



# CITY OF MILES CITY

## Human Resources Committee Meeting Minutes

January 21, 2026 at 5:00 PM

City Council Chambers and online at zoom.us

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Zoom ID: 4062343462 | Passcode: 59301

### CALL TO ORDER

Mayor Grenz called the Human Resources Committee meeting to order at 5pm

#### PRESENT

Committee Member Rick Huber  
Committee Member Ed Pulecio  
Committee Member Brooke Bartholomew  
Mayor Chris Grenz  
Committee Member Cody Steiner

#### ALSO Present

Committee Member Jeni Losey, Deputy Clerk/Minute Recorder Tamara Ellsworth

### 1. REQUEST OF CITIZENS AND PUBLIC COMMENT

### 2. ELECT CHAIRPERSON

Motion made by Committee Member Pulecio to nominate Committee Member Bartholomew as Chair, Seconded by Committee Member Huber.

Voting Yea: Committee Member Huber, Committee Member Pulecio, Committee Member Bartholomew, Committee Member Steiner

### 3. NEW BUSINESS

#### A. Revise and Recommend Human Resources Part-time Position Description

Motion made by Committee Member Pulecio to open the review on the Human Resources job description, Seconded by Committee Member Bartholomew.

Committee member Huber addressed Committee that he has made some calls to other places of employment with Human Resources to see if this position happens to be a part time and if that is possible. Mayor Grenz commented that the Payroll portion of this Human Resource job description makes this position a full-time position and with the Deputy Clerk taking on the payroll duties we could consider the HR to be a part-time position. Chairperson Bartholomew emphasized that there may be difficulty finding someone wanting to only do a part-time position. Jeni Losey questioned the Deputy Clerk as to how she was handling to new duties added on to her Deputy Clerk position. Deputy Clerk Ellsworth stated that in the beginning due to all of the pay corrections that needed to be made it was a lot to take on but with that done and over it has become easier except for the liabilities that need to be done after each pay period. Deputy Clerk Ellsworth stated that if she only had to do the payroll processing that is feasible to do with her other duties. After much discussion between the Committee members, it was determined to remove the payroll process but to keep the new employment

onboarding and employee benefits entry to make the Human Resources job description a part-time description. If there are no applicants for the new Part-time Human Resource Officer the committee members will reconvene and change the position back to a full-time position will all of the payroll duties added back on to their duties.

Motion made by Committee Member Pulecio to recommend removing payroll from the job description and make this position a Part-time job, Seconded by Committee Member Steiner. Voting Yea: Committee Member Huber, Committee Member Pulecio, Committee Member Bartholomew, Committee Member Steiner

**B. Revise and Recommend Deputy Clerk Position Description**

Motion made by Committee Member Pulecio to open the review and recommendation of the Deputy Clerk Position, Seconded by Committee Member Huber.

Committee members discussed what needs to be revised and it was decided to add the payroll process to the duties of the Deputy Clerk Job and this will remain in effect if the Human Resource Officer gets applicants for the Part-time job description. It was also discussed to give the Deputy Clerk a \$2.00 pay increase for taking on the Payroll duties and to retro pay back for when this started, this \$2.00 pay increase only stays in effect as long as the Deputy Clerk maintains the payroll duties. If the Human Resource officer position goes back to a full-time position the payroll duties would be given back to that position and taken away from the Deputy Clerk duties and the pay increase would no longer be in effect.

Motion made by Committee Member Steiner to add the duties of Payroll to the Deputy Clerk job description and to give a \$2.00 pay increase to remain as long as the Deputy Clerk maintains the payroll duties, Seconded by Committee Member Huber.

Voting Yea: Committee Member Huber, Committee Member Pulecio, Committee Member Bartholomew, Committee Member Steiner

**C. SET HOURLY PAY RATE FOR HUMAN RESOURCES OFFICER**

Motion made by Committee Member Pulecio to set the Part-Time Human Resources Officer pay rate to \$21.00 an hour without employee benefits, Seconded by Committee Member Huber.

Voting Yea: Committee Member Huber, Committee Member Pulecio, Committee Member Bartholomew, Committee Member Steiner

Committee member Pulecio asked what the costs of employee benefits are to the city. City Clerk Rowe stated that the monthly benefits cost \$892.00 per month and that amount does not change even if it is only a part time employee. Jeni Losey stated that if we include the benefits with this part time position it may set a precedence to all the other part time employees with the city that do not receive this benefit and feels we should include with this with the new position. Chairperson asked fellow committee members how they felt about including the benefits and it was decided that if the benefits were to be included the pay rate would have to be significantly reduced to around \$10.00 an hour rate due to the costs of the benefits. After a brief discussion it was decided to set the Human Resources Officer pay rate to \$21.00 per hour without benefits. If there are no applicants within the month, the committee will reconvene and change this position back to a full-time position and set the pay rate back to the standard start base.

**4. ADJOURNMENT**

Public comment on any public matter that is not on the agenda of this meeting can be presented under Request of Citizens, provided it is within the jurisdiction of the City to address. Public comment will be entered into the minutes of this meeting. The Committee cannot take any action

on a matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings

Motion made by Committee Member Pulecio to adjourn the meeting, Seconded by Committee Member Huber.

Voting Yea: Committee Member Huber, Committee Member Pulecio, Committee Member Bartholomew, Committee Member Steiner

Human Resource Committee meeting adjourned at 6:26 pm