

The regular meeting of the Glendive City Council was held Tuesday, March 17, 2020. Mayor Jerry Jimison called the meeting to order with the following Council members present: Avis Anderson, Doug Baker, Leon Baker, Rhett Coon, Mike Dryden, Betsey Hedrick, Clyde Mitchell and Gerald Reichert. Department heads present included: Bill Klunder, Jack Rice, Frank Ceane, Kevin Dorwart and Jacquie Silbernagel. Todd Opp was absent.

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

L. Baker moved to approve the minutes of the March 3, 2020 regular Council meeting; second by Hedrick and the motion carried.

### **Committee Minutes**

#### **Personnel Committee Report– 03/09/20**

Attending: Mayor, D. Baker, L. Baker, Mitchell, Hedrick. Others: Kevin Dorwart, Jacquie Silbernagel, Chief Hickman.

**Department Head Recreation Department.** With the resignation of Dean Senvold effective March 31, 2020, the committee recommends hiring Jacquie Silbernagel as Rec Director effective April 1, 2020.

**Advertise for Assistant Recreation Department Director.** After visiting with Jacquie about the Assistant Director job and what their responsibilities are the committee recommends hiring an Assistant Rec Director.

Action: Committee recommends advertising immediately for Assistant Recreation Director.

#### **Accept resignation of George Lane-Dispatch.**

Action: Committee recommends accepting George Lane's resignation immediately.

**Permission to advertise for Permanent Part-Time Dispatcher.** Chief Hickman asked permission to advertise for Dispatch position.

Action: Committee recommends advertising immediately.

**Reclassify Senior Patrol Position to Detective.** Chief Hickman brought up the idea of changing Senior Patrolman to Detective due to the backlog of cases that have begun to pile up. This idea will have to be looked at later due to many questions that couldn't be answered by the committee or Chief Hickman.

Action: FYI

Closed meeting for Personnel Issue

Public Comment- None

Doug Baker, Ward 3- Adjourned 5:05 pm

#### **Street Committee Report– 03/10/20** Call to order 4:05 p.m.

Attending: Mike Dryden, Major Jerry Jimison, Rhett Coon, Gerry Reichert, Avis Anderson. Kevin Dorwart, Jack Rice, Chief John Hickman, Ranger Review.

**Glendive Public Movie Night.** Allison Agostino (Prevention Specialist, Eastern Montana Community Mental Health Center) requested the closure of a portion of Kendrick Avenue by the Public Library for

Glendive Public Movie Night throughout the summer months. Glendive Public Movie Nights is sponsored with the collaborative efforts of the Glendive Public Library, invested community members, the Trading Card Kids, and youth volunteer program. With these groups working together we strive to bring fun, family friendly, positive, drug and alcohol-free events to the Glendive community. Dates for showing the movies would be the last Friday of each month May, June, July and August 2020. Games and food will be available at 7:30 p.m. with the movie beginning at 8:30 p.m. Discussion included setting the street barriers by 3:30 p.m. to meet the working hours of city workers. There will be a \$100 charge to pay overtime to someone to lift the barriers when the event ends at 10 p.m. This is a partnership with the Glendive Public Library, Trading Card Kids, Youth Volunteer, and Reynolds Market Manager.

Submitted by Avis Anderson; Adjourned 4:14 p.m.

### **F/U/P/R Committee Report– 03/10/20**

Attending: Mayor Jimison, A. Anderson, R. Coon, M. Dryden, J. Reichert. Others: Police Chief Hickman, Dispatch Julie, Operations Dorwart, Public Works Rice. Media: Ranger Review Reporter Heidner. Guests: Chamber Executive Director Billie Jo Pew, Chamber Board Gina Roos.

Duration 4:15-5:35

**WTP Update.** Walls and flooring being completed. Ready to ramp up by April.

Action. FYI

**Bids for 911 Console:** Police Chief and Dispatch requested permission to seek bids for 911 Radio Console.

Action: FUPR recommends Council grant permission for the Police Department to seek bids for a 911 Radio Console.

**Landfill/ Garbage Rates:** Directors Dorwart and Rice discussed the need for increases in fees and rates to the City's Landfill and Garbage Collection Systems.

Action: FUPR recommends no change in Lanfill Rates until Fiscal Year 2021-22. Garbage Rates will be increased by resolution for Fiscal Year 2020-21. Recommended changes will be brought to the Council for adoption at a later date.

**Water and Sewer Master Plans:** Glendive's sewer and water master plans have not been updated since 2009. Directors Rice and Dorwart recommended updating these master plans.

Action: Director Dorwart will make inquiries into engineering costs for updating the plans.

**DLA Grant Resolution:** Director Dorwart brought forth a resolution providing for the firm commitment of funds for the City's water treatment plant project. The Delivering Local Assistance grant is \$750,000.00.

Action: Committee recommends Council approval of reolution to accept \$750,000.00 DLA Grant.

**Chip Seal Request:** Director Rice requested permission to seek bids for chip sealing recently-paved streets.

Action: Committee recommends Council grant Public Works permission to seek bids for chip sealing.

**Landfill Engineering Request:** Director Rice recommended a contract extension for Damschen Construction for ongoing maintenance at the City Landfill. The contract extension is intended to bring the contract for landfill engineering services into coordination with the fiscal (budget) year.

Action: Committee recommends Council grant permission to extend the contract with Damschen LLC from January 1, 2020 until June 30, 2020.

**Contract On-Call Fire Rig:** Director Dorwart stated that he would bring forward a contract to provide for on-call on-site fire truck services at specific community events. Mr. Dorwart needs more time to gather information to establish the proper City Charges for use of the grassland fire rig.

Action: FYI

**Spring Clean-up Week:** Chamber representatives Gina Roos and Billie Jo Pew requested City assistance with Glendive's Spring Clean-Up Week April 20-25. Director Rice explained how the process has worked in the past with regard to coupons, bags, etc.

Action: Committee recommends Council approve a \$1,000.00 donation to Glendive Clean-Up to assist with paying for the landfill costs.

**Public Comment:** None received. Adjourned 5:35pm.  
Respectfully submitted by Councilman Drydan, Ward III

Mayor Jimison read the First reading Ordinance 01-2020 Amending City Code 5-3B-16 establishing updated penalty for violations. Dryden noted that this didn't say anything in the wording about vicious or nuisance dogs and that was the reason for which it was brought to the Council. L. Baker stated that the penalty for 5-3B-2 and 5-3B-15, one is nuisance and the other is leash law and dogs running at large. It has nothing to do with vicious dog, and that has its own thing that is separate from the leash law. Dryden asked what the penalty for vicious dog was. Mayor Jimison stated it is the same as in the code now and that isn't being changed. L. Baker added that is under general penalties up to \$500 and jail time. Dryden reiterated that this is why this all came up in the first place, as people were coming to them about vicious dogs. L. Baker stated the changes are eliminating section D. Jail Time and doubling the penalties from \$50 to \$100.

### **PUBLIC COMMENT**

Mayor Jimison asked twice there was no public comment.

### **NEW BUSINESS**

**Approve hiring Jacquie Silbernagel as recreation director effective April 1, 2020.** D. Baker moved to approve hiring Jacquie Silbernagle as recreation director effective April 1, 2020; second by L. Baker and the motion carried. Jacquie stated she has been working for the City since 2016, and has been running the operations, pool and has all of the pool certifications. She is looking forward to the new position.

**Approve permission to advertise for assistant recreation director effective March 10, 2020.**

Mitchell moved to approve permission to advertise for assistant recreation director effective March 10, 2020; second by Anderson and the motion carried. D. Baker summarized some of the position description and explained that after visiting with Jacquie and the previous Assistant Directors they had

been doing more of the work load. To relieve some of that, the Committee decided to have more of a balance shift so the work being done is shared between the Director and Assistant Director.

**Accept resignation of George Lane from dispatch effective March 9, 2020.** Hedrick moved to approve accepting the resignation of George Lane from dispatch effective March 9, 2020; second by Dryden and the motion carried.

**Approve permission to advertise for part-time dispatcher effective March 10, 2020.** Dryden moved to approve permission to advertise for part-time dispatcher effective March 10, 2020; second by Anderson and the motion carried.

**Approve permission to close 200 block of South Kendrick Avenue for Glendive public movie night.** Anderson moved to approve permission to close 200 block of South Kendrick Avenue for Glendive public movie night; second by D. Baker and the motion carried.

**Approve permission to seek bids for a 911 radio console.** L. Baker moved to approve permission to seek bids for a 911 radio console; second by Dryden and the motion carried. Klunder explained they received a grant for \$175,000.00 for the project.

**Approve permission to get quotes for updating City of Glendive water and sewer master plans.** Dryden moved to approve permission to get quotes for updating City of Glendive water and sewer master plans; second by L. Baker and the motion carried. Rice stated the last master plans they had done was in 2009 and many of those jobs have been completed. Other areas and priorities have also changed over the years. This will give us a plan going forward with setting aside money and scheduling future projects.

**Approve Resolution #3048 providing for the firm commitment of funds for the water treatment plant project for \$750,000.00 Delivering Local Assistance Grant.** Coon moved to approve Resolution #3048 providing for the firm commitment of funds for the water treatment plant project for \$750,000.00 Delivering Local Assistance Grant; second by D. Baker and the motion carried. Dryden asked what the maximum amount one entity could receive. Dorwart replied \$750,000.00 per entity and \$1.5 million per county. The other county recipient of \$750,000.00 went to the school system.

**Approve permission to advertise for bids for chip sealing City streets.** Dryden moved to approve permission to advertise for bids for chip sealing City streets; second by Coon and the motion carried. Rice added they did a large overlay project back in 2015 and some paving has been done since then. It is time for the chip seal and it provides an extra wear surface which is typically done a few years after the overlay.

**Approve contract extension for landfill engineering services with Damschen LLC, from January, 1 2020 to June 30, 2020.** Mitchell moved to approve contract extension for landfill engineering services with Damschen LLC, from January, 1 2020 to June 30, 2020; second by Coon and the motion carried.

**Approve \$1,000.00 in landfill donations for Glendive clean up week set for April 20-25.** Coon moved to approve \$1,000.00 in landfill donations for Glendive clean up week set for April 20-25; second by Hedrick and the motion carried.

**Approve first reading of Ordinance 01-2020.** Hedrick moved to approve first reading of Ordinance 01-2020; second by L. Baker and the motion carried.

**Accounts Payable Claims: \$127,937.81.** L. Baker moved to approve the accounts payable for: \$127,937.81; second by Anderson and the motion passed.

#### **DEPARTMENT HEAD COMMENTS**

**Police-** Bill Klunder stated Hopper will be graduating this Saturday from the academy. The next class scheduled for April has been postponed. All vehicles are working. The new vehicle is now estimated to be done in September. The delay is due to factory shutdowns with the virus concerns. They are advertising for a dispatcher at this time. George was doing a good job and they are sorry to see him go. Dryden asked for the updates on the 911 specs as well as if the state waived the time required for the shortened academy class. Klunder said this week they had extended classroom hours and as of Saturday they would have completed 90% of the scheduled training as required by the police standard of training council for completion.

**Operations-** Kevin Dorwart finished up some things with MMIA dealing with replacement costs. He put together employment information. With the passage of the resolution tonight, that will complete the DOA startup. The plan is to complete the drawdowns in one draw. He is also continuing with prevailing wage on Swanberg Construction. Dorwart also mentioned the future arbitrage testing but added he won't be the one doing it. He added he has also been in communications with the city attorney on the corona virus and the options the city has with the different types of meetings that can be had and he will bring that to the Council in the near future.

**Public Works-** Jack Rice introduced France Ceane to the Council and said he has been working for over a week. Rice believes he will be a good fit. They have been attending water plant meetings and spent some time at the water plant learning the old process and where the new process will kick in. The crew demolished the wading pool and will get that project finished up, weather permitting. Rice wrote a letter to Jordan Mayer of Interstate Engineering, letting him know the City is on board with supplying water to Makoshika Park. Millennium Construction out of Billings will be doing the construction on that projects. They were to have the annual Montana Rural Water Conference next week, but that has been postponed until July.

**Recreation-** Jacquie Silbernagel stated the recreation programs have been suspended until further notice due to the virus. All of the spring volleyball teams have been notified of the league suspension at this time as well. During the down time they have been cleaning the office/gym and working on the new summer activity brochures. They are hoping to get those out by mid-April and it will have all of the summer schedules and activities that the rec department offers for the community. They are accepting applications that have been posted to the job service for: lifeguards, pool cashier, water instructor, parks program instructor, and assistant recreation director.

#### **MAYOR'S COMMENTS**

- Happy St. Patrick's Day
- Letter from Dawson County Commissioners
- Spring Cleanup Week April 20-25

#### **COMMITTEE MEETINGS**

Ordinance Committee- Monday, March 23, 2020, 4:00 pm

Personnel Committee- Monday, March 23, 2020, 4:15pm

**DEPARTMENT REPORTS**

City Court Report-February

Fire Department

**OTHER BUSINESS**

The Council was discussing the COVID-19 situation and how it would be handled in City Hall. They wanted to make sure the changes would be in compliance with the Governor Bullock's orders. Dorwart has been looking into the different options with the different departments in City Hall and setting up the capabilities to work from home if needed. It is looking like it will be closed to the public, but the employees can practice safe social distancing within each of their own offices. After talking to the attorneys, the first step will be to have a Declaration of Emergency in addition to the Resolution that will specify the details of meeting cancellations and such, maintaining that all are meeting the open meeting requirements. They will be putting it together and bringing it to the council at a later date (via phone vote) for approval when the declaration and resolution get completed.

Hedrick made a motion to adjourn the meeting; second by Reichert and the meeting was adjourned at 8:19 pm.

Dated this 17th day of March, 2020.

Approved the 5th day of May, 2020.

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Jerry Jimison, Mayor

ATTEST:

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Jessica Ayre, Administrative Clerk

