

AGENDA

*Regular Council Meeting
City Council Chambers*

*May 14, 2013
7:00 p.m.*

**CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL**

1. APPROVAL OF COUNCIL MINUTES/COMMITTEE MINUTES

- | | | |
|----|---------------------------|-----------|
| a. | City Council | 4/23/2013 |
| b. | Human Resources Committee | 4/18/2013 |
| c. | Public Safety Committee | 4/24/2013 |
| d. | Human Resources Committee | 5/07/2013 |

2. SCHEDULE MEETINGS

3. REQUEST OF CITIZENS & PUBLIC COMMENT

4. APPOINTMENTS

City Clerk: Lorrie Pearce

Planning Board:

Jean Stewart

Spencer Haynes

Miles City Housing Authority:

Jerry Smith

Carol Hardesty Cherry

Sandy Hays

Mike Schmitz

Safety Culture Committee

5. PROCLAMATIONS

6. STAFF REPORTS

Update on dike study-Utility Director Kelm & Flood Plain Administrator Sami Malenovsky

7. CITY COUNCIL COMMENTS

8. MAYOR COMMENTS

9. COMMITTEE RECOMMENDATIONS

- a. **Recommendations from Public Safety Committee of April 24, 2013:**
1. Verbiage of "Jake Brake" signs to read: *Un-muffled Compression Brakes*

Prohibited”

2. “Jake Brake” Sign Placement to be at the borders of the City limits
3. “No Parking Here to Corner” at 121 S. Center to be moved to the other side of the drive-way

b. **Recommendation from Human Resource Committee of May 7, 2013:**

1. Approve the Recruitment and Selection Policy that has been drafted by the City Attorney.
2. Amend Ordinance #1254 to state under the 1st paragraph, last sentence, to include six months for a trial period where the ordinance will then be reviewed.
3. Amend RSVP Criminal Check Policy to state, “Applicants have the right to review and challenge the results of the National Service Criminal History Check, a copy will be provided to the applicant upon request”.
4. Recommend to adopt the RSVP Criminal Check policy

10. **PUBLIC HEARINGS**

- a. **ORDINANCE NO. 1254:** An Ordinance Revising Section 2-351 of the Code of Ordinances of the City of Miles City, Montana, so as to Call for the Preservation Officer to be Under the Supervision of the Mayor
- b. **RESOLUTION NO. 3588:** A Resolution of Intent to Create A Special Improvement District Number 211, To Improve And Pave Certain Portions Of Arrowhead Lane, Including Curb And Gutter, Within The Southgate Meadows Subdivision In Miles City, Montana.

11. **OLD BUSINESS**

- a. **ORDINANCE NO. 1254:** An Ordinance Revising Section 2-351 of the Code of Ordinances of the City of Miles City, Montana, so as to Call for the Preservation Officer to be Under the Supervision of the Mayor (As amended per 5/7/13 Human Resource Committee recommendation)

12. **BID AWARD**

BID OPENING

Current Production Model of a Hydraulic Excavator
Current Production Model of a 4-Wheel Drive, Extendable Stick, Backhoe & Loader

13. **NEW BUSINESS**

- a. Approval of April Claims
- b. **ORDINANCE NO. 1252:** An Ordinance Amending Sections 24-4, 24-5, 24-7, 24-8, 24-16, 24-18, 24-46, 24-47, 24-50, 24-51, 24-53, 24-54, 24-58, 24-59, 24-62, 24-66, 24-67, 24-68, 24-70, And 24-71 Of The Code Of Ordinances Of The City Of Miles City, Montana To Conform To Changes In Montana Statute (1st Reading)

14. 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 City Council 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.

REGULAR COUNCIL MEETING

**April 23, 2013
7:00 p.m.**

CALL TO ORDER

The Regular Council meeting was held Tuesday, April 23, 2013, in the Conference Room at City Hall, 17 S. 8th Street, Miles City, Montana. Mayor C. A. Grenz called the meeting to order. Council Members present were Dwayne Andrews, Roxanna Brush, Mark Ahner, Jerry Partridge, John Uden, John Hollowell and Sue Galbraith. Councilperson Bill Melnik was excused.

Also present were City Attorney Dan Rice, Public Utilities Director Al Kelm, Fire Chief Dale Berg, City Planner Dianna Broadie, Historic Preservation Officer Connie Muggli, and Council Recorder/Deputy City Clerk Connie Watts.

PLEDGE OF ALLEGIANCE

Mayor Grenz led the Council in the Pledge of Allegiance.

APPROVAL OF COUNCIL & COMMITTEE MINUTES

Regular Council Minutes – 4/09/2013

** *Councilperson Brush moved to approve the minutes of the Regular Council Meeting of April 9, 2013, seconded by Councilperson Galbraith. The motion passed unanimously, 7-0.*

Human Resources Committee – 4/04/2013

** *Councilperson Uden moved to approve the minutes of the Human Resources Committee Meeting of April 4, 2013, seconded by Councilperson Ahner and passed unanimously, 7-0.*

Finance Committee – 4/10/2013

** *Councilperson Brush moved to approve the minutes of the Finance Committee Meeting of April 10, 2013. The motion was seconded by Councilperson Uden and passed unanimously, 7-0.*

Flood Control Committee – 4/11/13

- ** *Councilperson Andrews moved to approve the minutes of the Flood Control Committee of April 11, 2013. The motion was seconded by Councilperson Galbraith and passed unanimously, 7-0.*

Finance Committee – 4/17/2013

- ** *Councilperson Ahner moved to approve the minutes of the Finance Committee meeting of April 17, 2013, with a correction. The motion was approved by Councilperson Brush and passed unanimously, 7-0.*

SCHEDULE MEETINGS

Human Resources Committee – Tuesday, May 7, 2013 @ 6:00

REQUEST OF CITIZENS & PUBLIC COMMENT

-None

APPOINTMENTS

Airport Commission: Paul Grutkowski; Patrick Lifto

- ** *Councilperson Galbraith moved to approve the appointments of Paul Grutkowski and Patrick Lifto to the Airport Commission, seconded by Councilperson Brush and, on roll call vote, passed unanimously, 7-0.*

Historic Preservation Commission: Derrick Rodgers

- ** *Councilperson Uden moved to approve the appointment of Derrick Rodgers to the Historic Preservation Commission, seconded by Councilperson Galbraith and, on roll call vote, passed unanimously, 7 to 0.*

PROCLAMATIONS

None

STAFF REPORTS

Public Utilities Director Al Kelm

Riverside Park: Concrete was being poured today; rain and snow had delayed this for the last few days. Four to five pathway lights are up, and the bathrooms and sidewalks should be finished by Bucking Horse Sale. Some repair work will need to be done on the grass after the construction is finished.

Swimming Pool Roof: The contract states the project will be finished by May 31st. The finish date may have to be changed on the contract, as the trusses have yet to be ordered. City Attorney Rice had visited with the contractor when he prepared the contract, and the contractor indicated he would need only about two weeks to do the project.

CITY COUNCIL COMMENTS

Jerry Partridge:

Old Miles City Concrete Buildings – These buildings are wide open, there’s a long way to fall, and something needs to be done. He suggested possibly caution tape could be put around it to indicate that it is a dangerous building. He also felt that the owner should be required to board it up until it is being utilized. Director Kelm said he would notify the Police Chief, who is responsible for handling public nuisances. He also said he had some information on those buildings, and he wanted to visit with the Mayor before talking about it at a public meeting.

John Hollowell:

Flood Meeting in Missoula - Mentioned that there is a flood meeting in Missoula on May 29th and 31st, to which Grant Administrator Dawn Colton would be going. He asked if the City could provide funds for two representatives of KLJ to go on behalf of the City. These funds would be reimbursed by the Department of Emergency Services. Councilperson Ahner said that, since only one councilperson would be going to the meetings in Billings May 8-10, there would probably be funds available in the council budget to use for this.

MAYOR COMMENTS

Historic Preservation Commission vacancies – A City official (member of City government) needs to be appointed to this position. Councilperson Partridge volunteered for the appointment. The Commission meets once a month.

Sidewalk in disrepair by Sullivan’s Furniture on 9th Street – Mayor Grenz was notified that an individual fell and broke her arm on the sidewalk, and he was asked if CTEP money would be available to repair this sidewalk.

Some Councilmembers noted that they, as well as other businesses, have recently replaced their own sidewalks, and this should be the responsibility of the owner of the property.

PUBLIC HEARINGS

RESOLUTION 3586: A Resolution Pursuant To Title 7, Chapter 2, Part 45 MCA, Annexing Certain Lands Wholly Surrounded By The City Of Miles City, Montana, To-Wit: Lothspeich Minor Subdivision Together With Tract 1 Of Stolz Tracts In Section 34, Township N, Range 47E, Custer County, Montana.

Mayor Grenz called for comments from proponents three times, then called for comments from opponents three times. Hearing no comments, the hearing was closed.

OLD BUSINESS

-None

BID AWARDS

-None

BID OPENING

-None

NEW BUSINESS

RESOLUTION NO. 3586: A Resolution To Annex Pursuant To Title 7, Chapter 2, Part 45 MCA, Certain Lands Wholly Surrounded By The City Of Miles City, Montana, To-Wit: Lothspeich Minor Subdivision Together With Tract 1 Of Stolz Tracts In Section 34, Township 8N, Range 47E, Custer County, Montana.

*** Councilperson Ahner moved to adopt the Ordinance by title only, seconded by Councilperson Galbraith and, on roll call vote, passed unanimously, 7-0.*

ORDINANCE NO. 1254: An Ordinance Revising Section 2-351 of the Code of Ordinances of the City of Miles City, Montana, so as to call for the Preservation Officer to be under the supervision of the Mayor

** *Councilperson Uden moved to approve the Ordinance, on first reading, by title only, seconded by Councilperson Brush. After discussion and on roll call vote, the motion passed 4 to 3, with Councilpersons Galbraith, Partridge and Andrews voting no. The Ordinance was referred to the Human Resources Committee.*

Decision on Preliminary Plat of the Amended Plat of Lot F-1 of Horizon Park Subdivision (Bobcat Building Site)

City Planner Dianna Broadie explained this is a four-lot commercial subdivision equaling about six acres. There is a section of the T&Y ditch in this plat that does not have an easement recorded (an easement can be shown on the face of the plat) in order to make sure that the agricultural rights are preserved, per State statute. The Fire Department is requesting an additional fire hydrant be placed in the area because it is a commercial subdivision.

They are being asked to move the detention pond to the side

** *Councilperson Brush moved to adopt the amended plat and the findings of fact, seconded by Councilperson Galbraith.*

** *Councilperson Brush then moved to amend her motion to include adopting the conditions of plat. The amendment was also seconded by Councilperson Galbraith.*

Questions on the Conditions of Plat:

Item #4: Councilperson Ahner asked if the City really wants the internal subdivision roads. Planner Broadie said yes, the City definitely wants control, because if a private individual purchases the adjacent property, the City would want to be able to connect the roads. He noted that the City would be responsible for maintenance of those roads. Planner Broadie explained this is standard in the subdivision regulations. There was discussion about whether the street should be included in a Street Maintenance District.

Item #5: Councilperson Ahner asked if using PCV is a standard practice. Director Kelm said he had some verbiage he would like to add, as follows: "All water mains shall be constructed using PCV or equal material." and "All water supply systems shall meet Montana DEQ and City engineering standards, and shall be approved by a licensed engineer prior to acceptance." "Water line connections" should be changed to "Service line connections

shall be provided for each lot location. Owners shall be required to use one-inch copper piping from the main to the curb stop.”

One fire hydrant is already installed. The only one going to be installed is at the entrance to the cul-de-sac on the west side and to extend the sewer line from the middle of the cul-de-sac to the east end of the property.

Councilperson Brush asked Director Kelm if the extension is for this development or for future development. He said it would depend on the placement of the building on the adjacent lot.

Item #9: Councilperson Ahner asked Planner Broadie if 15 feet wide is standard. She replied that either fifteen or twenty feet wide is acceptable.

Item #12: Councilperson Ahner asked if a Subdivision Improvement Agreement has been provided by the subdivider. Because the applicant began to install the City water and sewer lines prior to approval of the preliminary plat, the City and the developer agreed to submit a bond to insure the improvements met City standards.

Item #19: Councilperson Ahner asked about the landscape plan. Planner Broadie explained that a certain amount of landscaping can be required. The regulations talk about landscaping “around a building.” On one part of the subdivision there is no building. Regulations can be enforced around the building, however. The parking lot is not considered landscaping. The subdivision regulations define what landscaping is; detention ponds can actually be included in the landscaping. Councilperson Hollowell said it figures out to about 8 percent.

*** Councilperson Brush moved to add Item #4 to read, “Bobcat Lane shall be dedicated to the City.” The motion was seconded by Councilperson Hollowell and passed unanimously, 7-0.*

*** Councilperson Brush moved to amend Item #5 to read as Director Kelm recommended: : “All water mains shall be constructed using PCV or equal material.” and “All water supply systems shall meet Montana DEQ and City engineering standards, and shall be approved by a licensed engineer prior to acceptance.” “Water line connections” should be changed to “Service line connections shall be provided for each lot location. Owners shall be required to use one-inch copper piping from the main to the curb stop.” The motion was seconded by Councilperson Uden and passed unanimously, 7-0.*

*** Councilperson Brush moved to amend Item #9 to read "20 feet" instead of "15 feet." Councilperson Ahner seconded the motion and it passed unanimously, 7-0.*

*** Councilperson Brush moved to amend Item #20 that the Horizon Park Subdivision be included in the corresponding Street Maintenance District. The motion was seconded by Councilperson Uden and passed unanimously, 7-0.*

*** A roll call vote was then taken on Councilperson Brush's original motion to adopt the plat, findings of fact, and conditions of plat. The original motion passed unanimously, 7-0.*

RESOLUTION NO. 3588: A Resolution Of Intent To Create A Special Improvement District Number 211, To Improve And Pave Certain Portions Of Arrowhead Lane, Including Curb And Gutter, Within The Southgate Meadows Subdivision In Miles City, Montana.

*** Councilperson Andrews moved to adopt the resolution by title only, seconded by Councilperson Brush.*

It was noted that if this resolution passes, there will be a protest period and public hearing before a resolution to create the special improvement district is considered.

Councilperson Brush asked how many will be affected by this SID. Paul Oakland and Erik Doeden said there are seven landowners, each owning two lots.

Councilperson Ahner asked how the protest area is calculated. Attorney Rice stated the same method to calculate assessment costs must be used when calculating protest weight. Lineal feet on both sides of the street is used. The developers on this proposed SID own 42% of the total lineal footage.

Councilperson Andrews referenced the last sentence on #3: "... payment of which is to be spread over a period of not more than twenty(20) years..." Attorney Rice said that is a decision the Council would have to make, probably with some input from the landowners.

Councilperson Galbraith asked how the estimate of \$110,145 was arrived at. Mr. Oakland and Mr. Doeden said that was the highest of the two bids received. If the SID did go through, a bid process would be followed.

*** Councilperson Brush moved that the time period remain twenty (20) years, seconded by Councilperson Uden and, on roll call vote, passed 5 to 2, with Councilpersons Galbraith and Ahner voting no.*

*** Councilperson Andrews moved to amend the language in Item #7, fourth sentence, to read, "...deliver to the City Clerk not later than 5:00 P.M. of the" The motion was seconded by Councilperson Brush and passed unanimously, 7-0.*

*** Councilperson Andrews' original motion to adopt Resolution 3588, on roll call vote, passed five to two, with Councilpersons Galbraith and Ahner voting no.*

Councilperson Ahner noted that the council previously made another decision, contrary to this, to require the developers to pave the entire subdivision. It was questioned why it has come before the Council again, when it had been previously decided. Councilpersons Galbraith and Partridge also spoke to this issue. It was noted that someone on the winning side could make a motion to reconsider this vote. No motion to reconsider was made.

RESOLUTION NO. 3589: A Resolution Authorizing the City of Miles City to Contract with Dennis Hirsch for Building Inspection Services for Fiscal Year 2013-2014.

*** Councilperson Brush moved to adopt the resolution by title only, seconded by Councilperson Uden. On roll call vote, the motion passed unanimously, 7-0.*

Recommendations from Finance Committee:

Approval to Bid Janitorial Contracts for City Hall, Shop, Library and Police Department

*** Councilperson Ahner moved to adopt the recommendations from the Finance Committee to bid the janitorial contracts for City Hall, Shop, Library and Police Department, seconded by Councilperson Galbraith. On roll call vote, the motion passed by unanimous consent, 7-0.*

Request for Qualifications for Five-Year Retainer of Engineering Firms

*** Councilperson Ahner moved to approve the publication of a Request for Qualifications for an engineering firm to perform general engineering services for a five-year period, seconded by Councilperson Hollowell. After brief discussion and on roll call vote, the motion passed by unanimous consent.*

RESOLUTION NO. 3590: A Resolution Authorizing The City Of Miles City To Enter Into A Contract For The Construction Of A Roof Over The Natural Oasis Building With Ian Seabolt D/B/A Seabolt Construction

*** Councilperson Uden moved to adopt the resolution by title only, seconded by Councilperson Ahner.*

Councilperson Hollowell asked if voting on this issue would be a conflict of interest, as he has done business with this contractor in his personal business. Attorney Rice said it would not.

Councilperson Ahner mentioned that this bid obviously exceeds the \$15,000 the City had set aside for this project. Sigrid Laird has collected approximately \$10,000 to contribute to this project.

Director Kelm is concerned about the completion date of May 29, 2013, as stated in the contract.

*** Councilperson Ahner moved to amend the original motion to include the wording on Exhibit "A", Construction Contract, Paragraph 5: "...all work completed no later than May 29, 2013; unless circumstances beyond the contractor's ability to control prevents completion until the end of June, 2013." And "...liquidated damages....after the May 29, 2013, deadline unless extenuating circumstances as previously mentioned prevent the construction." The motion was seconded by Councilperson Hollowell and passed unanimously, 7-0.*

*** Councilperson Uden's original motion, on roll call vote, passed unanimously, 7-0.*

ADJOURNMENT

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

The meeting was adjourned at 8:30 p.m.

C.A. GRENZ, Mayor

Connie Watts, Deputy City Clerk

Human Resources Committee

April 18, 2013

The **Human Resources Committee** met Thursday, April 18, 2013, at 6:05 p.m. in the Conference Room at City Hall. Present were Committee Chairperson John Uden, Committee Members Bill Melnik, Mark Ahner and Roxanna Brush. Also present were Mayor C.A. Grenz, Councilperson John Hollowell, Flood Plain Administrator/Auto Cad/Asst. to Public Works and Utilities Samantha Malenovsky, Engineering Secretary Dianna Larson, 283A President and Water/Wastewater Operator Thomas Speelmon, Grant Writer Dawn Colton and City Attorney Dan Rice and Committee Recorder HR/Payroll Officer Billie Burkhalter.

1. Roll Call

- Noted above

2. Review Job Description for Engineering & Operations Clerk/Receptionist

Committee Member Ahner stated in the amended job description under "Supervision Received: under the direct supervision of Public Works & Public Utilities" he would recommend that there only be one direct supervisor, which should be the Public Utilities Director. The Committee and Secretary Larson were in agreement. Committee Member Ahner noted that Secretary Larson would still be accountable to both the Public Works and Public Utilities Directors.

Chairperson Uden noted the current job description was completed in 1994 and questioned why it had not been updated sooner as Secretary Larson has been doing more duties. He further questioned who authorized her to take on additional duties, and if her supervisor had approved it.

Committee Member Brush stated she is aware that Secretary Larson's wages are frozen and questioned if this request to change her job description is going to be used in the future to argue her point on wages. Secretary Larson replied yes. Committee Member Brush stated she had another problem she wanted to point out, as Secretary Larson is changing the position completely from an office clerk receptionist to an administrative assistant and she wants the Committee to be aware of that. She further stated there are several duplications of "answering the phone and taking messages" and that is basically clerical duties. She questioned what "BOA" stood for and requested this be spelled out in the job description. Committee Member Brush further recommended under "Education and Experience" that Word Perfect and Word Processing be deleted, as these programs are no longer taught. She explained that under "Job Performance Standards" it states "ability to handle multiple interruptions and priorities throughout the day" and that is everyone's job. Also, "communicate effectively with diverse and sometimes irate individuals" is called "customer service".

Committee Member Ahner pointed out that preferences in Word Perfect and Word Processing it could state "demonstrate proficiency in applicable software

programs” and any repetition in the job description should be eliminated. He also requested clarification on the difference between a secretary and administrative assistant.

Chairperson Uden noted that Secretary Larson takes minutes at the meetings that are outside of regular business hours and she is getting paid overtime and questioned who authorized that overtime. Secretary Larson stated she would assume her supervisor did. Chairperson Uden stated that would be something they would have to look at because overtime is really getting out of hand with the City. He further stated the City is experiencing absorbent amounts of overtime and they would have to address that issue in the proposed job description.

Mayor Grenz questioned what would be the difference in compensation with the proposed job description for Secretary Larson. Mr. Speelmon, 283A President, responded that under the Wage Analysis Survey, her position was evaluated only as a secretary; her extra duties were never considered. He currently does not have a dollar amount, but once this job description is completed they plan on having this position reevaluated. Committee Member Ahner stated he believed that changing the job description and changing the compensation were two separate issues.

Committee Member Brush stated she was unwilling to approve this amended job description as presented, but would be willing to go through the description if it was the Committees intent to make changes.

Mayor Grenz stated he would need to confer with the City's labor attorney to see if changing this would cause any problems. He further requested Mr. Speelmon to contact the other unions and non-union personnel and let them know that this is the only job description that would be done. He pointed out that the City has to look into a \$200,000 cut, and doesn't want to see that turn into \$300,000.

Chairperson Uden stated that the Committee is here to protect Secretary Larson as an employee but also to protect the City, minuet changes in a job description can have a significant impact on finances and responsibilities that an employee is assuming.

Councilperson Hollowell noted that when he was a Human Resource committee member this issue had been brought to them by Secretary Larson and another employee who requested an accurate job description to reflect their extra responsibilities. Chairperson Uden called point of order due to Councilperson Hollowell having a personal interest in the situation by referencing his sister. Councilperson Hollowell disagreed stating that her job description had previously been approved and therefore that was not an issue. Chairperson Uden stated that Councilperson Hollowell's sister is involved in a grievance, which makes it inappropriate for him to discuss it. City Attorney Rice stated the conflict is noted on record, if there is a remaining point it can be made. Councilperson Hollowell stated he was not trying to make a point or persuade the Committee, he was just trying to explain how this came about.

Secretary Larson stated she does not understand what is going on with this

process and why it has taken so long to have the facts straight.

Committee Member Ahner requested Secretary Larson make the cosmetic changes to the position as discussed by the Committee and to make a distinction between the two discussed titles. He also wants the Labor Attorney to have a chance to review this especially in regards to the Letter of Agreement that was adopted, that states the City will not change language over a three year period. He believes that the Letter of Agreement meant not necessary position descriptions it meant contractual language in the three contracts the City has with the Unions, but needs clarification.

*** Committee Member Ahner moved to defer consideration of this issue until the changes the Committee has recommended tonight be made and that they have an opportunity to confer with the City's Labor Relations Specialist. Motion seconded by Committee Member Melnik, on roll call vote, motion passed unanimously.*

3. Review City Policy for Recruitment & Selection 1.13.1

Committee Member Ahner explained the Mayor needs the latitude in regards to personnel that he recruits, selects and hires in order to execute the Councils desires. This Mayor may want all control over the hiring of individuals from seasonal employees to Directors, or he may just want to do certain positions, and they need to try to be flexible if future mayors want to have the ability to delegate these functions. He pointed out that there is a provision in the policy that it be reviewed annually for any changes.

Mayor Grenz stated by statue and ordinance all department heads have to be approved by City Council, everything else is the mayor's prerogative.

Attorney Rice explained he reviewed the changes from Attorney Martin and the bullet points from Local Government Center and incorporated it into the policy. Most of the changes he made were concerning the Mayor appointing a hiring committee to do most of the early recruitment and screening.

The following are the recommended changes from the Committee to the Recruitment and Selection Policy submitted by Attorney Rice:

- Equal Opportunity Officer (EOC) will be replaced with "Human Resource/ Payroll Officer"
- Pg 2: first paragraph that references "supervisor must complete a Position Description Worksheet, and submit this form along with the Personnel Requisition to the Hiring Committee for approval" change "Hiring Committee" to "Human Resource Committee"
- Pg 2: "All advertisements must be reviewed and approved by Hiring Committee prior to placement: delete "Hiring Committee" add "Mayor or Mayors designee"
- Step 2 – "Job Registry" Recruitment (3 Working Days Maximum) (F.) change "A member of the Hiring Committee" to "Human Resource/Payroll Officer"
- Step 2 – "Job Registry" Recruitment (3 Working Days Maximum) (G.) change "Hiring Committee" to "Human Resource/Payroll Officer"

- Step 2- Internal Recruitment (5 working days) (B.) change “Hiring Committee to “City” and last sentence “their” to “its” and after sole discretion “by and through the Mayor or the Mayor’s designee”
- Step 2- Internal Recruitment (5 working days) (C.) strike “or the Mayor Hiring Committee (hiring authority)”
- Step 2- Internal Recruitment (5 working days) (D.) replace in first sentence “Hiring Committee” with “Human Resource/Payroll Officer” , and keep “City” eliminating “Mayor”. Second sentence eliminate “Hiring Committee” replace with “Mayor or his designee”, eliminate “the internal applicants are not qualified” and replace with “is in the best interest of the City to recruit externally”
- Step 2- Internal Recruitment (5 working days) add (F.) to read “In the event an internal applicant meets minimum qualifications for the position, but the City determines that it is in the best interest of the City to recruit externally, qualified internal applications will be carried over to Step 3. The Human Resources/Payroll Officer will notify the internal applicant that their application will be considered along with those who apply externally”
- Step 2- Internal Recruitment (5 working days) add (G.) “In the event the City determines that it will consider internal applications without posting externally, the internal applicants will move through the hiring process established herein, beginning at the paragraph titled “Application Screening,” below. If at any time the internal applicants are removed from the selection process, or if the City determines during the selection process that external recruitment would be in the City’s best interest, the process will revert to Step 3.”
- Step 3 – General Public Recruitment (10 working days) (A.) delete “or internal” in first sentence” and after identified, add “and if no internal applicants have been selected”. In the second sentence delete “hiring committee” and add “Mayor, in consultation with the Human Resource/Payroll Officer”
- Step 3 – General Public Recruitment (10 working days) (B.) Second sentence delete “Hiring Committee” and add “Mayor” and add “or other appropriate sources” at the end of the sentence. Third sentence delete “Hiring Committee” and add “Mayor, in consultation with the Human Resource/Payroll Officer”
- Application Screening (A): delete “Hiring Committee” and add “Mayor and the immediate supervisor for the position being hired” and add the “Human Resource Payroll Officer” in front of will notify
- Application Screening (B): delete in first sentence “Hiring Committee” and add “Mayor”. Second sentence “Hiring Committee” and add ““Mayor and the immediate supervisor for the position being hired”
- Applicant Selection Process (G): delete “Personnel Board” and add “Human Resource Committee”
- Personal Interview of Selected Candidates (A) add in first sentence “Mayor should appoint” in front of Hiring Committee, and after add ,” consisting of 3 members, one of which must be the immediate supervisor for the position being hired. The Human Resource/Payroll Officer shall be an advisor to the Hiring Committee, and shall attend all meetings of, and interviews conducted by, the Hiring Committee”. Second sentence add “The Hiring Committee” in front of along with the Mayor.
- Employment Confirmation (A): add after the first sentence “and the Mayor must sign the payroll request form. In preparing the Confirmation Letter, the Mayor

shall establish a salary being offered for the position, so long as the salary is within the amount budgeted for said position. If the Mayor feels that an increased salary is necessary, such increased amount must be approved by the City Council”

- Employment Confirmation (B) add “and benefits” after Starting Salary
- Employment Confirmation (C) add after first sentence “The Confirmation Letter must indicate that the appointment is subject to the consent of the City Council, when applicable”

Chairperson Uden requested that City Attorney Rice make the above noted changes and forward it back to the Committee.

4. Request of Citizens

Sam Malenovsky, Flood Plain Administrator, stated regardless of the Grievance she has filed concerning her wages, she would like to request a meeting with the Human Resources Committee to figure this issue out as it has nearly been a year without any resolution. Mayor Grenz stated he did not think they could do that because there are procedures that have to be followed. Administrator Malenovsky replied that mediation was not in the policy either. Chairperson Uden stated they have to follow the legal guidelines, but if Attorney Martin says yes then that would be ok.

Committee Member Brush stated that Mrs. Malenovsky has an offer that came out of the mediation. Administrator Malenovsky stated that “mediation” did not happen as there was no mediator there to conduct it and there was not even any negotiation. After the session was completed she received a one and only offer that was basically take it or leave it with no discussion or common ground. Mayor Grenz stated what he understood from Attorney Martin there was a 2% thrown out on the table, which was preconceived that everyone would go for, and then someone turned around and wanted a \$6 raise. Both Human Resource Officer Burkhalter and Administrator Malenovsky stated this was incorrect. Mayor Grenz then stated he was told today by Labor Attorney Martin about a 2% increase that the Grievant’ s wanted to be retroactive back to July 1, 2012, which the City’s representatives could not mutually agree on. Administrator Malenovsky stated she was offered 2% beginning July 2013 with no other option and stressed that mediation did not take place.

City Attorney Rice explained that to be called “mediation” requires a mediator, a neutral third party that talks to both sides and tries to get them to agree to something, it was a negotiation but not mediation. Committee Member Ahner agreed, further pointing out the City Council had hired an Attorney to serve as a mediator or a hearing officer. Committee Member Brush stated she thought the purpose of the mediation was for her and Councilperson Andrews to bring forward to the Council what they thought they would agree to. Councilperson Hollowell questioned since no mediation had taken place the City had not fulfilled what they said it would do. Human Resource Payroll Officer Burkhalter stated as far as she knew the Grievant’ s had been denied a mediator and agreed mediation had not taken place. Committee Member Brush stated she felt Attorney Martin was very fair.

Chairperson Uden requested that Committee Member Brush contact Labor Attorney Martin and see if there is an option for them to come back before the Committee.

Administrator Malenovsky stated that a recommendation had been previously made by this Committee to have the Salary Survey looked at for those four positions and she is unsure what happened with that recommendation but would be willing to have them do the survey to include those four positions and look at them fairly. Mayor Grenz stated the thing about the Survey is that we all agreed to accept it and her representative accepted it. Administrator Malenovsky stated she did not accept the survey and no one on her behalf could due to her not being in a Collective Bargaining Unit and that is unlawful.

5. Committee Members' comments

- Not addressed

6. Adjournment

*** Committee Member Ahner moved to adjourn the meeting. The motion was seconded by Committee Member Melnik and passed.*

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Billie D. Burkhalter, Recorder

Chairperson John Uden

Public Safety Committee Meeting April 24, 2013

The Public Safety Committee met Wednesday, April 24, 2013, at 6:00 pm in the City Hall Conference Room. Present were Committee Chairperson Dwayne Andrews and Committee Members Sue Galbraith and Jerry Partridge. Committee Member John Hollowell was excused. Also present were Public Utilities Director Al Kelm and Committee Recorder/Deputy City Clerk Connie Watts.

Chairperson Andrews brought the meeting to order.

JAKE BRAKE SIGN VERBIAGE

Chairperson Andrews visited with the City Engineering and Planning Departments. The individuals in those departments felt the signs should read, "Un-muffled Compression Brakes Prohibited." After brief discussion,

- ** *Committee Member Partridge moved to recommend that the signs read, "Un-muffled Compression Brakes Prohibited." The motion was seconded by Committee Member Galbraith and, on roll call vote, passed unanimously, 3-0.*

JAKE BRAKE SIGN PLACEMENT

Chairperson Andrews mentioned that a citizen who lives in the Lynam Addition complained that when jake brakes are used on the Interstate, it shakes the windows in his house. Director Kelm suggested a sign coming off the interstate by 4-B's may help. After some additional discussion,

- ** *Committee Member Galbraith moved to recommend installing the signs at the borders of the City limits, seconded by Committee Member Partridge. The motion passed unanimously, 3-0.*

CITIZEN REQUESTS:

Move The "No Parking Here To Corner" Sign From Its Present Location To The Other Side Of The Drive-Way At 121 S. Center

The citizen requesting the sign move lives at 121 S. Center, directly across from the high school. Chairperson Andrews reviewed the site, and said the citizen's driveway could be impacted if someone were to park just outside the no parking zone, by the sign. After brief discussion,

** *Committee Member Galbraith moved to recommend moving the "No Parking Here to Corner" sign from its present location to the other side of the drive-way at 121 S. Center. The motion was seconded by Committee Member Partridge and passed unanimously, 3-0.*

ADJOURNMENT

** *Having no more business to come before the Committee, Committee Member Galbraith moved to adjourn the meeting, seconded by Committee Member Partridge and passed unanimously, 3-0. The meeting was adjourned at 6:15 p.m.*

Respectfully Submitted:

Public Safety Committee Chairperson:

Connie L. Watts, Recorder

Chairperson Dwayne Andrews

Human Resources Committee

May 7, 2013

The **Human Resources Committee** met Tuesday, May 7, 2013, at 6:00 p.m. in the Conference Room at City Hall. Present were Committee Chairperson John Uden, Committee Members Bill Melnik, Mark Ahner and Roxanna Brush. Also present were Mayor C.A. Grenz, Councilperson Suzanna Galbraith, Councilperson Dwayne Andrews Flood Plain Administrator/Auto Cad/Asst. to Public Works and Utilities Samantha Malenovsky, Community Planner Dianna Broadie, Historic Preservation Officer Connie Muggli and Committee Recorder HR/Payroll Officer Billie Burkhalter.

1. Roll Call

- Noted above

2. Review Mediation request from Floodplain Administrator

Chairperson Uden explained that Floodplain Administrator Malenovsky has requested the next step in the mediation process for her grievance, and that is a hearing in front of the Human Resource Committee. He further stated there has been a second request for hearing received last week. Chairperson Uden stated that if the Committee was in agreement he would contact the City's Laborer Attorney to begin the process.

Committee Member Ahner clarified that his understanding was mediation was not successful and therefore this individual and one other has requested a hearing before the Human Resource Committee. Chairperson Uden agreed. Committee Member Ahner stated this should be conducted as soon as possible.

Committee Member Ahner stated it was also his understanding that this hearing would be open to the public. Chairperson Uden stated this was correct.

Committee Member Brush wanted to remind Chairperson Uden of the importance of keeping the grievant's hearings separate. Chairperson Uden agreed.

3. Review amended Recruitment and Selection Policy

Chairperson Uden stated the corrections requested by the Committee Members to the Recruitment and Selection Policy have been completed by City Attorney Rice.

*** Committee Member Ahner moved to recommend to the City Council to approve the Recruitment and Selection Policy that has been drafted by the City Attorney. Motion seconded by Committee Member Melnik, on roll call vote, motion passed unanimously.*

Amended Recruitment and Selection Policy is attached.

4. Final Committee review of Historic Preservation Officer supervision

Chairperson Uden explained Ordinance #1254 has been referred by City Council to this Committee.

*** Committee Member Ahner moved to recommend to the City Council to approve Ordinance #1254, read by title only, an Ordinance Revising Section 2-351 of the Code of Ordinances of the City of Miles City, Montana, so as to call for the Preservation Officer to be under the Supervision of the Mayor. Motion seconded by Committee Member Melnik.*

Chairperson Uden noted that this Ordinance is for a six month trial period, and questioned if the Ordinance should be amended to reflect this.

*** Committee Member Brush moved to amended the motion to state, after the first sentence at the end of paragraph one add "for a trial period of six months when this Ordinance shall be reviewed". Motion seconded by Committee Member Ahner, on roll call vote, motion passed unanimously.*

***On original motion, on roll call vote, motion passed unanimously.*

5. Review Federal requirement for Mandatory Criminal Background Check for RSVP (Senior Corps Programs) staff.

Committee Member Ahner noted that the Mandatory Criminal Background Check for RSVP staff is a requirement and is at no cost to the City.

Committee Member Brush stated the policy seems to be missing that applicants have a right to review and challenge the results provided to them.

*** Committee Member Brush moved to recommend to the City Council to adopt the RSVP Criminal Check policy. Motion seconded by Committee Member Melnik.*

*** Committee Member Brush moved to amended the motion to state, at the bottom of the page above the documentation requirements, "Applicants have the right to review and challenge the results of the National Service Criminal History Check, a copy will be provided to the applicant upon request". Motion seconded by Chairperson Uden, on roll call vote, motion passed unanimously.*

***On original motion, on roll call vote, motion passed unanimously.*

6. Request of Citizens

-None

7. Committee Members' comments

Committee Member Brush requested the status of the Public Works position. Chairperson Uden responded that there are four applicants and interviews will be conducted for all four.

Committee Member Melnik requested the status of the City Clerks position. Chairperson Uden stated they received one applicant that filed by the deadline, who will be interviewed after tonight's meeting.

8. Adjournment

*** Committee Member Ahner moved to adjourn the meeting. The motion was seconded by Committee Member Melnik and passed.*

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Billie D. Burkhalter, Recorder

Chairperson John Uden

RECRUITMENT AND SELECTION

Policy and Objectives

Applications for employment with the City of Miles City are considered without regard to race, color, creed, religion, sex, marital status, age, national origin, disability, medical condition, ancestry, or any other consideration made unlawful by Federal, State, or Local laws. The City shall maintain records necessary to establish compliance with the State and Federal civil rights laws, and offer the general public statistical data describing its composition based on race, age, and gender. Selection is based on individual qualifications for the job. Selection criteria include work experience, education and training, special knowledge and abilities, other job related factors, and potential for development. The City is committed to providing reasonable accommodations to individuals with disabilities, in order to extend equal opportunity to such candidates with respect to all aspects of employment including recruitment, hiring, promotions, and transfers.

In accordance with the existing laws, the City recognizes preference in *hiring* in case of a disabled applicant who is otherwise *equally* and *substantially* qualified for the open position. The City also recognizes preference in hiring of documented veterans in accordance with current State statutes. The application of these preferences will be reviewed between the Mayor and the EEO-Human Resources/Payroll Officer prior to initiating any recruitment process.

Duties of Mayor, pursuant to Ordinance 2-107:

- ✓ Appoint members of City Boards, **with consent** of the City Council
- ✓ Appoint members of advisory boards –**consent not needed** by the City Council
- ✓ Appoint all City Department heads, **with consent of the majority** of the City Council
- ✓ Appoint and remove all other department employees – **consent not needed** by the City Council
- ✓ Different rules exist for firefighters and police

Procedure for Filling Open Positions

Open positions are defined as vacancies resulting from employee termination, transfer, promotion, or vacancies created by authorized additions to staff. To initiate the recruitment and selection process, all open positions are declared on a Personnel Requisition form (see attached). The Personnel Requisition form is initiated and retained by the Human Resource/Payroll Office, and submitted to a ~~Hiring Committee~~ chosen and overseen by the Mayor, ~~consisting of three (3) members~~, for approval. If a current Job Description is not on file for the opening, or the job description needs to change, the supervisor must complete a Position Description Worksheet (see attached), and submit this form along with the Personnel Requisition to the Hiring Human Resources Committee for approval.

Recruitment for an opening with the City of Miles City will progress through the sequence of checking for qualified laid-off workers (Job Registry), internal recruitment followed by external/public recruitment.

- ✓ All advertisements must be reviewed and approved by **Hiring Committee** the Mayor or the Mayor's designee prior to placement.

Summary of Recruitment and Selection Policy:

1. Open positions start with the **Job Registry** for employees who have been laid off. Qualified, laid off employees receive the highest level of preference for filling openings, but do not have exclusive hiring rights.
2. Next, **Internal Recruitment** for current City employees. City reserves the right to open all job searches outside the organization. Qualified internal applicants will be considered, but being an internal applicant is not exclusive criteria for selection.
3. Finally, **Open Recruitment Process**

Step One - "Job Registry" Recruitment (3 Working Days Maximum)

- A. Employees who have been laid-off through no fault of their own by the City are eligible for inclusion on a re-call list known as a Job Registry for a period of one (1) year. This registry along with other pertinent employee files will be maintained by the Human Resource/Payroll office and referred to as a first step when an opening occurs within the City. Laid-off employees who are contained on this Job Registry and identified by the Mayor as possessing the minimum qualifications are informed about the opening, and requested to apply if interested. Notification will be done by registered mail to the laid-off employee's last known mailing address. Registry candidates must apply for these vacancies within three (3) working days of this notification.
- B. The Human Resource/Payroll Office will compare all openings to the Job Registry list for identification of potential candidates, and submit the list of potential candidates to the ~~Hiring Committee~~ Mayor or the Mayor's designee. Qualified laid-off employees of the City will receive the highest level of preference in filling openings when possible. However, inclusion of a laid-off employee on the Registry list must not be interpreted as exclusive hiring rights.
- C. Registry members will be considered prior to Internal (see below) recruitment. In circumstances when a tie between two substantially equally qualified applicants exists on the Registry list, the candidate with longer *continuously active* City service will be selected.
- D. An employee's participation on the re-call list ends when:
 - An employee refuses a reinstatement offer;
 - An employee withdraws in writing from participation; or
 - One year has elapsed since the employee's effective date of lay-off.
- E. Recruitment activities through re-call list methods are not considered solicitation for applications from the general public; therefore, preference on basis of veteran status, disability, or Indian race is not applicable.

- F. ~~A member of the Hiring Committee~~ should ~~The Human Resources/Payroll Officer~~ shall notify all applicants determined qualified, if a Job Registry applicant is selected; or, if the applicant(s) are not selected and that the City intends on recruiting internally.
- G. Once the ~~Hiring Committee~~ Human Resources/Payroll Officer has determined that no qualified Registry applicants exist and notifications have been made or mailed, the process moves to step 2.

Step 2 - Internal Recruitment (5 Working Days)

- A. Under the Internal method of recruitment all interested current staff are notified and those responding are considered for existing openings. Qualified Internal applicants will be considered in accordance with this policy, however, an "Internal Applicant" status must not be interpreted as the exclusive criteria for selection.
- B. An updated list of all current job openings will be posted internally. This list will indicate the date of opening, the position title, and a contact name for further inquiry. All internal candidates inquiring about open positions will be given an opportunity to apply; however, the ~~Hiring Committee~~ City reserves the right to hire applicants from outside when it determines, ~~in their~~ its sole discretion, by and through the Mayor or the Mayor's designee that this approach is necessary or desirable.
- C. Interested employees must submit their application in the form of a memorandum to the Human Resource/Payroll Office ~~or the Hiring Committee~~ through their immediate supervisor. This memorandum should be prepared once the employee has reviewed the Job Description associated with the opening, and determined that he/she meets the minimum requirement of the position. Further applications will not be accepted beyond the designated closing date of the position.
- D. The ~~Hiring Committee~~ Human Resources/Payroll Officer will notify all internal applicants if selected, or, if they are not selected and that the City intends to recruit externally. Once the ~~Hiring Committee~~ Mayor has determined that ~~the internal applicants are not qualified~~ it is in the best interest of the City to recruit externally, and notifications have been made or mailed, the process moves to step 3.
- E. Recruitment activities through internal methods are not considered solicitation for applications from the general public; therefore, preference on basis of veteran status, disability, or Indian race is not applicable.
- F. In the event an internal applicant meets minimum qualifications for the position, but the City determines that it is in the best interest of the City to recruit externally, qualified internal applications will be carried over to Step 3. The Human Resources/Payroll Officer will notify the internal applicant that their application will be considered along with those who apply externally.
- E.G. In the event the City determines that it will consider internal applications without posting externally, the internal applicants will move through the hiring process established herein, beginning at the paragraph titled "Application Screening," below. If at any time the internal applicants are removed from the selection process, or if the City determines during the selection process that

external recruitment would be in the City's best interest, the process will revert to Step 3.

Step 3 - General Public Recruitment (10 working days)

- A. The Human Resource/Payroll office will post a vacancy externally to the general public if no qualified Registry or Internal candidate has been identified, and if no internal applicants have been selected. Vacancies posted to the general public will generally remain open for two (2) weeks when possible, but may be closed sooner, or extended at the discretion of the Hiring Committee Mayor, in consultation with the Human Resources/Payroll Officer.
- B. All City vacancies subject to external procedures will be made known to the job-seeking public. The Hiring Committee Mayor may elect to utilize any of the following recruitment sources, Job Service listing, newspaper, the Internet, or the community colleges, or other appropriate sources. The Hiring Committee Mayor, in consultation with the Human Resources/Payroll Officer may also limit its recruitment to specific geographical areas, but will consider all applications received prior to closing date, irrespective of the applicant's place of residence.
- C. All employment advertisements must be reviewed and approved by the Mayor prior to placement. Copies of all final ads will be retained for record-keeping and compliance purposes. Recruitment sources will include both internal and external origins, as described above.

Application Screening

- A. The Hiring Committee Mayor and the immediate supervisor for the position being hired will screen applications for basic qualifications, and the Human Resources/Payroll Officer will notify applicants directly if they do not possess these qualifications. All candidates must complete a City employment application form.
- B. Applications of candidates will be forwarded to the Hiring Committee Mayor for consideration. The Hiring Committee Mayor, in consultation with the immediate supervisor for the position being hired, will select the top candidates for interview based upon a review of qualifications and/or supplemental application questions. All applications received will be logged in the Applicant Flow Log (see attached). This log is then retained when the position is filled
- C. All applications and/or resumes will be retained by the City for two years, or as mandated by the Federal and State laws.
- D. Applicants will be informed that if selected, they will be required to provide the City with specific documents establishing their identity and employment eligibility, in accordance with Immigration Reform and Control Act of 1986.

Applicant Selection Process

- A. The purpose of the selection process is to identify potential employees who are best qualified to meet the specific work requirements and successfully perform the job duties of the open position. In that light, selection procedures will be based on a specific job analysis.

- B. All applicants remaining in competition at each level of the selection process shall be treated consistently with respect to:
 - contents of the procedure applied;
 - persons involved in administering the process; and,
 - the maximum amount of time allotted when timed procedures are utilized.
- C. However, consistent treatment should not imply identical treatment.
- D. Individuals involved with evaluating applicants' qualifications must be familiar with the position to be filled, and must use job-related questions, suggested responses, and rating scales to evaluate candidates. This technique must permit accurate comparison of the applicant against the job requirements, as well as the applicant pool.
- E. Certain entities within the City government may be mandated to require specific qualifications, or use particular measuring guidelines (e.g. POST test) not necessarily pertinent to other departments.
- F. Any unsuccessful applicant claiming employment preference will be provided a written notice of the hiring decision.
- G. Provisions must be made for an annual review and update of this Recruitment & Selection Policy by the ~~Personnel Board~~ Human Resources Committee.

Personal Interview of Selected Candidates

- A. The Mayor shall appoint Hiring Committee, consisting of 3 members, one of which must be the immediate supervisor for the position being hired. The Human Resource/Payroll Officer shall be an advisor to the Hiring Committee, and shall attend all meetings of, and interviews conducted by, the Hiring Committee. The Hiring Committee, along with the Mayor, in the event the Mayor wishes to be present, shall conduct interviews of selected applicants. All questions asked in a personal interview must be job-related and designed to help the interviewer identify the best-qualified candidate for the position. The Employment Interview Guide and the Interviewer's Report (see attached) provide examples for the pre-employment interview process. The primary objective of the personal interview is to achieve the best match between the candidate's qualifications and the job requirements. Therefore, the interview is intended to provide more in-depth information on aptitudes, attitudes, and capabilities of the applicant.
- B. The Mayor and/or the Hiring Committee will utilize a "structured interview" method consisting of a certain number of pre-set, job-related (as determined by the job analysis) questions addressed to every candidate. The responses of the applicants are then measured against a pre-determined set of guidelines, and ranked accordingly.
- C. The Mayor, with the advice of the Hiring Committee, shall select a person or persons who to be offered employment, and shall rank those who are acceptable for employment to determine the order in which employment shall be offered, subject to successful references and background check.

References

- A. Prior to making an employment offer to the selected candidate, a Telephone Reference Check (see attached) encompassing employment history, education,

qualifications, and other pertinent information must be performed. This reference check must cover a period of at least five years of paid recent employment when possible, and/or be provided by no less than two former employers.

- B. All interviewed candidates will be required to consent to an Authorization to Conduct Background Investigation for Past Employment & other references &/or for Criminal Background, if criminal background check is applicable.

Employment Confirmation:

A. Once the final selection is made the successful candidate must be provided with an official Confirmation Letter from the Mayor's office, and the Mayor must sign the payroll request form. In preparing the Confirmation Letter, the Mayor shall establish a salary being offered for the position, so long as the salary is within the amount budgeted for said position. If the Mayor feels that an increased salary is necessary, such increased amount must be approved by the City Council.

B. ~~The confirmation~~ Confirmation letter will address the following topics:

- Title of the job offered
- Supervisor's name and the hiring department
- Starting salary and benefits
- Pay grade and step
- Classification, i.e. exempt/non-exempt status
- Any other terms and conditions of employment, i.e., incentive compensation plan, company-furnished car or car allowance, relocation assistance, early salary review, etc.
- Starting date
- Request for documentation regarding identity and employment eligibility
- Language emphasizing the "at-will" nature of employment, and the probationary period
- Request for applicant's signature on confirmation letter, and a deadline for the return of said letter to the City.

C. The Confirmation Letter must accentuate the point that the City does not recognize any other offers or promises made to the candidate, and that no City employee other than the Mayor is authorized to modify the conditions of the offer, or enter into any agreement with the applicant. The Confirmation Letter must indicate that the appointment is subject to the consent of the City Council, when applicable. Furthermore, the Confirmation Letter should state that the "at-will" condition of the employment could only be altered by a written agreement signed by the Mayor.

Documentation Retention

- A. On every selection the City complete, the following documentation must be retained for a period of two (2) years:
- A description of the current duties of the job
 - A copy of the vacancy announcement

- A copy of the newspaper advertisement, and a list of all recruitment sources used
- All applications, supplemental question responses, and any other application materials received
- A copy of all selection procedures and any criteria used to evaluate performance (suggested responses and rating scale)
- Any written evaluations
- The names and titles of any persons who participated in the design or administration of the selection procedures
- Records or other information necessary for applicant flow
- All correspondence with the applicants

Closing

These rules shall be followed unless they conflict with negotiated labor contracts, which shall take precedence to the extent applicable.

Butch Grenz

From: M. Hartman
Sent: Tuesday, May 07, 2013 11:23 AM
To: Butch Grenz
Subject: Appointment/Re-Appointments of Housing Authority Commissioners

Dear Mayor -

The Miles City Housing Authority Board of Commissioners respectively request you to Appoint the following person to fill an unexpired term of one of our Housing Authority commissioners:

Jerry Smith - Jerry will be replacing board member Marvin Starck and the unexpired term will end January, 2015.
Jerry will be a great asset to the Board in his capacity as Fire Inspector and his knowledge of fires codes for buildings.

The following names need to be re-appointed for their terms (I apologize for procrastinating so long in getting this to you):

Carol Hardesty Cherry - re-appoint for another 5-year term - Her term will now expire January, 2016;
Sandy Hays - re-appoint for another 5-year term - Her term will now expire January, 2017;
Mike Schmitz - re-appoint for another 5-year term - His term will now expire January, 2018.

Thank you in advance for your attention to this matter. We hope these appointments can be made at the next scheduled City Council meeting.

As always, if you should have questions, please contact me.


Melissa

M. Melissa Hartman, Executive Director
Miles City Housing Authority
Fanahan Limited Partnership
310 North Jordan
Miles City, MT 59301
406/234-3433 e-mail: mhartman@midrivers.com
Fax 406/234-3329

Linda Wildman

From: Erica D. Griffith
Sent: Thursday, May 09, 2013 3:35 PM
To: Daniel Z. Rice; Linda Wildman; Connie Watts; akelm@milescity-mt.org
Subject: Jake Brake Resoultion

Dan,
I began drafting the resolution placing signs prohibiting the use of unmuffled compression brakes. Upon further review of the Public Safety Minutes, I realized the placement of the Signs would be on State Highways. The City Code (below) provides that the Council needs to obtain approval from the Montana Department of Transportation prior to passing a resolution regarding the signs.
Please feel free to contact me with any questions,

Sec. 22-87. - Placement. 

- (a) The chief of police, under the direction of the municipal council, shall place and maintain traffic control devices, conforming to the state highway commission's manual and specifications, upon all municipal streets, except state highways, as he or the council shall deem necessary to indicate and to carry out the provisions of this chapter, or to regulate, warn or guide traffic.
- (b) No municipal official shall place or maintain a traffic control device upon a highway which is under the jurisdiction of the state department of highways, except by the permission of the department.
- (c) No municipal official shall erect or maintain any traffic control device, sign, marker or emblem on a controlled access facility.

--
Erica D. Griffith
Attorney at Law

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ORDINANCE NO. 1254

AN ORDINANCE REVISING SECTION 2-351 OF THE CODE OF ORDINANCES OF THE CITY OF MILES CITY, MONTANA, SO AS TO CALL FOR THE PRESERVATION OFFICER TO BE UNDER THE SUPERVISION OF THE MAYOR.

The City Council of the City of Miles City has determined that, to ensure the efficient and independent operations of the historic preservation committee and historic preservation officer, the historic preservation officer shall be under the supervision of the mayor.

BE IT ORDAINED, by the City Council of the City of Miles City, Montana, as follows:

Section 1. Section 2-351 shall be amended to read as follows:

“Sec. 2-351. – Preservation officer.

A preservation officer will be appointed by the mayor with the concurrence of the city council and the commission. Such officer may be a volunteer or employed by the city, and shall be under the supervision of the mayor.

- (1) The preservation officer must have demonstrated interest, competence, or knowledge in historic preservation.
- (2) Duties of the preservation officer include coordinating local historic preservation programs, helping in the development of local surveys, preservation planning documents, providing assistance to the local commission, government agencies and the public and ensuring to the extent practicable, that the duties and responsibilities of the division are carried out.”

Section 2. This Ordinance shall become effective thirty (30) days after its final passage.

Said Ordinance read and put on its passage this 23rd day of April, 2013.

C.A. Grenz, Mayor

ATTEST:

Rebecca Stanton, City Clerk

FINALLY PASSED AND ADOPTED this _____ day of _____, 2013.

C.A. Grenz, Mayor

ATTEST:

Rebecca Stanton, City Clerk

NOTICE OF PASSAGE OF RESOLUTION OF INTENT TO CREATE A SPECIAL IMPROVEMENT DISTRICT NUMBER 211, TO IMPROVE AND PAVE CERTAIN PORTIONS OF ARROWHEAD LANE, INCLUDING CURB AND GUTTER, WITHIN THE SOUTHGATE MEADOWS SUBDIVISION IN MILES CITY, MONTANA

NOTICE IS HEREBY GIVEN that the City Council of the City of Miles City, Montana, has passed Resolution 3588, a Resolution of Intent to Create a Special Improvement District Number 211, to Improve and Pave Certain Portions of Arrowhead Lane, Including Curb and Gutter, Within the Southgate Meadows Subdivision in Miles City, Montana, on file in the office of the City Clerk, located in City Hall, 17 South 8th, Miles City, Montana 59301. Further information may be obtained by contacting the City Planner for the City of Miles City, Dianna Broadie, at (406)874-8613, or at her office located on the second floor of City Hall.

NOTICE IS FURTHER GIVEN that on Tuesday, May 14, 2013, at 7:00 P.M., in the City Council Chambers located in City Hall, 17 South 8th, Miles City, Montana, during the regular meeting of the City Council of the City of Miles City, the Council will conduct a hearing, and hear and pass upon all written protests that may be made against the making of the improvements called for herein, and will hear all protests made in person, offered against the creation of said Special Improvement District Number 211. Written protests may be mailed to: Office of the City Clerk, Re: SID #211, P.O. Box 910, Miles City, Montana 59301, or delivered to the City Clerk's office in City Hall. All written protests must be received by 5:00 P.M., Monday, May 13, 2013. Proponents of Special Improvement District Number 211 may submit written statements of support, or in person to support, in the same manner as has been designated for protests, herein.

The proposed improvements include the paving of approximately 775 linear feet, not less than 26 feet wide, asphalt street, along with curb and gutter, constructed upon the existing gravel roadway adjacent to and running between the following lots in Block 6 of the Southgate Meadows Subdivision: 10, 14, 15, 16, 17, 18, 33A, 33B, 34A; and the following lots in Block 3 of the Southgate Meadows Subdivision: 12, 20, along with the lots being developed, with frontage on Arrowhead Lane, which, prior to subdivision, are a part of the following parcel of land, located in Township 7 North, Range 47 East, M.P.M.: Section 2: All that tract of land lying in the E1/2SW1/4 and the W1/2SE1/4 of said section 2 described by the plat and survey filed for record, August 10, 1990, as Document Number 85481 in Envelope Number 264A of the Plat Cabinet in the office of the County Clerk & Recorder in and for Custer County, Montana.

The projected cost of the improvements to be funded by the said Special Improvement District will be in the approximate amount of \$55,072.50, or approximately \$35.53 per lineal foot of adjoining, assessable parcels which are included in said Special Improvement District, subject to

actual costs as the same may later appear, payment of which is to be spread over a period of twenty (20) years.

Interest on the assessments for said Special Improvement District will be $\frac{1}{2}$ of 1% per year, plus the average interest rate payable on the outstanding bonds or warrants of the Special Improvement District at the time the assessment is levied each fiscal year, plus an additional $\frac{1}{2}$ of 1%, pursuant to 7-12-4189(1) Montana Code Annotated.

The owners of the lots and parcels of real property set forth in Paragraph 2, all of whom have been determined to be landowners who are benefitted by this improvement, will be included in the said Special Improvement District, and the costs of the said Special Improvement District shall be paid based on the proportionate linear frontage of each benefitted lot, to the extent that the improvement abuts the benefitted lot, pursuant to 7-12-4163, Montana Code Annotated.

DATED this 24th day of April, 2013.

Connie L. Watts
Deputy City Clerk

RESOLUTION NO. 3588

A RESOLUTION OF INTENT TO CREATE A SPECIAL IMPROVEMENT DISTRICT NUMBER 211, TO IMPROVE AND PAVE CERTAIN PORTIONS OF ARROWHEAD LANE, INCLUDING CURB AND GUTTER, WITHIN THE SOUTHGATE MEADOWS SUBDIVISION IN MILES CITY, MONTANA.

WHEREAS, pursuant to Title 7, Chapter 12, part 41, Montana Code Annotated, the City of Miles City may create a special improvement district to defray the cost of paving streets within the city, paid for by the benefitted landowners of such improvement;

AND WHEREAS, M & L Enterprises Inc., a Montana Corporation, is developing residential lots within Southgate Meadows subdivision, and has requested that ½ of the cost of the paving of a portion of Arrowhead Lane be funded by a special improvement district;

AND WHEREAS, in the judgment of the City Council of the City of Miles City, it is reasonable and appropriate to establish a special improvement district for purposes of defraying the cost of such improvement, amongst the landowners of the benefitted parcels of land;

NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:

1. The foregoing recitals are incorporated as part and parcel of this Resolution.
2. The general nature of the improvements contemplated in this Resolution of Intent are as follows: the paving of approximately 775 linear feet, not less than 26 feet wide, asphalt street, built to sound and standard engineering specifications as approved by the City of Miles City, along with curb and gutter, constructed upon the existing gravel roadway adjacent to and running between the following lots in Block 6 of the Southgate Meadows Subdivision: 10, 14, 15, 16, 17, 18, 33A, 33B, 34A; and the following lots in Block 3 of the Southgate Meadows Subdivision: 12, 20, along with the lots being developed, with frontage on Arrowhead Lane, which, prior to subdivision, are a part of the following parcel of land, located in Township 7 North, Range 47 East, M.P.M.: Section 2: All that tract of land lying in the E1/2SW1/4 and the W1/2SE1/4 of said section 2 described by the plat and survey filed for record, August 10, 1990, as Document Number 85481 in Envelope Number 264A of the Plat Cabinet in the office of the County Clerk & Recorder in and for Custer County, Montana, as approximated in the attached Exhibit "A." Any minor irregularities in the foregoing legal descriptions, if any, are insufficient to obviate the intention expressed herein.

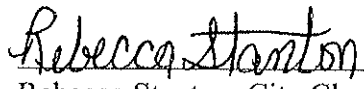
9. That upon passage and approval of this Resolution of Intent, the City Clerk of the City of Miles City, Montana, is hereby directed to give notice hereof, by publication and by mailing, all as provided by 7-12-4106 Montana Code Annotated.

**SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY
CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY,
MONTANA, THIS 23rd DAY OF APRIL, 2013.**

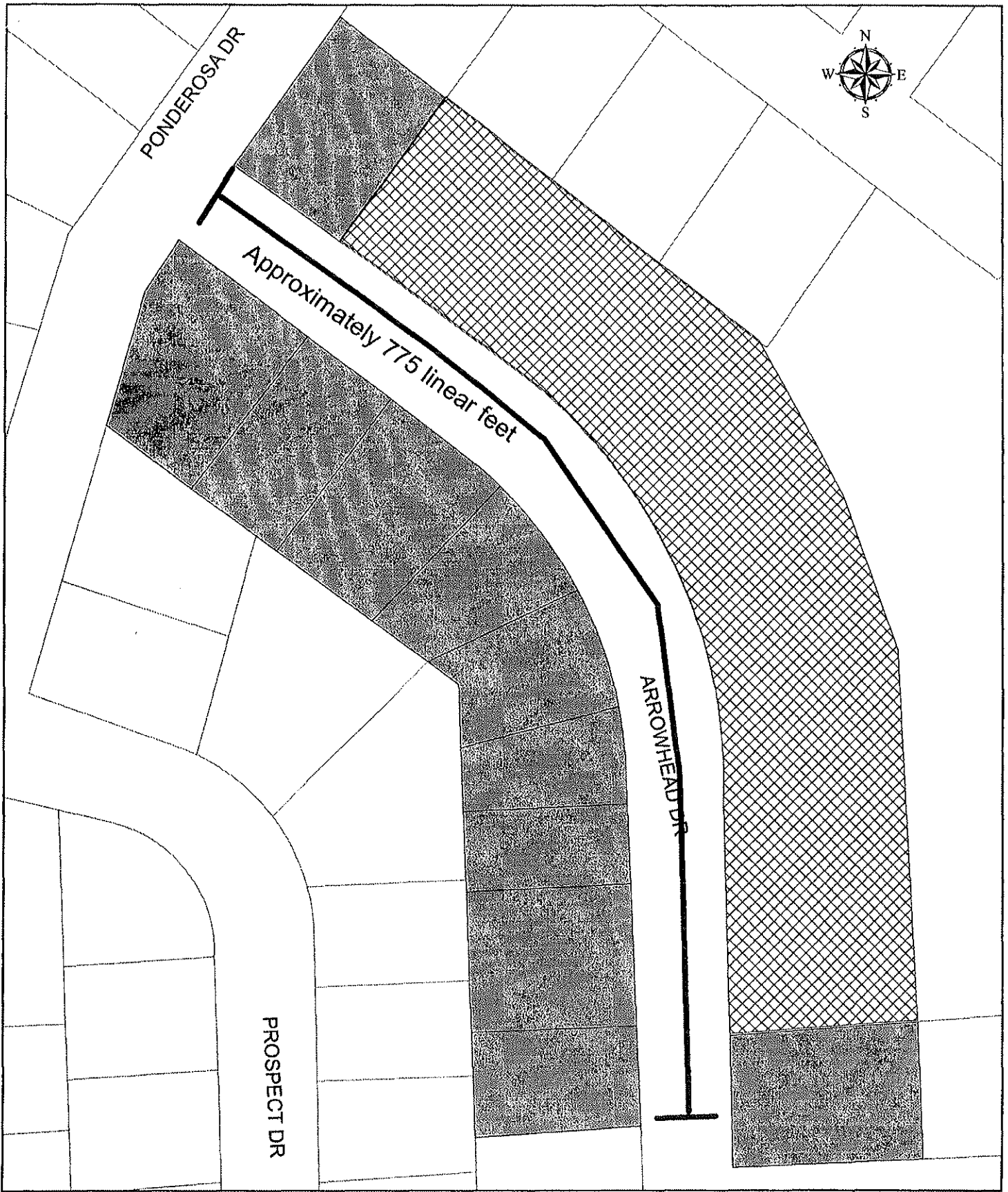


C.A. Grenz, Mayor

ATTEST:



Rebecca Stanton, City Clerk



Legend



-  Benefitted Lots
-  Future Southgate Subdivision, Phase I

Exhibit A to Resolution 3588

ADVERTISEMENT FOR BID

Sealed bids for the purchase of a **Current Production Model of a Hydraulic Excavator** will be received by the City of Miles City at City Hall, 17 So. 8th Street, Miles City, Montana 59301 at the office of City Engineering and Operations (second floor, City Hall) until 5:00 p.m. local time on Tuesday May 14, 2013 and then publicly opened and read aloud at the City Council Meeting held at 7:00 p.m.

The Contract Documents including specifications for this equipment may be obtained from the office of City Engineering and Operations or by calling 406-234-3493 (fax 406-234-6392), or the above address.

Bid security in the amount of five percent (5%) of the bid must accompany each bid in accordance with the Instruction to Bidders. No Bid may be withdrawn after the scheduled time for the public opening of Bids. Bids are to remain open for 30 days.

The City of Miles City has the right to award the Contract to the lowest, responsible, responsive bidder and reserves the right to reject any and all bids and to waive irregularities, as discussed in the Contract Documents.

Signed: _____

C.A. Grenz, Mayor
City of Miles City
Miles City, Montana 59301

First Publication: April 26, 2013

Second Publication: May 2, 2013

Third Publication: May 9, 2013

ADVERTISEMENT FOR BID

Sealed bids for the purchase of a **Current Production Model of a 4-Wheel Drive, Extendable Stick, Backhoe Loader** will be received by the City of Miles City at City Hall, 17 So. 8th Street, Miles City, Montana 59301 at the office of City Engineering and Operations (second floor, City Hall) until 5:00 p.m. local time on Tuesday May 14, 2013 and then publicly opened and read aloud at the City Council Meeting held at 7:00 p.m.

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Signed: _____

C.A. Grenz, Mayor
City of Miles City
Miles City, Montana 59301

First Publication: April 26, 2013

Second Publication: May 2, 2013

Third Publication: May 9, 2013

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CITY OF MILES CITY
Claim Details
For the Accounting Period: 4/13

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* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
122450	72631S	1010	STOCKMAN BANK	277.03					
1	122450	04/09/13	NSF CHECK-JANETELL	138.52			5210 25 430510	810	101000
2	122450	04/09/13	NSF CHECK-JANETELL	138.51			5310 29 430610	810	101000
122451	72636S	999999	MT. SENIOR CORPS ASSO.	20.00					
1	122451	04/09/13	TRAVEL	20.00			2985 15 450300	370	101000
122452	72633S	999999	CUSTER COUNTY EXTENSION	260.00					
1	122452	04/09/13	OPERATING SUPPLIES	260.00*			2985 15 450330	220	101004
122453	72634S	999999	FORT HARRISON-AGENT CASHIER	505.02					
1	122453	04/09/13	APRIL, MAY, JUNE RENT	505.02*			2985 15 450330	530	101004
122454	72632S	499	CHECKERS INC	150.00					
1	122454	04/09/13	DER TRAINING-BURKHALTER	80.00			2510 107 430220	380	101000
2	122454	04/09/13	DER TRAINING-BURKHALTER	20.00			2520 108 430220	380	101000
3	122454	04/09/13	DER TRAINING-BURKHALTER	50.00			1000 13 460433	380	101000
122455	72635S	999999	JIM GARZA	123.09					
1	122455	04/09/13	TRAINING-GLENDIVE	98.47			2510 107 430220	370	101000
2	122455	04/09/13	TRAINING-GLENDIVE	24.62			2520 108 430220	370	101000
122456	72637S	999999	TINA SCHMIDT	123.09					
1	122456	04/09/13	TRAINING-GLENDIVE	98.47			2510 107 430220	370	101000
2	122456	04/09/13	TRAINING-GLENDIVE	24.62			2520 108 430220	370	101000
122457	72638S	1970	MONTANA DAKOTA UTILITIES	9,158.13					
1	122457	04/11/13	ELEC/GAS/RENTAL	304.54			1000 8 411230	341	101000
2	122457	04/11/13	ELEC/GAS/RENTAL	313.03			1000 8 411230	344	101000
3	122457	04/11/13	ELEC/GAS/RENTAL	255.31			1000 13 460433	341	101000
4	122457	04/11/13	ELEC/GAS/RENTAL	239.33*			1000 13 460433	344	101000
5	122457	04/11/13	ELEC/GAS/RENTAL	1,110.63			2440 50 430263	343	101000
6	122457	04/11/13	ELEC/GAS/RENTAL	80.75			2510 107 430220	341	101000
7	122457	04/11/13	ELEC/GAS/RENTAL	65.85			2510 107 430220	344	101000
8	122457	04/11/13	ELEC/GAS/RENTAL	7.53			2520 108 430220	341	101000
9	122457	04/11/13	ELEC/GAS/RENTAL	16.46			2520 108 430220	344	101000
10	122457	04/11/13	ELEC/GAS/RENTAL	2,997.93			5210 22 430530	343	101000
11	122457	04/11/13	ELEC/GAS/RENTAL	1,517.93			5210 22 430530	344	101000
12	122457	04/11/13	ELEC/GAS/RENTAL	18.82			5210 23 430550	341	101000
13	122457	04/11/13	ELEC/GAS/RENTAL	41.16			5210 23 430550	344	101000
14	122457	04/11/13	ELEC/GAS/RENTAL	18.82			5310 31 430630	341	101000

* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15	122457	04/11/13 ELEC/GAS/RENTAL	41.16			5310 31 430630	344	101000
16	122457	04/11/13 ELEC/GAS/RENTAL	97.92			5310 32 430690	341	101000
17	122457	04/11/13 ELEC/GAS/RENTAL	793.95			5610 87 430300	341	101000
18	122457	04/11/13 ELEC/GAS/RENTAL	522.11			5610 87 430300	344	101000
19	122457	04/11/13 ELEC/GAS/RENTAL	445.44			6040 910 430220	341	101000
20	122457	04/11/13 ELEC/GAS/RENTAL	269.46			6040 910 430220	344	101000
122458	72640S	373 MASTERCARD	21,516.14					
1	122458	04/11/13 OPERATING SUPPLIES	26.26*			1000 3 410500	220	101000
2	122458	04/11/13 POSTAGE	2.04*			1000 3 410500	311	101000
3	122458	04/11/13 OFFICE SUPPLIES	286.60*			1000 5 420140	210	101000
4	122458	04/11/13 SMALL EQUIP	373.74			1000 5 420140	214	101000
5	122458	04/11/13 OPERATING SUPPLIES	20.00*			1000 5 420140	220	101000
6	122458	04/11/13 REPAIR & MAIN SUPP	981.63*			1000 5 420140	230	101000
7	122458	04/11/13 POSTAGE	58.52*			1000 5 420140	311	101000
8	122458	04/11/13 TRAINING	35.00			1000 5 420140	380	101000
9	122458	04/11/13 OFFICE SUPPLIES	91.79			1000 5 420160	210	101000
10	122458	04/11/13 TRAVEL	83.39			1000 5 420160	370	101000
11	122458	04/11/13 SMALL EQUIP	203.10*			1000 5 420160	214	101000
12	122458	04/11/13 REPAIR & MAIN SUPP	530.74			1000 7 420460	230	101000
13	122458	04/11/13 OPERATING SUPPLIES	145.58			1000 5 420160	220	101000
14	122458	04/11/13 REPAIR & MAIN SUPP	79.90			1000 5 420160	231	101000
15	122458	04/11/13 POSTAGE	22.74			1000 5 420160	311	101000
16	122458	04/11/13 TELEPHONE	41.65			1000 5 420160	345	101000
17	122458	04/11/13 TRAINING	805.00			1000 5 420160	380	101000
18	122458	04/11/13 TRAVEL	3.50			1000 5 420160	370	101000
19	122458	04/11/13 BLDG MATERIALS	108.36*			1000 5 420160	400	101000
20	122458	04/11/13 REPAIR & MAIN SUPP	49.99*			1000 5 420160	230	101000
21	122458	04/11/13 OPERATING SUPPLIES	4.38			1000 13 460433	220	101000
22	122458	04/11/13 OPERATING SUPPLIES	884.10			1000 13 460433	222	101000
23	122458	04/11/13 REPAIR & MAIN SUPP	1,260.94*			1000 13 460433	230	101000
24	122458	04/11/13 GAS	137.90			1000 13 460433	231	101000
25	122458	04/11/13 REPAIR & MAIN SERV	105.00			1000 13 460433	363	101000
26	122458	04/11/13 TRAINING	210.00			1000 13 460433	380	101000
27	122458	04/11/13 POSTAGE	12.22			1000 36 411020	311	101000
28	122458	04/11/13 OFFICE SUPPLIES	49.99			1000 201 431200	210	101000
29	122458	04/11/13 POSTAGE	3.77			1000 201 431200	311	101000
30	122458	04/11/13 POSTAGE	251.50			2220 16 460100	311	101000
31	122458	04/11/13 BOOKS	806.28			2220 16 460100	382	101000
32	122458	04/11/13 POSTAGE	6.11			2220 16 460100	311	101000
33	122458	04/11/13 OFFICE SUPPLIES	21.37*			2510 107 430220	210	101000
34	122458	04/11/13 SMALL EQUIP	1,034.63			2510 107 430220	214	101000

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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
35	122458	04/11/13	OPERATING SUPPLIES	79.81			2510 107 430220	220	101000
36	122458	04/11/13	REPAIR & MAIN SUPP	355.50			2510 107 430220	230	101000
37	122458	04/11/13	FUEL	16.51			2510 107 430220	231	101000
38	122458	04/11/13	REPAIR & MAIN SERV	1,210.12			2510 107 430220	363	101000
39	122458	04/11/13	OFFICE SUPPLIES	5.35			2520 108 430220	210	101000
40	122458	04/11/13	SMALL EQUIP	258.66			2520 108 430220	214	101000
41	122458	04/11/13	OPERATING SUPPLIES	19.96			2520 108 430220	220	101000
42	122458	04/11/13	REPAIR & MAIN SUPP	88.88			2520 108 430220	230	101000
43	122458	04/11/13	FUEL	4.13			2520 108 430220	231	101000
44	122458	04/11/13	REPAIR & MAIN SERV	302.53*			2520 108 430220	363	101000
45	122458	04/11/13	OFFICE SUPPLIES	1,044.77*			2701 7 420465	210	101000
46	122458	04/11/13	TRAINING	125.00			2850 105 420140	380	101000
47	122458	04/11/13	OFFICE SUPPLIES	8.39			5210 22 430530	210	101000
48	122458	04/11/13	OPERATING SUPPLIES	39.00			5210 22 430530	220	101000
49	122458	04/11/13	REPAIR & MAIN SUPP	45.82			5210 22 430530	230	101000
50	122458	04/11/13	REPAIR & MAIN SERV	98.10			5210 22 430530	363	101000
51	122458	04/11/13	SMALL EQUIP	658.07			5210 23 430550	214	101000
52	122458	04/11/13	OPERATING SUPPLIES	669.51			5210 23 430550	220	101000
53	122458	04/11/13	REPAIR & MAIN SUPP	165.15			5210 23 430550	230	101000
54	122458	04/11/13	POSTAGE	6.00			5210 23 430550	311	101000
55	122458	04/11/13	REPAIR & MAIN SERV	564.24			5210 23 430550	363	101000
56	122458	04/11/13	OPERATING SUPPLIES	26.26			5210 25 430510	220	101000
57	122458	04/11/13	POSTAGE	2.03*			5210 25 430510	311	101000
58	122458	04/11/13	OPERATING SUPPLIES	39.00			5210 80 430540	220	101000
59	122458	04/11/13	REPAIR & MAIN SUPP	227.13			5210 80 430540	230	101000
60	122458	04/11/13	POSTAGE	2.32			5210 80 430540	311	101000
61	122458	04/11/13	CONTRACTED SERVICES	13.77			5210 80 430540	352	101000
62	122458	04/11/13	OPERATING SUPPLIES	26.26			5310 29 430610	220	101000
63	122458	04/11/13	POSTAGE	2.04			5310 29 430610	311	101000
64	122458	04/11/13	SMALL EQUIP	1,471.70*			5310 31 430630	214	101000
65	122458	04/11/13	OPERATING SUPPLIES	1,180.85			5310 31 430630	220	101000
66	122458	04/11/13	POSTAGE	6.00			5310 31 430630	311	101000
67	122458	04/11/13	REPAIR & MAIN SUPP	178.97			5310 31 430630	230	101000
68	122458	04/11/13	REPAIR & MAIN SUPP	539.00			5310 31 430630	233	101000
69	122458	04/11/13	REPAIR & MAIN SERV	564.24			5310 31 430630	363	101000
70	122458	04/11/13	OFFICE SUPPLIES	4.98			5310 32 430690	210	101000
71	122458	04/11/13	REPAIR & MAIN SUPP	6.99			5310 32 430690	230	101000
72	122458	04/11/13	OPERATING SUPPLIES	131.00			5310 33 430640	220	101000
73	122458	04/11/13	REPAIR & MAIN SUPP	60.72			5310 33 430640	230	101000
74	122458	04/11/13	POSTAGE	7.68			5310 33 430640	311	101000
75	122458	04/11/13	REPAIR & MAIN SERV	498.25			5310 33 430640	360	101000
76	122458	04/11/13	REPAIR & MAIN SERV	160.52			5310 33 430640	363	101000

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Claim	Vendor #/Name/		Document \$/	Disc \$						Cash	
Line #	Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
77	122458	04/11/13 OFFICE SUPPLIES	159.98*			5510	10	420730	210		101000
78	122458	04/11/13 OPERATING SUPPLIES	115.00			5510	10	420730	220		101000
79	122458	04/11/13 REPAIR & MAIN SUPP	24.29			5510	10	420730	230		101000
80	122458	04/11/13 PURCHASED SERVICES	316.61			5510	10	420730	300		101000
81	122458	04/11/13 POSTAGE	24.84			5510	10	420730	311		101000
82	122458	04/11/13 TELEPHONE	100.00*			5510	10	420730	345		101000
83	122458	04/11/13 REPAIR & MAIN SERV	253.38			5510	10	420730	364		101000
84	122458	04/11/13 BLDG MATERIALS	31.79			5510	10	420730	400		101000
85	122458	04/11/13 REPAIR & MAIN SUPP	834.70			5510	10	420730	230		101000
86	122458	04/11/13 OPERATING SUPPLIES	2.62			6040	910	430220	220		101000
122459	726448	999999 MTEIRA	450.00								
1	122459	04/11/13 TRAINING	450.00			1000	5	420140	380		101000
122460	726458	4019 WEX Bank	11,113.71								
1	122460	04/11/13 FUEL	1,744.26			2510	107	430220	231		101000
2	122460	04/11/13 FUEL	436.06			2520	108	430220	231		101000
3	122460	04/11/13 FUEL	504.29			1000	13	460433	231		101000
4	122460	04/11/13 FUEL	118.13*			1000	201	431200	231		101000
5	122460	04/11/13 FUEL	981.42			5210	23	430550	231		101000
6	122460	04/11/13 FUEL	981.42			5310	31	430630	231		101000
7	122460	04/11/13 FUEL	3,128.18			1000	5	420140	231		101000
8	122460	04/11/13 FUEL	170.57			1000	21	440600	231		101000
9	122460	04/11/13 FUEL	165.80			5210	80	430540	231		101000
10	122460	04/11/13 FUEL	342.16			5310	32	430690	231		101000
11	122460	04/11/13 FUEL	152.59			5310	33	430640	231		101000
12	122460	04/11/13 FUEL	1,028.93			5510	10	420730	231		101000
13	122460	04/11/13 FUEL	747.46*			1000	7	420460	231		101000
14	122460	04/11/13 FUEL	612.44*			5610	87	430300	231		101000
122461	726398	660 CUSTER COUNTY CLERK & RECORDER	1,890.00								
1	122461	04/11/13 JAIL BOOKINGS JAN-MAR 13	1,890.00			1000	5	420140	350		101000
122462	726418	1721 MID RIVERS TELEPHONE CORP	127.86								
1	122462	04/11/13 TELEPHONE	61.80			2220	16	460100	345		101000
2	122462	04/11/13 TELEPHONE	66.06			2220	16	460100	347		101000
122463	726428	2831 MILES CITY STAR ADVERTISING	354.50								
1	122463	04/11/13 PUBLICITY	195.00*			1000	36	411020	331		101000
2	122463	04/11/13 PUBLICITY	143.00*			1000	201	431200	331		101000
3	122463	04/11/13 PUBLICITY	16.50*			2394	18	420531	330		101000

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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
122464	72643S	1970 MONTANA DAKOTA UTILITIES		587.81					
1	122464	04/11/13 ELEC/GAS		383.81			2220 16 460100	341	101000
2	122464	04/11/13 ELEC/GAS		204.00			2220 16 460100	344	101000
122465	72646S	1941 LOCAL GOVERNMENT CENTER		920.00					
1	122465	04/16/13 MCTF WORKSHOP-BILLINGS		196.67			1000 3 410500	380	101000
2	122465	04/16/13 MCTF WORKSHOP-BILLINGS		196.67			5210 25 430510	380	101000
3	122465	04/16/13 MCTF WORKSHOP-BILLINGS		196.66			5310 29 430610	380	101000
4	122465	04/16/13 MCTF WORKSHOP-BILLINGS		165.00			1000 1 410200	380	101000
5	122465	04/16/13 MCTF WORKSHOP-BILLINGS		165.00			1000 2 410100	380	101000
122466	72648S	999999 DALE BERG		541.00					
1	122466	TRAVEL-GREAT FALLS-CONSORTIUM		270.50			1000 7 420460	370	101000
2	122466	04/16/13 TRAVEL-GREAT FALLS-CONSORTIUM		270.50			5510 10 420730	370	101000
122467	72647S	999999 CAMERON DUFFIN		636.18					
1	122467	04/16/13 TRAVEL-FSTS FIRE TRAINING		636.18			1000 7 420460	370	101000
122470	72651S	999999 AL HOMME		902.92					
1	122470	04/25/13 TRAVEL		902.92			1000 6 410300	370	101000
122471	72654S	999999 LUKE SMITH		359.74					
1	122471	04/25/13 TRAVEL		359.74			1000 5 420140	370	101000
122472	72653S	320 GOOGLE INC.		2,112.00					
1	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		264.00*			1000 5 420160	350	101000
2	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		132.00			1000 3 410500	350	101000
3	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		33.00			5210 25 430510	350	101000
4	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		33.00			5310 29 430610	350	101000
5	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		462.00*			1000 7 420460	350	101000
6	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		33.00			1000 1 410200	350	101000
7	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		99.00*			1000 36 411020	350	101000
8	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		528.00			1000 5 420140	350	101000
9	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		140.25			5210 22 430530	350	101000
10	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		140.25*			5310 33 430640	350	101000
11	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		57.75			5210 23 430550	350	101000
12	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		57.75			5310 31 430630	350	101000
13	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		79.20			2510 107 430220	350	101000
14	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		19.80			2520 108 430220	350	101000
15	122472	04/25/13 ACHIVING & DISCOVERY, E-MAIL		33.00*			1000 9 410540	350	101000

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122473	72652S	999999	ARCH ELLWEIN	200.00					
1	122473	04/25/13	TRAVEL	200.00			2880 41 460100	380	101030
122474	72655S	1970	MONTANA DAKOTA UTILITIES	32,356.34					
1	122474	04/26/13	GAS/ELECTRIC	230.02		16281	1000 7 420460	341	101000
2	122474	04/26/13	GAS/ELECTRIC	196.18		16281	1000 7 420460	344	101000
3	122474	04/26/13	GAS/ELECTRIC	292.81			1000 8 411230	341	101000
4	122474	04/26/13	GAS/ELECTRIC	278.21			1000 8 411230	344	101000
5	122474	04/26/13	GAS/ELECTRIC	433.97			1000 13 460433	341	101000
6	122474	04/26/13	GAS/ELECTRIC	315.38*			1000 13 460433	344	101000
7	122474	04/26/13	GAS/ELECTRIC	22.70			1000 14 460445	341	101000
8	122474	04/26/13	GAS/ELECTRIC	39.34*			1000 14 460445	344	101000
9	122474	04/26/13	GAS/ELECTRIC	27.48*			1000 21 440600	341	101000
10	122474	04/26/13	GAS/ELECTRIC	50.16			1000 21 440600	344	101000
11	122474	04/26/13	GAS/ELECTRIC	429.75		15570	2220 16 460100	341	101000
12	122474	04/26/13	GAS/ELECTRIC	163.86		15570	2220 16 460100	344	101000
13	122474	04/26/13	GAS/ELECTRIC	12,201.33			2400 46 430263	341	101000
14	122474	04/26/13	GAS/ELECTRIC	2,099.65			2400 46 430263	533	101000
15	122474	04/26/13	GAS/ELECTRIC	1,862.20			2420 48 430263	341	101000
16	122474	04/26/13	GAS/ELECTRIC	664.90			2420 48 430263	533	101000
17	122474	04/26/13	GAS/ELECTRIC	131.92			2430 49 430263	341	101000
18	122474	04/26/13	GAS/ELECTRIC	1,174.42			2440 50 430263	341	101000
19	122474	04/26/13	GAS/ELECTRIC	282.08			2470 72 430263	341	101000
20	122474	04/26/13	GAS/ELECTRIC	304.12			2470 72 430263	533	101000
21	122474	04/26/13	GAS/ELECTRIC	57.86			2480 47 430263	341	101000
22	122474	04/26/13	GAS/ELECTRIC	77.30			2510 107 430220	341	101000
23	122474	04/26/13	GAS/ELECTRIC	38.62			2510 107 430220	344	101000
24	122474	04/26/13	GAS/ELECTRIC	7.54			2520 108 430220	341	101000
25	122474	04/26/13	GAS/ELECTRIC	9.66			2520 108 430220	344	101000
26	122474	04/26/13	GAS/ELECTRIC	3,265.84			5210 22 430530	341	101000
27	122474	04/26/13	GAS/ELECTRIC	1,114.41			5210 22 430530	344	101000
28	122474	04/26/13	GAS/ELECTRIC	18.85			5210 22 430530	341	101000
29	122474	04/26/13	GAS/ELECTRIC	24.14			5210 22 430530	344	101000
30	122474	04/26/13	GAS/ELECTRIC	18.85			5310 31 430630	341	101000
31	122474	04/26/13	GAS/ELECTRIC	24.14			5310 31 430630	344	101000
32	122474	04/26/13	GAS/ELECTRIC	966.81			5310 32 430690	341	101000
33	122474	04/26/13	GAS/ELECTRIC	4,646.91			5310 33 430640	341	101000
34	122474	04/26/13	GAS/ELECTRIC	173.53		16281	5510 10 420730	341	101000
35	122474	04/26/13	GAS/ELECTRIC	147.99		16281	5510 10 420730	344	101000
36	122474	04/26/13	GAS/ELECTRIC	365.97			6040 910 430220	341	101000
37	122474	04/26/13	GAS/ELECTRIC	197.44			6040 910 430220	344	101000

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122475	72656S	999999	CUSTER COUNTY CLERK AND RECORDER	31.00					
1	122475	04/30/13	FILING FEES	31.00*			1000 3 410500	220	101000
122476	72659S	999999	DICK ANDERSON CONSTRUCTION	361,716.30					
1	122476	04/30/13	HAYNES LIFT PROJ #6 BAL CITY	123,404.87*			5310 32 430690	940	102240
2	122476	04/30/13	HAYNES LIFT PROJ #6	238,311.43*			5310 32 430690	940	102280
122477	72660S	2579	ROBERT PECCIA & ASSO	24,354.73					
1	122477	04/30/13	HEADWORKS PROJ-#12	23,440.17*			5310 32 430690	940	102280
2	122477	04/30/13	HEADWORKS PROJ-#12	914.56			5310 33 430640	940	102280
122478	72662S	4015	WILLIAMS BROTHERS CONSTRUCTION	150,150.82					
1	122478	04/30/13	HEADWORKS PROJ-#3	150,150.82			5310 33 430640	940	102280
122479	72661S	4024	WESTERN MUNICIPAL CONSTRUCTION	136,411.39					
1	122479	04/30/13	STREVELL PROJ #1	76,458.58			5210 23 430550	958	101000
2	122479	04/30/13	STREVELL PROJ #1	48,085.01			2510 107 430233	350	101000
3	122479	04/30/13	STREVELL PROJ #1	11,867.80			2510 107 430235	230	101000
122480	72658S	771	DEPT OF REVENUE	5,170.38					
1	122480	04/30/13	1% MISC-#3 WILLIAMS BRO	1,516.68			5310 33 430640	940	102280
2	122480	04/30/13	1% MISC-#6-DICK ANDERSON CONS	3,653.70*			5310 32 430690	940	102280
122481	72657S	999999	CONNIE WATTS	685.91					
1	122481	04/30/13	TRAVEL-FORSYTH & BILLINGS	685.91			1000 3 410500	370	101000
122482	72664S	4024	WESTERN MUNICIPAL CONSTRUCTION	306,731.92					
1	122482	04/30/13	STREVELL PROJ #2	171,923.24			5210 23 430550	958	101000
2	122482	04/30/13	STREVELL PROJ #2	108,123.00			2510 107 430233	350	101000
3	122482	04/30/13	STREVELL PROJ #2	26,685.68			2510 107 430235	230	101000
122483	72663S	771	DEPT OF REVENUE	4,476.12					
1	122483	04/30/13	1% MISC-#2 WESTERN MUNICIPAL	1,736.56			5210 23 430550	958	101000
2	122483	04/30/13	1% MISC#2 -WESTERN MUNICIPAL	1,092.12			2510 107 430233	350	101000
3	122483	04/30/13	1% MISC#2 -WESTERN MUNICIPAL	269.55			2510 107 430235	230	101000
4	122483	04/30/13	1% MISC-#1 WESTERN MUNICIPAL	772.30			5210 23 430550	350	101000
5	122483	04/30/13	1% MISC-#1 WESTERN MUNICIPAL	485.71			2510 107 430233	350	101000
6	122483	04/30/13	1% MISC-#1 WESTERN MUNICIPAL	119.88			2510 107 430235	230	101000

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122484	72666S	999999 AIRPORT INN	1,593.00					
1	122484	04/30/13 VOL. RECOG. MEAL	1,593.00*			2985 15 450330	220	101004
122485	72667S	60 A & I DISTRIBUTORS	2,199.65					
1	122485	04/30/13 FUEL	659.90			2510 107 430220	231	101000
2	122485	04/30/13 FUEL	164.98			2520 108 430220	231	101000
3	122485	04/30/13 FUEL	412.43			5210 23 430550	231	101000
4	122485	04/30/13 FUEL	412.43			5310 31 430630	231	101000
5	122485	04/30/13 FUEL	549.91			1000 13 460433	231	101000
122486	72668S	999999 AMERICAN SOCIETY OF CIVIL	600.00					
1	122486	04/30/13 AD-PW DIR	480.00*			2510 107 430220	330	101000
2	122486	04/30/13 AD-PW DIR	120.00*			2520 108 430220	330	101000
122487	72669S	3291 BIG SKY CARWASH	32.53					
1	122487	04/30/13 CARWASH	32.53*			1000 5 420140	220	101000
122488	72670S	4011 BIG SKY LINEN	197.78					
1	122488	04/30/13 OPERATING SUPPLIES	99.54			1000 8 411230	220	101000
2	122488	04/30/13 OPERATING SUPPLIES	61.86			6040 910 430220	220	101000
3	122488	04/30/13 REPAIR & MAIN SERV	20.32			5310 33 430640	360	101000
4	122488	04/30/13 REPAIR & MAIN SERV	16.06			1000 5 420140	360	101000
122489	72671S	394 BOSS INC	928.06					
1	122489	04/30/13 OFFICE SUPPLIES	183.00			1000 5 420160	210	101000
2	122489	04/30/13 OFFICE SUPPLIES	81.50*			5210 23 430550	210	101000
3	122489	04/30/13 OFFICE SUPPLIES	36.61*			2510 107 430220	210	101000
4	122489	04/30/13 OFFICE SUPPLIES	9.15			2520 108 430220	210	101000
5	122489	04/30/13 OFFICE SUPPLIES	22.87*			5210 23 430550	210	101000
6	122489	04/30/13 OFFICE SUPPLIES	22.87*			5310 31 430630	210	101000
7	122489	04/30/13 OFFICE SUPPLIES	30.50*			2394 18 420531	210	101000
8	122489	04/30/13 SMALL EQUIP	188.75*			2394 18 420531	214	101000
9	122489	04/30/13 OFFICE SUPPLIES	30.50			1000 36 411020	210	101000
10	122489	04/30/13 OFFICE SUPPLIES	30.50			1000 201 431200	210	101000
11	122489	04/30/13 OFFICE SUPPLIES	84.88			1000 36 411020	210	101000
12	122489	04/30/13 OFFICE SUPPLIES	55.55*			1000 3 410500	210	101000
13	122489	04/30/13 OFFICE SUPPLIES	55.54*			5210 25 430510	210	101000
14	122489	04/30/13 OFFICE SUPPLIES	55.54*			5310 29 430610	210	101000
15	122489	04/30/13 OPERATING SUPPLIES	40.30*			1000 4 411100	220	101000

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122490	72672S	999999	CENTURY MANUFACTURING CORP.	299.46					
1	122490	04/30/13	OPERATING SUPPLIES	299.46			5310 32 430690	222	101000
122491	72673S	999999	MATHEW COLE	14.83					
1	122491	04/30/13	REFUND DEPOSIT	14.83			5210 214010		101000
122492	72674S	999999	THE CIMA COMPANIES INC	1,137.59					
1	122492	04/30/13	INSURANCE	565.12*			2985 15 450330	512	101004
2	122492	04/30/13	INSURANCE	300.70*			2985 15 450330	513	101004
3	122492	04/30/13	INSURANCE	271.77*			2985 15 450330	513	101004
122493	72675S	237	CPI COLLECTION PROFESSIONALS INC	66.10					
1	122493	04/30/13	WTR/SWR COLL	33.05			5210 25 430510	350	101000
2	122493	04/30/13	WTR/SWR COLL	33.05			5310 29 430610	350	101000
122494	72676S	999999	DAWN COLTON	894.33					
1	122494	04/30/13	TRAVEL-MISSOULA	894.33*			1000 36 411020	370	101000
122495	72677S	999999	CENTURY LINK	107.69					
1	122495	04/30/13	TELEPHONE	107.69			2935 11 460461	345	101000
122496	72678S	999999	CREATIVE CORNER BY SANDY	30.00					
1	122496	04/30/13	OPERATING SUPPLIES	30.00*			2985 15 450330	220	101004
122497	72679S	4001	CRITELLI COURIERS, INC.	394.00					
1	122497	04/30/13	POSTAGE	394.00			2880 39 460100	311	101020
122498	72680S	700	CUSTER COUNTY WATER & SEWER	11,123.24					
1	122498	04/30/13	COLLECTIONS	11,123.24			7980 211020		101000
122499	72681S	639	CUSTER CO HEALTH DEPT	108.00					
1	122499	04/30/13	OPERATING SUPPLIES	64.80			5210 80 430540	222	101000
2	122499	04/30/13	OPERATING SUPPLIES	43.20			5310 33 430640	222	101000
122500	72682S	721	DALES CLEANING SERVICE	875.00					
1	122500	04/30/13	JANITORIAL	325.00			2220 16 460100	360	101000
2	122500	04/30/13	JANITORIAL	550.00			1000 8 411230	360	101000

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122501	72683S	316 DATA IMAGING SYSTEMS, INC	1,675.00					
1	122501	04/30/13 REPAIR & MAIN SERV	172.50			1000 3 410500	360	101000
2	122501	04/30/13 REPAIR & MAIN SERV	172.50*			5210 25 430510	360	101000
3	122501	04/30/13 REPAIR & MAIN SERV	172.50*			5310 29 430610	360	101000
4	122501	04/30/13 REPAIR & MAIN SERV	172.50*			2394 18 420531	360	101000
5	122501	04/30/13 REPAIR & MAIN SERV	295.47			1000 3 410500	360	101000
6	122501	04/30/13 REPAIR & MAIN SERV	110.82*			5210 25 430510	360	101000
7	122501	04/30/13 REPAIR & MAIN SERV	110.82*			5310 29 430610	360	101000
8	122501	04/30/13 REPAIR & MAIN SERV	65.67*			1000 1 410200	360	101000
9	122501	04/30/13 REPAIR & MAIN SERV	153.01			1000 36 411020	360	101000
10	122501	04/30/13 REPAIR & MAIN SERV	44.00			5210 23 430550	360	101000
11	122501	04/30/13 REPAIR & MAIN SERV	43.34*			5310 31 430630	360	101000
12	122501	04/30/13 REPAIR & MAIN SERV	63.04			2510 107 430220	360	101000
13	122501	04/30/13 REPAIR & MAIN SERV	24.95			2520 108 430220	360	101000
14	122501	04/30/13 REPAIR & MAIN SERV	73.88			1000 9 410540	360	101000
122502	72684S	2865 DEPT OF ENVIRONMENTAL QUALITY	510.00					
1	122502	04/30/13 MEMBERSHIP RENEWALS	135.00*			5210 22 430530	334	101000
2	122502	04/30/13 MEMBERSHIP RENEWALS	135.00*			5210 80 430540	334	101000
3	122502	04/30/13 MEMBERSHIP RENEWALS	240.00			5310 33 430640	334	101000
122503	72685S	800 DOEDEN CONSTRUCTION	2,162.10					
1	122503	04/30/13 REPAIR & MAIN SERV	2,162.10*			5310 31 430630	360	101000
122504	72686S	999999 SCOTT DONNELLY	100.00					
1	122504	04/30/13 REPAIR & MAIN SERV	100.00			1000 7 420460	360	101000
122505	72687S	498 CENTURY LINK	1,965.87					
1	122505	04/30/13 TELEPHONE	1,965.87			2850 105 420140	345	101000
122506	72688S	1182 DOWL HKM INC.	15,968.94					
1	122506	04/30/13 STREVELL PROJ #12	7,687.35			5210 23 430550	958	101000
2	122506	04/30/13 STREVELL PROJ #12	4,834.60			2510 107 430233	350	101000
3	122506	04/30/13 STREVELL PROJ #12	1,193.22			2510 107 430235	230	101000
4	122506	04/30/13 RIVERSIDE PARK PRO #15	1,478.77			1000 13 460433	936	101000
5	122506	04/30/13 CORE DENSITY TESTING-CENEX PRO	775.00			5210 23 430550	957	102113
122507	72689S	790 DPC INDUSTRIES	1,451.85					
1	122507	04/30/13 OPERATING SUPPLIES	1,421.85			5210 80 430540	222	101000
2	122507	04/30/13 OPERATING SUPPLIES	30.00			5310 33 430640	222	101000

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122508	726908	869 EAST MONT COMMUNICATIONS	411.00					
1	122508	04/30/13 SMALL EQUIP	375.00			5510 10 420730	214	101000
2	122508	04/30/13 OPERATING SUPPLIES	36.00			1000 5 420160	220	101000
122509	726918	870 EAST MAIN ANIMAL CLINIC	91.00					
1	122509	04/30/13 CONTRACTED SERVICES	91.00			1000 21 440600	350	101000
122510	726928	291 ECOLAB PEST ELIMINATION DIVISION	162.00					
1	122510	04/30/13 OPERATING SUPPLIES	100.00			5510 10 420730	220	101000
2	122510	04/30/13 OPERATING SUPPLIES	62.00			5610 87 430300	230	101000
122511	726938	999999 MIC ELSELE	372.08					
1	122511	04/30/13 TRAVEL REIMB	372.08			1000 5 420140	370	101000
122512	726948	999999 EKALAKA EAGLE	36.00					
1	122512	04/30/13 BOOKS	36.00			2220 16 460100	382	101000
122513	726958	999999 EMED HEALTHCARE	829.50					
1	122513	04/30/13 REPAIR & MAIN SUPP	829.50			5510 10 420730	230	101000
122514	726968	902 ENERGY LABORATORIES INC	809.00					
1	122514	04/30/13 CONTRACTED SERVICES	632.00			5210 80 430540	352	101000
2	122514	04/30/13 CONTRACTED SERVICES	177.00			5310 33 430640	352	101000
122515	726978	910 EVERGREEN LANDSCAPING	1,275.17					
1	122515	04/30/13 REPAIR & MAIN SERV	235.31			5310 33 430640	360	101000
2	122515	04/30/13 REPAIR & MAIN SUPP	1,039.86*			1000 13 460433	230	101000
122516	726988	925 FARMERS ELEVATOR	36.75					
1	122516	04/30/13 FUEL	36.75			1000 13 460433	231	101000
122517	726998	4010 FELT, MARTIN, FRAZIER & WELDON,	3,271.23					
1	122517	04/30/13 LEGAL SERVICES	3,271.23			1000 3 411101	350	101000
122518	727008	4022 MARILYNN FORMAN	350.00					
1	122518	04/30/13 JANITORIAL	350.00			1000 5 420140	350	101000
122519	727018	999999 LISA FORTHUN & MRS. FORTHUN	50.00					
1	122519	04/30/13 DEPOSIT REFUND	50.00			5210 214010		101000

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122520	72702S	1050 FRANKS BODY SHOP	115.00					
1	122520	04/30/13 OPERATING SUPPLIES	115.00*			1000 5 420140	220	101000
122521	72703S	1120 GLADER ELECTRIC CO	923.64					
1	122521	04/30/13 REPAIR & MAJN SUPP	765.72*			1000 13 460433	230	101000
2	122521	04/30/13 CONTRACTED SERVICES	69.00			2510 107 430220	350	101000
3	122521	04/30/13 BLDG MATERIALS	88.92			1000 7 420460	400	101000
122522	72704S	1122 GLOCK INC	195.00					
1	122521	04/30/13 TRAINING	195.00			1000 5 420140	380	101000
122523	72705S	999999 GRAPHIC CONTROLS	1,464.90					
1	122523	04/30/13 OPERATING SUPPLIES	1,464.90			5210 80 430540	220	101000
122524	72706S	999999 SCOTT GRAY	83.03					
1	122524	04/30/13 CELL PHONE REIMB	66.42			2510 107 430220	345	101000
2	122524	04/30/13 CELL PHONE REIMB	16.61*			2520 108 430220	345	101000
122525	72707S	999999 TAYLOR HALLMAN	14.83					
1	122525	04/30/13 DEPOST REFUND	14.83			5210 214010		101000
122526	72708S	1896 HAWKINS, INC	669.50					
1	122526	04/30/13 OPERATING SUPPLIES	669.50			5210 80 430540	222	101000
122527	72709S	999999 LUCI HELLER	70.00					
1	122527	04/30/13 UPDATE WEBSITE FD	70.00			1000 7 420460	330	101000
122528	72710S	1286 DENNIS HIRSCH	11,619.75					
1	122528	04/30/13 CONTRACTED SERVICES	11,619.75			2394 18 420531	350	101000
122529	72711S	1321 HOLMLUND LOCK & KEY	36.00					
1	122529	04/30/13 REPAIR & MAIN SERV	18.00			5210 22 430530	360	101000
2	122529	04/30/13 REPAIR & MAIN SERV	18.00			5210 80 430540	360	101000
122530	72712S	1330 HOLY ROSARY HEALTH CENTER	586.22					
1	122530	04/30/13 CONTRACTED SERVICES	289.25			1000 5 420140	350	101000
2	122530	04/30/13 OPERATING SUPPLIES	296.97			5510 10 420730	220	101000

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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
122531	72713S 1407 KADRMAS LEE & JACKSON INC	1,147.50							
1	122531 04/30/13 CONTRACTED SERVICES	1,147.50			2850 105 420140	350		101000	
122532	72714S 999999 JOHN KING JR	3.94							
1	122532 04/30/13 DEPOSIT REFUND	3.94			5210 214010			101000	
122533	72715S 999999 ERIC LEGGATE	304.64							
1	122533 04/30/13 TRAVEL REIMB-ACADEMY	304.64			1000 5 420140	370		101000	
122534	72716S 1535 LUCAS & TONN PC	100.00							
1	122534 04/30/13 WESTLAW SUBSCRIPTON	100.00*			1000 4 411100	350		101000	
122535	72717S 1571 MACS FRONTIERLAND	55.90							
1	122535 04/30/13 REPAIR & MAIN SERV	55.90			1000 7 420460	360		101000	
122536	72718S 288 MILES CITY AREA CHAMBER OF	123.64							
1	122536 04/30/13 POSTAGE	123.64*			2985 15 450330	311		101004	
122537	72719S 268 MILES CITY SANITATION INC.	133.00							
1	122537 04/30/13 SANITATION	43.00			1000 5 420140	346		101000	
2	122537 04/30/13 SANITATION	90.00*			5610 87 430300	220		101000	
122538	72720S 999999 MONTANA LAW ENFORCEMENT ACADEMY	210.00							
1	122538 04/30/13 TRAINING	210.00			1000 5 420140	380		101000	
122539	72721S 2151 MORRISON & MAIERLE INC	1,439.13							
1	122539 04/30/13 CONTRACTED SERVICES	1,439.13			2850 105 420140	350		101000	
122540	72722S 2270 NORTHWEST PIPE INC	2,438.55							
1	122540 04/30/13 STREVELL PROJ	1,112.15			5210 23 430550	958		101000	
2	122540 04/30/13 REPAIR & MAIN SUPP	1,326.40			5210 23 430550	230		101000	
122541	72723S 2425 PINE RIDGE ENTERPRISES	3,669.61							
1	122541 04/30/13 REPAIR & MAIN SERV	3,669.61			1000 14 460445	360		101000	
122542	72724S 2450 POSTMASTER (UTILITIES)	950.00							
1	122542 04/30/13 POSTAGE	475.00*			5210 25 430510	311		101000	
2	122542 04/30/13 POSTAGE	475.00			5310 29 430610	311		101000	

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Claim	Vendor #/Name/	Document \$/	Disc \$							Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account		
122543	727258 999999 POSTMASTER	200.00								
1	122543 04/30/13 PRESORT FEE	100.00*			5210 25 430510	311		101000		
2	122543 04/30/13 PRESORT FEE	100.00			5310 29 430610	311		101000		
122544	727268 999999 MONTANA REPERTORY THEATRE	500.00								
1	122544 04/30/13 CONTRACTED SERVICES	500.00			2880 43 460100	350		101003		
122545	727278 2560 REGAN PLUMBING & HEATING	374.09								
1	122545 04/30/13 REPAIR & MAIN SUPP	51.92			5210 23 430550	230		101000		
2	122545 04/30/13 REPAIR & MAIN SUPP	119.24*			1000 13 460433	230		101000		
3	122545 04/30/13 REPAIR & MAIN SUPP	202.93*			1000 13 460433	230		101000		
122546	727288 3229 ROLLING RUBBER	47.00								
1	122546 04/30/13 REPAIR & MAIN SUPP	17.00			5510 10 420730	230		101000		
2	122546 04/30/13 REPAIR & MAIN SERV	7.50			5210 22 430530	360		101000		
3	122546 04/30/13 REPAIR & MAIN SERV	7.50			5210 80 430540	360		101000		
4	122546 04/30/13 REPAIR & MAIN SERV	7.50			5310 33 430640	360		101000		
5	122546 04/30/13 REPAIR & MAIN SERV	7.50			5310 32 430690	360		101000		
122547	727298 4023 SHIEFFERT PROPERTIES	300.00								
1	122547 04/30/13 RENT	300.00			2935 11 460461	531		101000		
122548	727308 999999 SCI REVENUE SERVICE CENTER	265.50								
1	122548 04/30/13 PURCHASED SERVICES	265.50			5510 10 420730	300		101000		
122549	727318 4013 SOLE STONE REIMB SERVICES	2,983.39								
1	122549 04/30/13 CONTRACTED SERVICES	2,865.65			5510 10 420730	350		101000		
2	122549 04/30/13 SUPPLIES	117.74			5510 10 420730	214		101000		
122550	727328 2830 STAR PRINTING & SUPPLY	2,308.03								
1	122550 04/30/13 OFFICE SUPPLIES	82.07			2220 16 460100	210		101000		
2	122550 04/30/13 PRINTING	75.57			2220 16 460100	320		101000		
3	122550 04/30/13 OFFICE SUPPLIES	401.32*			1000 3 410500	210		101000		
4	122550 04/30/13 PRINTING	129.47			1000 3 410500	320		101000		
5	122550 04/30/13 OFFICE SUPPLIES	401.37*			5210 25 430510	210		101000		
6	122550 04/30/13 PRINTING	129.47			5210 25 430510	320		101000		
7	122550 04/30/13 OFFICE SUPPLIES	401.37*			5310 29 430610	210		101000		
8	122550 04/30/13 PRINTING	129.46			5310 29 430610	320		101000		
9	122550 04/30/13 OPERATING SUPPLIES	218.65*			2985 15 450330	220		101000		
10	122550 04/30/13 SUPPLIES	67.20*			2985 15 450330	213		101000		
11	122550 04/30/13 PRINTING	96.87			2394 18 420531	320		101000		

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12	122550	04/30/13 RENTAL	31.53			1000 6 410300	533	101000
13	122550	04/30/13 OFFICE SUPPLIES	84.14			2220 16 460100	210	101000
14	122550	04/30/13 PRINTING	59.54			2220 16 460100	320	101000
122551	72733S	2831 MILES CITY STAR ADVERTISING	96.87					
1	122551	04/30/13 PRINTING	96.87			2394 18 420531	320	101000
122552	72734S	2903 TIRE-RAMA	1,781.36					
1	122552	04/30/13 REPAIR & MAIN SERV	712.54			2510 107 430220	363	101000
2	122552	04/30/13 REPAIR & MAIN SERV	178.14*			2520 108 430220	363	101000
3	122552	04/30/13 REPAIR & MAIN SERV	445.34			5210 23 430550	363	101000
4	122552	04/30/13 REPAIR & MAIN SERV	445.34			5310 31 430630	363	101000
122553	72735S	2914 TOURISM BUSINESS IMPROVEMENT	12,606.00					
1	122553	04/30/13 APRIL COLLECTIONS	12,606.00			7370 212500		101000
122554	72736S	2910 TONGUE RIVER ELECTRIC	448.41					
1	122554	04/30/13 ELECTRIC	401.84			2450 51 430263	341	101000
2	122554	04/30/13 ELECTRIC	46.57			2850 105 420140	341	101000
122555	72737S	368 TUMBLEWOOD DEVELOPMENT INC	2,750.00					
1	122555	04/30/13 CONTRACTED SERVICES	2,750.00			2270 37 440140	350	101000
122556	72738S	999999 2M CO INC	1,534.40					
1	122556	04/30/13 STREVELL PROJECT	1,534.40			5210 23 430550	958	101000
122557	72739S	999999 ULTRAMAX	1,548.00					
1	122557	04/30/13 OPERATING SUPPLIES	1,548.00*			1000 5 420140	227	101000
122558	72740S	3039 UTILITIES UNDERGROUND LOCATION	98.45					
1	122558	04/30/13 REPAIR & MAIN SERV	49.23			5210 23 430550	360	101000
2	122558	04/30/13 REPAIR & MAIN SERV	49.22*			5310 31 430630	360	101000
122559	72741S	999999 BETTY VAIL	602.10					
1	122559	04/30/13 TRAVEL	602.10			2985 15 450300	370	101000
122560	72742S	572 VERIZON WIRELESS	558.82					
1	122560	04/30/13 OPERATING SUPPLIES	558.82*			1000 5 420140	220	101000

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122561	72743S	4019 WEX Bank		11,188.89					
1	122561	04/30/13 FUEL		4,086.64			1000 5 420140	231	101000
2	122561	04/30/13 FUEL		97.28			1000 21 440600	231	101000
3	122561	04/30/13 FUEL		517.19*			1000 7 420460	231	101000
4	122561	04/30/13 FUEL		1,150.86			5510 10 420730	231	101000
5	122561	04/30/13 FUEL		1,527.51			2510 107 430220	231	101000
6	122561	04/30/13 FUEL		381.88			2520 108 430220	231	101000
7	122561	04/30/13 FUEL		1,008.47			5210 23 430550	231	101000
8	122561	04/30/13 FUEL		1,008.46			5310 31 430630	231	101000
9	122561	04/30/13 FUEL		197.03			1000 13 460433	231	101000
10	122561	04/30/13 FUEL		143.40			6040 910 430220	231	101000
11	122561	04/30/13 FUEL		43.73*			5210 22 430530	231	101000
12	122561	04/30/13 FUEL		43.73			5210 80 430540	231	101000
13	122561	04/30/13 FUEL		108.45			5310 33 430640	231	101000
14	122561	04/30/13 FUEL		194.55			5310 32 430690	231	101000
15	122561	04/30/13 FUEL		679.71*			5610 87 430300	231	101000
122562	72744S	999999 SONJA WOODS		753.12					
1	122562	04/30/13 TRAVEL-MISSOULA		753.12			2220 16 460100	370	101000
122563	72745S	3286 WPCI		24.00					
1	122563	04/30/13 CONTRACTED SERVICES		24.00			1000 13 460433	350	101000
122564	72746S	999999 YAHOO CUSTODIAN OF RECORDS		133.60					
1	122564	04/30/13 CONTRACTED SERVICES		133.60			1000 5 420140	350	101000
122565	72747S	999999 BRANDEN STEVENS		58.00					
1	122565	04/30/13 TRAVEL REIMB		58.00			1000 7 420460	370	101000
122566	72748S	999999 DALE BERG		30.32					
1	122566	04/30/13 TRAVEL REIMB		30.32			1000 7 420460	370	101000
122567	72749S	1721 MID RIVERS TELEPHONE CORP		3,104.62					
1	122567	04/30/13 TEL/LD/INTERNET/CABLE		171.54*			1000 6 410360	345	101000
2	122567	04/30/13 TEL/LD/INTERNET/CABLE		76.01			2220 16 460100	345	101000
3	122567	04/30/13 TEL/LD/INTERNET/CABLE		65.17			2220 16 460100	347	101000
4	122567	04/30/13 TEL/LD/INTERNET/CABLE		287.30			1000 5 420160	345	101000
5	122567	04/30/13 TEL/LD/INTERNET/CABLE		124.30*			2985 15 450360	345	101004
6	122567	04/30/13 TEL/LD/INTERNET/CABLE		47.45			1000 1 410260	345	101000
7	122567	04/30/13 TEL/LD/INTERNET/CABLE		74.60			1000 3 410500	345	101000
8	122567	04/30/13 TEL/LD/INTERNET/CABLE		21.87			1000 3 410500	347	101000

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9	122567	04/30/13	TEL/LD/INTERNET/CABLE	21.09			1000 4 411100	345	101000
10	122567	04/30/13	TEL/LD/INTERNET/CABLE	319.56			1000 5 420140	345	101000
11	122567	04/30/13	TEL/LD/INTERNET/CABLE	65.60			1000 5 420140	347	101000
12	122567	04/30/13	TEL/LD/INTERNET/CABLE	322.35			1000 5 420160	345	101000
13	122567	04/30/13	TEL/LD/INTERNET/CABLE	188.29			1000 7 420460	345	101000
14	122567	04/30/13	TEL/LD/INTERNET/CABLE	42.36*			1000 7 420460	347	101000
15	122567	04/30/13	TEL/LD/INTERNET/CABLE	11.09*			1000 9 410540	345	101000
16	122567	04/30/13	TEL/LD/INTERNET/CABLE	43.84			1000 13 460433	345	101000
17	122567	04/30/13	TEL/LD/INTERNET/CABLE	37.60			1000 13 460433	347	101000
18	122567	04/30/13	TEL/LD/INTERNET/CABLE	42.17			1000 21 440600	345	101000
19	122567	04/30/13	TEL/LD/INTERNET/CABLE	84.90			1000 36 411020	345	101000
20	122567	04/30/13	TEL/LD/INTERNET/CABLE	26.36			2394 18 420531	345	101000
21	122567	04/30/13	TEL/LD/INTERNET/CABLE	100.11			2510 107 430220	345	101000
22	122567	04/30/13	TEL/LD/INTERNET/CABLE	65.95*			2520 108 430220	345	101000
23	122567	04/30/13	TEL/LD/INTERNET/CABLE	81.73			5210 22 430530	345	101000
24	122567	04/30/13	TEL/LD/INTERNET/CABLE	45.60			5210 22 430530	345	101000
25	122567	04/30/13	TEL/LD/INTERNET/CABLE	43.41			5210 23 430550	345	101000
26	122567	04/30/13	TEL/LD/INTERNET/CABLE	9.40			5210 23 430550	347	101000
27	122567	04/30/13	TEL/LD/INTERNET/CABLE	58.59			5210 25 430510	345	101000
28	122567	04/30/13	TEL/LD/INTERNET/CABLE	21.87*			5210 25 430510	347	101000
29	122567	04/30/13	TEL/LD/INTERNET/CABLE	58.57			5310 29 430610	345	101000
30	122567	04/30/13	TEL/LD/INTERNET/CABLE	21.86*			5310 29 430610	347	101000
31	122567	04/30/13	TEL/LD/INTERNET/CABLE	45.48			5310 31 430630	345	101000
32	122567	04/30/13	TEL/LD/INTERNET/CABLE	9.40*			5310 31 430630	347	101000
33	122567	04/30/13	TEL/LD/INTERNET/CABLE	38.91			5310 33 430640	345	101000
34	122567	04/30/13	TEL/LD/INTERNET/CABLE	45.60*			5310 33 430640	347	101000
35	122567	04/30/13	TEL/LD/INTERNET/CABLE	125.83*			5510 10 420730	345	101000
36	122567	04/30/13	TEL/LD/INTERNET/CABLE	28.24			5510 10 420730	347	101000
37	122567	04/30/13	TEL/LD/INTERNET/CABLE	44.35			6040 910 430220	345	101000
38	122567	04/30/13	TEL/LD/INTERNET/CABLE	18.08			6040 910 430220	347	101000
39	122567	04/30/13	TEL/LD/INTERNET/CABLE	93.85*			5610 87 430300	345	101000
40	122567	04/30/13	TEL/LD/INTERNET/CABLE	36.74*			5610 87 430300	319	101000
41	122567	04/30/13	TEL/LD/INTERNET/CABLE	37.60			5610 87 430300	347	101000
122571	727508	3039	UTILITIES UNDERGROUND LOCATION	143.20					
1	122571	12/25/11	LOCATES	71.60			5210 23 430550	360	101000
2	122571	12/25/11	LOCATES	71.60*			5310 31 430630	360	101000
122572	727518	327	QUALITY SEPTIC & SEWER SERVICE	70.00					
1	122572	12/25/11	RENTAL	70.00*			1000 13 460433	533	101000

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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
122573	727528	293	POWERPLAN	586.72					
1	122573	12/25/71	REPAIR & MAIN SERV	469.38			2510 107 430220	363	101000
2	122573	12/25/71	REPAIR & MAIN SERV	117.34*			2520 108 430220	363	101000
122574	727538	406	BRODY CHEMICAL	232.89					
1	122574	04/30/13	REPAIR & MAIN SUPP	232.89			5610 87 430300	230	101000
122575	727548	523	CITY SERVICE, INC.	36,633.00					
1	122575	04/30/13	FUEL	34,767.00*			5610 87 430300	237	101000
2	122575	04/30/13	OPERATING SUPPLIES	1,850.00*			5610 87 430300	220	101000
3	122575	04/30/13	TERMINAL MAIN	16.00			5610 87 430300	230	101000
122576	727578	999999	TESTING TECHNOLOGY	135.00					
1	122576	04/30/13	REPAIR & MAIN SERV	135.00			5310 33 430640	360	101000
122577	727568	2305	NOTBOHM MOTORS	258.35					
1	122577	04/30/13	REPAIR & MAIN SERV	258.35			5510 10 420730	364	101000
Total:				1235,249.79					
				1235,249.79					

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$47,974.18
2220 LIBRARY	
101000 Cash - Operating	\$3,929.79
2270 Health	
101000 Cash - Operating	\$2,750.00
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$12,248.10
2400 LPG M D#165-(Gen City)	
101000 Cash - Operating	\$14,300.98
2420 LPG M D#167-(MilesAddn Etc)	
101000 Cash - Operating	\$2,527.10
2430 LPG M D#171-(Balsam Est)	
101000 Cash - Operating	\$131.92
2440 LPG M D#172-(Main Str)	
101000 Cash - Operating	\$2,285.05
2450 LPG M D#195-(SG-Trico)	
101000 Cash - Operating	\$401.84
2470 LPG M D#202-(SG-MDU&NV)	
101000 Cash - Operating	\$586.20
2480 LPG M M#173-(Milestown Estates)	
101000 Cash - Operating	\$57.86
2510 STR MAINT DIST #204	
101000 Cash - Operating	\$212,021.94
2520 STR MAINT DIST #205	
101000 Cash - Operating	\$2,324.80
2701 Fire Grants	
101000 Cash - Operating	\$1,044.77
2850 911 EMERGENCY	
101000 Cash - Operating	\$4,724.07
2880 LIBRARY GRANTS	
101003 Cash - per capita	\$500.00
101020 Cash - Op/ILL	\$394.00
101030 Cash - Sagebrush Fed/Base Grant	\$200.00
2935 Historic Preservation	
101000 Cash - Operating	\$407.69
2985 RETIRED SENIOR VOLUNTEER PROG (RSVP)	
101000 Cash - Operating	\$907.95
101004 RSVP Non-Federal Cash Operating	\$3,773.55
5210 WATER UTILITY	
101000 Cash - Operating	\$284,499.08
102113 Cash - NE Water Line Proj	\$775.00
5310 SEWER UTILITY	
101000 Cash - Operating	\$20,107.36
102240 Cash - Replacement & Depreciation	\$123,404.87
102280 WWr Treatment Plant-Phase 1	\$417,987.36
5510 AMBULANCE FUND	
101000 Cash - Operating	\$9,912.18
5610 AIRPORT OPERATING	
101000 Cash - Operating	\$39,794.29
6040 PUBLIC WORKS	
101000 Cash - Operating	\$1,548.62
7370 FBID	

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Fund/Account	Amount
101000 Cash - Operating	\$12,606.00
7980 CUSTER CO WATER & SEWER DISTRICT	
101000 Cash - Operating	\$11,123.24
Total:	\$1,235,249.79
