

The regular meeting of the Glendive City Council was held Tuesday, October 18, 2022 in the multi-purpose ambulance building. Mayor Teresea Olson called the meeting to order with the following Council members present: Doug Baker, Leon Baker, Rhett Coon, Mike Dryden, Betsey Hedrick, Clyde Mitchell and Gerald Reichert and Jason Stuart. Department heads present: Frank Ceane, Kitty Schmid, and Shawn Mills. Todd Opp, Mary Jo Gehmert, and Jacquie Silbernagel were absent. Others present: Kendra Christensen, Ralin Christensen, Bob Denning, Tanner Dey, Brendan Heidner, Sheridan Heidner, Lavonne Kautzmann, Don Silbernagel and Pam Silbernagel.

Mayor Olson opened the Council meeting at 7:00 p.m. and recited the Pledge of Allegiance.

Dryden moved to approve the minutes of the October 4, 2022 regular Council meeting; second by Coon and the motion passed 8 to 0.

OLD BUSINESS

10/12/22 Streets Committee Report

Committee members present: Jason Stuart, Rhett Coon, Mike Dryden

City officials present: Frank Ceane, Kitty Schmid, Jessica Reitz, Clyde Mitchell

Guests: Diana Davis-Sharon (Eastern MT Veterans Home)

Media: Brendan Heidner, Glendive Ranger-Review

Meeting called to order: 4:02 p.m.

Agenda items:

Concerns about Montana Ave.

Mayor Olson received a letter from EMVH RN Christy Kemp on 9/26/22 relating concerns about threats to EMVH residents from traffic on the unpaved portion of Montana Avenue. EMVH staff member Diana Davis-Sharon attended the meeting and told the committee that EMVH staff are growing more concerned about potential dangers posed to EMVH residents due to vehicles speeding and kicking up rocks on the unpaved portion of the street. Mrs. Davis-Sharon noted that many EMVH residents walk through that area for their exercise and she has personally witnessed “close calls” between speeding vehicles and EMVH residents. She added that she and other EMVH staff believe the traffic on the street has become “way more intense” over the past year. In the letter to the city, EMVH staff requested possible signage or paving of the unpaved portion of the street as solutions.

Mr. Ceane noted that the city is not in the business of paving streets, and the committee informed Mrs. Davis-Sharon that in order to pave the street the State of Montana and other owners of property abutting the unpaved street would need to form a Special Improvement District to fund the paving construction. As a solution for now, Mr. Ceane said he would order a 25 MPH speed limit sign and a “Caution Pedestrians” sign to install on the unpaved portion of Montana Ave. Mr. Ceane also noted that the city cannot set the speed limit lower than 25 mph without first engaging the Montana Department of Transportation (MDT) to conduct a traffic study on the route.

Other Business:

In other business, Mr. Dryden and Mr. Mitchell both expressed concerns about MDT’s proposed changes to the Merrill-Douglas-Barry intersection. After brief discussion, the committee requested that Mayor Olson send an invitation to MDT District Administrator Shane Mintz requesting that he and his staff attend the next Streets Committee meeting to further discuss their proposals for the intersection, as well as other matters related to the Merrill Avenue project.

Meeting adjourned: 4:31 p.m. Submitted by Jason Stuart

FUPR COMMITTEE 10/12/2022

ATTENDANCE

Mayor: Absent

FUPR Committee : J. Stuart, M. Dryden, R. Coon, absent G. Reichert

Dept. Heads: **Public Works** F. Ceane **Operations** K. Schmid

City Officials: J. Reitz, C. Mitchell

Media: **Ranger-Review** B. Heidner

Guests: EMVH representative

Duration: 4:33-5:05

AGENDA

1. **Bids for TA Grant Writing:** Director Schmid reported that the City received two bids to write the Transportation Alternative Grant proposal. The TA Grant, if obtained, would help pay costs associated with construction of sidewalks from the 215 Interstate Overpass to the Fairgrounds. The bid from Great West Engineering was the less costly of the two bids.
 - a. **ACTION: FUPR recommends the Council accept the bid from Great West Engineering to write the TA Grant proposal for the City at a cost of \$2500.00.**
2. **Ambulance Director Wage:** Council member Mitchell requested that the FUPR Committee recommend increasing the Ambulance Director's wage to the same amount as currently paid to the Fire Department Director. The wage for the Fire Department Director is \$35.02 per hour with a maximum of 10 hours per week.
 - a. **ACTION: FUPR recommends the Council approve increasing the Ambulance Director's wage to \$35.02 per hour with a maximum of 10 hours per week.**
3. **Story Book Trail Update:** The Building Active Glendive provided an update to the original Story Book Trail at Eyer Park. The posts and plaques will be replaced with aluminum posts and frames specifically designed for Story Book Trails. Additionally, the Story Book Trail will be increased from 10 plaques and posts (stories) to 16. **FYI (FUPR thanks the B.A.G. organization for their ongoing contributions to the Glendive community)**
4. **Public Comment:** Councilman Mitchell recommended that the City create an ad hoc Committee to provide direction for the Council in the union contract negotiations for the fiscal year 23-24. Also the Committee would make recommendations addressing any salary/wage disparities that currently exist within the City compensation structure.
5. **Meeting adjourned 5:05 pm**
6. **Respectfully submitted Mike Dryden Ward III**

Interview Committee

October 13, 2022 6:00 PM

Glendive City Hall Council Room

Present: Rhett Coon, Leon Baker, Betsey Hedrick, Clyde Mitchell.

Agenda Items.

1) Interview Temporary Police Department Manager Candidate.

Committee recommends hiring Jake Feist as Temporary Police Department Manager retroactive October 14, 2022; wages will be \$40.00 per hour; up to 20 hours per week.

Adjourned at: 7:50 PM, Respectfully Submitted by Clyde Mitchell, Ward II

POSITION DESCRIPTION

Class Title: Temporary Police Department Manager

Department: Glendive Police Department

Division:

Date: 10/12/2022

GENERAL PURPOSE

Performs a variety of complex administrative, supervisory and professional public safety assistance work in planning, coordinating and directing the activities of the Police Department. This temporary position will last no more than twelve months.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Mayor and City Council.

SUPERVISION EXERCISED

Supervises all police staff directly and others through subordinate supervisors.

DUTIES AND RESPONSIBILITIES

1. Review of personnel files to determine if they are compliant with required certification and recertifications as set out in the Montana law and policies.
2. Train personnel to enhance their ability to execute their duties more efficiently thus improving their public contacts.
3. Review and update departmental policy and procedure if needed.
4. Review and investigate complaints received by administration. These need to be investigated fully and reported back to the complainant.
5. Identify and train officers for execution of duties as required.
6. Coordinate with the city and county attorneys for case investigation and follow-up.
7. Responsible for disciplinary action for all personnel in accordance with police department policy and local union 853 contract.
8. Analyzes and recommends improvement to equipment and facilities, as needed.
9. Member of hiring committee for future police chief and background investigation of future police chief candidates.
10. Will meet with city council and mayor regularly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Mayor

Approval: _____

Employee

Effective Date: 10/14/2022

Revision History:

PUBLIC COMMENT ON THE AGENDA

No public comment was given.

NEW BUSINESS

Accept the bid from Great West Engineering to write the TA Grant proposal for the City at a cost not to exceed \$2,500.00. Dryden moved to accept the bid from Great West Engineering to write the TA Grant proposal for the City at a cost not to exceed \$2,500.00; second by Coon and the motion passed 8 to 0.

Increasing the ambulance director's wage to \$35.02 per hour with a maximum of 10 hours per week effective October 1, 2022. Mitchell moved to approve permission to increase the ambulance director's wage to \$35.02 per hour with a maximum of 10 hours per week effective October 1, 2022; second by Reichert and the motion passed 8 to 0.

Hire Jake Feist as temporary department manager retroactive October 14, 2022 with wage of \$40.00 per hour, up to 20 hours per week. Coon moved to approve hiring Jake Feist as temporary department manager retroactive October 14, 2022 with wage of \$40.00 per hour, up to 20 hours per week; second by L. Baker and the motion passed 8 to 0.

Accounts Payable Claims: \$184,943.70. Dryden moved to approve the accounts payable for: \$184,943.70; second by Mitchell and the motion passed 8 to 0.

DEPARTMENT HEAD COMMENTS

Department heads were provided time for comments.

DEPARTMENT REPORT

Fire department submitted a written report.

COMMITTEE MEETINGS

Ordinance Committee 4:00pm Monday October 24, 2022

Personnel Committee 4:15pm Monday October 24, 2022

MAYOR’S COMMENTS

Mayor was provided time for comments.

COUNCIL COMMENTS

Council members were provided time for comments.

PUBLIC COMMENT ON ANY PUBLIC MATTER NOT ON THE AGENDA

No public comment was given.

ADJOURNMENT

Hedrick made a motion to adjourn the meeting; second by L. Baker and the meeting was adjourned at 7:44pm.

Dated this 18th day of October, 2022.

Approved the 1st day of November, 2022.

Teresea Olson, Mayor

ATTEST:

Jessica Reitz, Administrative Clerk