Grenz inquired about the total amount of the cola increase versus the increase in tax revenue. He applauded Mayor Hollowell and Officer Wilkins on the wage matrix.

Clerk Rowe stated that the tax revenue increased by \$51,927 from last year and that the overall wage increase was approximately \$45,000.

PROCEEDING OF CITY COUNCIL
MILES CITY, MONTANA

** On roll call vote, the motion passed by unanimous consent, 5-0.
Resolution No. 4450 passed.

B. RESOLUTION NO. 4451- AIRPORT COAL BOARD GRANT AMENDMENT.

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

Attorney Rice explained that the amendment is only granting an extension on the timeframe to utilize the funds.

** On roll call vote, the motion passed by unanimous consent, 5-0.
Resolution No. 4451 passed.

C. RESOLUTION NO. 4452- MILES COMMUNITY COLLEGE SOFTBALL PARK USE PERMIT.

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

Director Gray explained that the original five-year agreement was dated February 1st thru March 1st then August thru September, but school starts in September. The request was to change the dates to September thru November to accommodate the school schedule.

** On roll call vote, the motion passed by unanimous consent, 5-0.
Resolution No. 4452 passed.

ADJOURNMENT

** Councilperson Brush moved to adjourn the meeting, seconded by Councilperson Gardner and passed unanimously, 5-0.

The meeting was adjourned at 6:59p.m.



Kathy Wilcox, Council President



Mary Rowe, City Clerk