



CITY OF MILES CITY AGENDA

*Regular Council Meeting
City Council Chambers*

*September 9, 2014
7:00 p.m.*

CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL

1. APPROVAL OF COUNCIL MINUTES/COMMITTEE MINUTES
 - a. City Council Meeting 8/26/2014
2. SCHEDULE MEETINGS
3. REQUEST OF CITIZENS & PUBLIC COMMENT

John Ungaretti – Solestone Reimbursement Services – Year-end Overview
4. APPOINTMENTS
5. PROCLAMATIONS
6. STAFF REPORTS

Connie Muggli: Tax Increment Finance District Update
7. CITY COUNCIL COMMENTS
8. MAYOR COMMENTS
9. COMMITTEE RECOMMENDATIONS

Public Services: 8/7/14: Recommend approval of Walleye’s Unlimited improvement plans at Spotted Eagle
Human Resources: 8/18/14: Recommend approval of Recruitment and Selection Policy
10. BID OPENING

None

BID AWARDS

None

11. **PUBLIC HEARINGS**

None

12. **UNFINISHED BUSINESS**

- A. **RESOLUTION 3741:** A Resolution Authorizing The City Of Miles City To Enter Into A State-Local Disaster Assistance Agreement With The State Of Montana For The Purpose Of Accepting A Hazard Mitigation Grant To Assist In Funding The City's Flood Control Assessment

13. **NEW BUSINESS**

- A. **ORDINANCE NO. 1278:** An Ordinance Revising Section 11-77 Of The Code Of Ordinances Of The City Of Miles City, Montana, Adopting The 2012 International Fire Code, And Notice Of Intent
- B. **Approval of August, 2014 Claims**

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 August 26, 2014
7:00 p.m.

CALL TO ORDER

The Regular Council meeting was held Tuesday, August 26, 2014, in the City Hall 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 Roxanna Brush, Mark Ahner, Dwayne Andrews, Ken Gardner, Susanne Galbraith, Sheena Martin, John Hollowell and Jerry Partridge.

Also present were Public Works Director Scott Gray, City Attorney Dan Rice, Interim Fire Chief Cameron Duffin, City Clerk Lorrie Pearce, Library Director Sonja Woods, Grant Administrator/Planner in Training Dawn Colton, Public Utilities Director Allen Kelm, and Deputy City Clerk/Minute Recorder Connie Watts.

PLEDGE OF ALLEGIANCE

Mayor Grenz led the Council in the Pledge of Allegiance.

APPROVAL OF COUNCIL & COMMITTEE MINUTES

City Council Minutes: 8/12/2014

- ** *Councilperson Galbraith moved to approve the minutes of the Regular Council Meeting of August 12, 2014, seconded by Councilperson Gardner and passed unanimously, 8-0.*

Public Services Committee Meeting: 8/07/2014

- ** *Councilperson Partridge moved to approve the minutes and accept the recommendations of the Public Services Committee Meeting of August 7, 2014, seconded by Councilperson Galbraith.*

The Council expressed its desire for more information on the Spotted Eagle recommendation.

- ** *Councilperson Partridge moved to amend his motion as follows: to approve the minutes but only accept the recommendation to allow Door 804 to install a bicycle rack*

in front of the business at 804 Main Street. Councilperson Galbraith seconded the motion to amend, which passed by unanimous consent, 8-0.

- * *Councilperson Partridge's motion, as amended, then passed by unanimous consent, 8-0.*

Human Resources Committee Meeting: 8/18/2014

- ** *Councilperson Brush moved to approve the minutes of the Human Resources Committee Meeting of August 18, 2014, seconded by Councilperson Gardner and passed unanimously, 8-0.*

Finance Committee Meeting: August 21/2014

- ** *Councilperson Galbraith moved to approve the minutes of the Finance Committee Meeting of August 21, 2014, seconded by Councilperson Partridge and passed unanimously, 8-0.*

SCHEDULE MEETINGS

None

REQUEST OF CITIZENS & PUBLIC COMMENT

Awana Irish of Door 804 thanked the Council for approving her request to install a bicycle rack in front of her business.

APPOINTMENTS

None

PROCLAMATIONS

None

STAFF REPORTS

Al Kelm, Public Utilities Director

- Announced a workshop sponsored by Montana Rural Water. It is regarding "Sustainable Management of Rural and Small System" and will be held at Ft. Keogh on September 25th. The workshop is free of charge, and Al can register anyone who would like to go or they can register on-line at the website mentioned in the flyer that was in each councilmember's mailbox.

Scott Gray, Public Works Director

A State and Federally funded project costing over \$700,000, the Pavement Preservation Project started Monday. They will be done cutting tomorrow and should be completed in a month. The City has been waiting for this to be done for at least two years.

CITY COUNCIL COMMENTS

Roxanna Brush

- Noted that Transco has completed the sidewalk on Montana Street and it looks very nice. She said Triangle Park is looking nice, too.

MAYOR COMMENTS

None

STANDING COMMITTEE RECOMMENDATIONS

Finance Committee: 8/21/14: Recommended \$29,263.61 in unpaid ambulance charges to be sent to collection.

****** *Councilperson Galbraith moved to send the \$29,263.61 in unpaid ambulance charges to collection, seconded by Councilperson Andrews and passed by unanimous consent, 8-0.*

Human Resources Committee: 7/29/14: Recommended Confirmation of Firefighter Sarah Young

****** *Councilperson Brush moved to approve the confirmation of Firefighter Sarah Young, seconded by Councilperson Gardner and, on roll call vote, passed unanimously, 8-0.*

BID OPENING

None

BID AWARDS

None

PUBLIC HEARINGS

Mayor Grenz read the following resolutions by title only and opened the hearing on each resolution individually. He then called for comments from proponents three times and opponents three times on each resolution. No

comments were heard either for or against any of the resolutions. He then closed each public hearing on each resolution individually.

- A. **RESOLUTION NO. 3715:** A Resolution Pursuant To §2-9-212 Of The Montana Code Annotated, Authorizing A Permissive Medical Levy For FY 2014-2015 To Fund Group Health Insurance Premium Contributions By The City And Providing For Hearing Thereon
- B. **RESOLUTION NO. 3716:** A Resolution Pursuant To §15-10-203 Of The Montana Code Annotated, Authorizing The Budgeting Of An Increased Amount Of Ad Valorem Tax Revenues In FY 2014-2015 In Excess Of The Property Tax Revenues For The Prior Fiscal Year And Providing For Hearing Thereon
- C. **RESOLUTION NO. 3717:** A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 165 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015
- D. **RESOLUTION NO. 3718:** A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 167 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015
- E. **RESOLUTION NO. 3719:** A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 171 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015
- F. **RESOLUTION NO. 3720:** A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 172 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015
- G. **RESOLUTION NO. 3721:** A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 195 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015
- H. **RESOLUTION NO. 3722:** A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 202 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015
- I. **RESOLUTION NO. 3723:** A Resolution Levying And Assessing A Tax

Upon All Property In Special Improvement Lighting District No. 173 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015

- J. **RESOLUTION NO. 3724:** A Resolution Levying And Assessing A Tax Upon All Of The Property Within Maintenance District No. 204 To Defray The Cost Of Maintaining The Improvements In The Said Maintenance District No. 204 For The Fiscal Year 2014-2015
- K. **RESOLUTION NO. 3725:** A Resolution Levying And Assessing A Tax Upon All Of The Property Within Maintenance District No. 205 To Defray The Cost Of Maintaining The Improvements In The Said Maintenance District No. 205 For The Fiscal Year 2014-2015
- L. **RESOLUTION NO. 3726:** A Resolution Levying And Assessing A Tax Upon All Of The Property Within Maintenance District No. 207 To Defray The Cost Of Maintaining The Improvements In The Said Maintenance District No. 207 For The Fiscal Year 2014-2015
- M. **RESOLUTION NO. 3727:** A Resolution Approving The Work Plan And Budget For Fiscal Year 2014-2015 For Business Improvement District No. 101, And Providing For Hearing Thereon
- N. **RESOLUTION NO. 3731:** *(Second Reading)* A Resolution Pursuant To §7-6-4006 Of The Montana Code Annotated, Authorizing Amendment Of Final Budget For FY 2013-2014 To Appropriate Unanticipated Expenses To Lighting District NO. 202 Fund 2470 For Machinery And Equipment Expenses
- O. **RESOLUTION NO. 3732:** *(Second Reading)* A Resolution Pursuant To §7-6-4006 Of The Montana Code Annotated, Authorizing Amendment Of Final Budget For FY 2013-2014 To Appropriate Unanticipated Expenses To Emergency Disaster Fund 2260 For Transfers To Other Funds
- P. **RESOLUTION NO. 3733:** *(Second Reading)* A Resolution Pursuant To §7-6-4006 Of The Montana Code Annotated, Authorizing Amendment Of Final Budget For FY 2013-2014 To Appropriate Unanticipated Expenses To Retired Senior Volunteer Program Fund 2985 For Vacation Expenses
- Q. **RESOLUTION NO. 3734:** *(Second Reading)* A Resolution Pursuant To §7-6-4006 Of The Montana Code Annotated, Authorizing Amendment Of Final Budget For FY 2013-2014 To Appropriate Unanticipated Expenses To Lighting District NO.165 Fund 2400 For Electrical Utilities Expenses And Machinery/Equipment Expenses

UNFINISHED BUSINESS

A. OFFERS OF AMENDMENTS TO FY 14-15 PRELIMINARY BUDGET

Councilperson Ahner announced that he had three amendments to offer to the Fiscal Year 2014-2015 budget.

** *Councilperson Ahner moved to amend the Preliminary Budget Fund 2935-383000 (Historic Preservation, Interfund Operating), reducing the amount by \$22,566, with a resulting total amount of \$25,000. The motion was seconded by Councilperson Brush.*

He noted that the amount the City contributes to the Historic Preservation fund has increased over the last few years from \$4,000 to \$8,000 last year. This year Historic Preservation is asking for almost \$48,000.

Councilperson and Finance Committee Chairperson Galbraith explained that a portion of this \$48,000 would be transferred back into the General Fund, but the Finance Committee had forgotten to put this transfer in the budget. She will offer an amendment to correct this.

She also informed the Council that the plan for this increase is to move the Historic Preservation Officer to full time, where she would be able to help out with zoning, planning and grant writing, as well as coordinating and administering funding projects. She distributed a draft of a job description which, she acknowledged, would have to be approved by the Human Resource Committee. Some of her focus would be on securing funding for General Fund Departments, such as the Fire, Police and Park Departments. The transfer back to the General Fund would be about \$49,610.

Councilperson Partridge expressed his support for the Historic Preservation budget as presented, as he felt the City is in need of the kind of skills mentioned in the job description and is aware that Connie Muggli, our current Historical Preservation Officer, is quite skilled in these areas.

Mayor Grenz asked Grant Administrator/Planner in Training Colton, who is currently responsible for all of those duties, her opinion on this issue. Administrator Colton said that sometimes she has time to take care of those duties and sometimes she doesn't. She feels Ms. Muggli would be a valuable asset to the team, as she is an excellent grant writer and business consultant and understands State law very well. The Historical Preservation Commission has been consulted and is also in support of this change.

Councilperson Ahner felt the City should use the grant writer at Southeastern Montana Development Corporation (SEMDC.)

Councilperson Gardner wished to go on record as strongly supporting this full time position, and feels Ms. Muggli does a very good job.

Councilperson Partridge suggested the duty of "Code Enforcement Officer" be added to the job description.

Administrator Colton noted that all future grants applied for, if allowed by the granting agency, would include requests for administrative costs.

* *Councilperson Ahner's motion to amend the FY 14-15 budget by reducing the Historic Preservation interfund operating line item was then defeated by a roll call vote of 2 to 6. Councilpersons Ahner and Brush voted in favor of the motion.*

** *Councilperson Ahner then moved to amend the preliminary budget by reducing line item 1000-009-410540-111 (Treasurer's Salary) by \$5,000, so that the total of that line item would remain at \$20,000, and the account total be reduced to \$24,387 and the organization total also be reduced to \$24,387. The motion was seconded by Councilperson Brush.*

Councilperson Ahner felt that an increase in the salary for the City Treasurer should be done in context with evaluating all elected positions, and singling out one of the elected positions for a salary increase is not justified in his opinion. He recommends that the Finance Committee evaluate all elected positions and come up with a recommendation that would go into effect in 2016, so they would be available to the public before the elections. He said everyone running for an elected position knows what the salary is going to be, and changes should be made for all elected officials instead of just one individual.

Councilperson Galbraith said the treasurer does much more than is set out in his job description, and feels an increase is warranted.

* *On roll call vote, Councilperson Ahner's motion to reduce the line item for the Treasurer's position resulted in a tie, with Councilpersons Galbraith, Martin, Partridge and Hollowell voting no. Mayor Grenz broke the tie with an "aye" vote.*

** *Councilperson Ahner moved to amend the preliminary budget by reducing fund 1000-036-411020-350 (Planning and Community Services,*

Professional Services,) by \$150,000, for a total remaining in that line item of \$30,000. Councilperson Brush seconded the motion.

The \$150,000 in this line item is for a transportation study. The State has been encouraging the City to conduct a transportation study for many years, and this year offered to fund 80% of the cost.

Shane Mintz, Glendive District Administrator for the Montana Department of Transportation, spoke to the Council in favor of retaining the \$150,000 for the transportation study. He said a traffic study may be required in some cases to install a traffic signal, and traffic studies also reduce “reactionary” responses to traffic issues. On behalf of the Montana Department of Transportation, he encouraged the Council to adopt a transportation plan.

Tom Roberts, 2700 Valley Drive E., also an employee of the MDT but speaking for himself, urged the Council to proceed with the transportation study. He said this a good opportunity for the City to obtain a 20-year plan at a reduced cost. The money may not be offered again, and feels this would be a good investment for the City.

In response to some councilpersons’ feeling that the City is capable of evaluating its own traffic issues, he said the traffic situation now is not necessarily what will be seen in the future. Long range planning is necessary to handle increased growth, which Miles City could well be seeing in the near future.

Mayor Grenz mentioned the two apartment houses that have recently been built by Steadmans as pointing to the community already seeing increased growth.

Administrator Colton noted that a professionally written plan incorporated into a growth policy dramatically increases the scoring for grant applications.

Mike Coryell of the Miles City Economic Development Office said the request for a traffic study on Comstock and Haynes by the State some years ago was generated by his office. The City was considering a transportation study at that time, but it has been pushed back every year since then. He stressed that planning is the most essential thing a City can do in preparing for community growth. A City with a professional growth plan has a far greater chance to attract businesses and housing developments.

* *On roll call vote, Councilperson Ahner’s motion to reduce the Planning and Community Services Budget by \$150,000 failed 6-2, with Councilpersons Partridge and Ahner voting “aye.”*

** Councilperson Galbraith moved to amend the preliminary budget to reduce item 6040-910-521000-820 by \$10,961. She said this was a mistake and should read \$0. The motion was seconded by Councilperson Partridge and, on roll call vote, the motion passed by unanimous consent, 8-0.

** Councilperson Galbraith moved to amend the preliminary budget as set out in the list that was included in the Council packet for this meeting, seconded by Councilperson Andrews. (See list as set out below.)

Budget Amendment for FY 2014/2015

		Revenue		Total Amount			
FUND	ACCOUNT	Add					
2985	331166	\$	2,500.00	\$	23,184.00	CNCS Grant RSVP	
2985	331165	\$	2,500.00	\$	60,728.00	CNCS Grant RSVP	
2510	383000	\$	459.00	\$	87,274.00	True \$ from Gas Tax Maint District #204	
2520	383000	\$	458.00	\$	87,274.00	True \$ from Gas Tax Maint District #205	
2520	334001	\$	256,053.00	\$	256,053.00	SRTS Grant Maint District #205	
5210	343039	\$	7,500.00	\$	7,500.00	CC Dist Water Study Water	
5310	343039	\$	7,500.00	\$	7,500.00	CC Dist Water Study Sewer	
		Expenditures					
1000	2	470300	350 \$	1,646.00	\$	13,646.00	Correct John Hollowell's Amend Cncl Mtg 8/12/14 City Council
2394	18	420531	940 \$	(35,000.00)	\$		Delete-Purchase of SUV Building Inspector
2520	108	430233	350 \$	259,903.00	\$	375,903.00	SRTS Grant Maint District #205
2820	34	521204	820 \$	459.00	\$	87,274.00	True \$ for Gas Tax Gas Tax
2820	34	521205	820 \$	458.00	\$	87,274.00	True \$ for Gas Tax Gas Tax
2985	15	450340	370 \$	2,315.00	\$	6,069.00	Addition \$for CNCS Grant RSVP
2985	15	450300	210 \$	1,000.00	\$	1,434.00	Addition \$ for CNCS Grant RSVP
2985	15	430300	370 \$	1,500.00	\$	4,425.00	Addition \$ for CNCS Grant RSVP
2985	15	450340	210 \$	185.00	\$	885.00	Addition \$ for CNCS Grant RSVP
5210	23	430550	350 \$	50,000.00	\$	50,500.00	Water Study Expense Water
5210	23	430550	940 \$	72,035.00	\$	540,537.00	Portion of GIS & Truck Box Water
5310	31	430630	350 \$	50,000.00	\$	60,000.00	Water Study Expense Sewer
-5310	31	430630	940 \$	91,884.00	\$	104,384.00	Entered in wrong org Sewer
5310	32	430690	940 \$	(102,350.00)	\$		See above- wrong org entry Sewer
5310	33	430640	920 \$	83,000.00	\$	6,976,000.00	Phase 1 & Phase 2 WWTP Sewer
S).IO	25	430510	214 \$	(20,383.00)	\$	3,670.00	Entered in wrong org Sewer- Admin
5310	31	430630	532 \$	150.00	\$	700.00	Entered in wrong org Sewer
5310	31	430630	940 \$	86,100.00	\$	98,600.00	Missed in preliminary Sewer

5210-23-430550-940- Strevell Project, 14" Waterline, Valve Machine, Portion for Front End Loader & GIS, and 1/4 Truck Box

5310-31-430550-940- Purchase Sewer camera, 1/4 loader, 1/4 GPS Unit, 1/4 Truck Box

1000	11	411840	111	\$	30,182.00	\$	30,182.00	Grant Writer/His Pres wages, etc
1000	11	411840	131	\$	468.00	\$	468.00	Grant Writer/His Pres wages, etc
1000	11	411840	132	\$	468.00	\$	468.00	Grant Writer/His Pres wages, etc
1000	11	411840	141	\$	140.00	\$	140.00	Grant Writer/His Pres wages, etc
1000	11	411840	142	\$	359.00	\$	359.00	Grant Writer/His Pres wages, etc
1000	11	411840	143	\$	7,530.00	\$	7,530.00	Grant Writer/His Pres wages, etc
1000	11	411840	144	\$	2,380.00	\$	2,380.00	Grant Writer/His Pres wages, etc
1000	11	411840	145	\$	2,542.00	\$	2,542.00	Grant Writer/His Pres wages, etc
1000	11	521000	820	\$	(39,566.00)	\$	3,457.00	Decrease transfer to Historic Preservation
2935	11	460461	111	\$	(30,310.00)	\$	2,098.00	Decrease Grant Writer/His Pres wages, etc
2935	11	460461	131	\$	(467.00)	\$	33.00	Decrease Grant Writer/His Pres wages, etc
2935	11	460461	132	\$	(467.00)	\$	33.00	Decrease Grant Writer/His Pres wages, etc
2935	11	460461	141	\$	(140.00)	\$	10.00	Decrease Grant Writer/His Pres wages, etc
2935	11	460461	142	\$	(360.00)	\$	25.00	Decrease Grant Writer/His Pres wages, etc
2935	11	460461	143	\$	(7,422.00)	\$		Decrease Grant Writer/His Pres wages, etc
2935	11	460461	144	\$	(2,391.00)	\$	165.00	Decrease Grant Writer/His Pres wages, etc
2935	11	460461	145	\$	(2,552.00)	\$	177.00	Decrease Grant Writer/His Pres wages, etc
2935	11	460461	531	\$	(3,600.00)	\$		Decrease Grant Writer/His Pres wages, etc
2935		380000		\$	(39,566.00)	\$	3,457.00	Decrease Hist Pres. Transfer In

Historic Preservation Changes to appropriate 6.5% to Historic Preservation/93.5% to GF Account

- * *After discussion and on roll call vote, Councilperson Galbraith's motion to amend the budget as set out in the list included in the Council packet passed 6-2, with Councilpersons Ahner and Brush voting no.*
- ** *Councilperson Brush moved to amend the preliminary budget by adding \$7,530 to line item 143 (health insurance) to the mayor's budget, seconded by Councilperson Gardner.*

Councilperson Andrews questioned how making this change to an elected official's budget would be any different than increasing the Treasurer's salary, as this would also not be done in the context of evaluating all the elected positions.

Councilperson Partridge said he would be willing to vote for health insurance for the mayor if the treasurer would be given health insurance, also.

- ** *Councilperson Brush then amended her motion to include the Treasurer in providing health insurance, seconded by Councilperson Partridge.*

Councilperson Galbraith reminded the Council that adding the Treasurer to the motion would push the budget out of balance.

****** *Councilperson Brush then withdrew the amendment to her motion.*

***** *On roll call vote, Councilperson Brush's motion to amend the preliminary budget to include health insurance for the Mayor then resulted in a tie, with Councilpersons Partridge, Galbraith, Hollowell and Andrews voting no. Mayor Grenz broke the tie with an "aye" vote.*

****** *Councilperson Brush moved to place on a consent agenda and approve Items B through R (Resolutions 3715 through 3727 and Resolutions 3731 through 3734), seconded by Councilperson Galbraith. On roll call vote, the motion passed by unanimous consent, 8-0. **Resolutions 3715, 3716, 3717, 3718, 3719, 3720, 3721, 3722, 3723, 3724, 3725, 3726, 3727, 3731, 3732, 3733, and 3734 were adopted.***

- B. RESOLUTION NO. 3715:** *(Second Reading)* A Resolution Pursuant To §2-9-212 Of The Montana Code Annotated, Authorizing A Permissive Medical Levy For FY 2014-2015 To Fund Group Health Insurance Premium Contributions By The City And Providing For Hearing Thereon
- C. RESOLUTION NO. 3716:** *(Second Reading)* A Resolution Pursuant To §15-10-203 Of The Montana Code Annotated, Authorizing The Budgeting Of An Increased Amount Of Ad Valorem Tax Revenues In FY 2014-2015 In Excess Of The Property Tax Revenues For The Prior Fiscal Year And Providing For Hearing Thereon
- D. RESOLUTION NO. 3717:** *(Second Reading)* A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 165 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015
- E. RESOLUTION NO. 3718:** *(Second Reading)* A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 167 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015
- F. RESOLUTION NO. 3719:** *(Second Reading)* A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 171 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015
- G. RESOLUTION NO. 3720:** *(Second Reading)* A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 172 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015

- H. **RESOLUTION NO. 3721:** *(Second Reading)* A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 195 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015
- I. **RESOLUTION NO. 3722:** *(Second Reading)* A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 202 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015
- J. **RESOLUTION NO. 3723:** *(Second Reading)* A Resolution Levying And Assessing A Tax Upon All Property In Special Improvement Lighting District No. 173 To Defray The Cost Of Leasing, Maintenance And Electrical Current In Said Special Improvement Lighting District And Authorizing And Directing Payment Therefore, For The Fiscal Year 2014-2015
- K. **RESOLUTION NO. 3724:** *(Second Reading)* A Resolution Levying And Assessing A Tax Upon All Of The Property Within Maintenance District No. 204 To Defray The Cost Of Maintaining The Improvements In The Said Maintenance District No. 204 For The Fiscal Year 2014-2015
- L. **RESOLUTION NO. 3725:** *(Second Reading)* A Resolution Levying And Assessing A Tax Upon All Of The Property Within Maintenance District No. 205 To Defray The Cost Of Maintaining The Improvements In The Said Maintenance District No. 205 For The Fiscal Year 2014-2015
- M. **RESOLUTION NO. 3726:** *(Second Reading)* A Resolution Levying And Assessing A Tax Upon All Of The Property Within Maintenance District No. 207 To Defray The Cost Of Maintaining The Improvements In The Said Maintenance District No. 207 For The Fiscal Year 2014-2015
- N. **RESOLUTION NO. 3727:** *(Second Reading)* A Resolution Approving The Work Plan And Budget For Fiscal Year 2014-2015 For Business Improvement District No. 101, And Providing For Hearing Thereon
- O. **RESOLUTION NO. 3731:** *(Second Reading)* A Resolution Pursuant To §7-6-4006 Of The Montana Code Annotated, Authorizing Amendment Of Final Budget For FY 2013-2014 To Appropriate Unanticipated Expenses To Lighting District NO. 202 Fund 2470 For Machinery And Equipment Expenses
- P. **RESOLUTION NO. 3732:** *(Second Reading)* A Resolution Pursuant To §7-6-4006 Of The Montana Code Annotated, Authorizing Amendment Of Final Budget For FY 2013-2014 To Appropriate Unanticipated Expenses To Emergency Disaster Fund 2260 For Transfers To Other Funds
- Q. **RESOLUTION NO. 3733:** *(Second Reading)* A Resolution Pursuant To §7-6-4006 Of The Montana Code Annotated, Authorizing Amendment Of Final Budget For FY 2013-2014 To Appropriate Unanticipated Expenses To Retired Senior Volunteer Program Fund 2985

For Vacation Expenses

- R. **RESOLUTION NO. 3734:** *(Second Reading)* A Resolution Pursuant To §7-6-4006 Of The Montana Code Annotated, Authorizing Amendment Of Final Budget For FY 2013-2014 To Appropriate Unanticipated Expenses To Lighting District NO.165 Fund 2400 For Electrical Utilities Expenses And Machinery/Equipment Expenses

NEW BUSINESS

- A. **RESOLUTION NO. 3739:** A Resolution Authorizing The City Of Miles City To Enter Into An Intergovernmental Transfer Agreement For Medicaid Supplement Payment Purposes Contract With The State Of Montana Department Of Public Health And Human Services

** *Councilperson Galbraith moved to approve the resolution, read by title only and seconded by Councilperson Gardner. After discussion and on roll call vote, the motion passed by unanimous consent, 8-0. Resolution No. 3739 was adopted.*

- B. **RESOLUTION NO. 3740:** A Resolution Authorizing The City Of Miles City To Enter Into A CTEP Project Specific Agreement With The State Of Montana Department Of Transportation For Development Of A Bike And Pedestrian Path In Miles City

** *Councilperson Gardner moved to approve the resolution, read by title only and seconded by Councilperson Partridge. After discussion and on roll call vote, the motion passed by unanimous consent, 8-0. Resolution No. 3740 was adopted.*

- C. **RESOLUTION NO. 3741:** A Resolution Authorizing The City Of Miles City To Enter Into A State-Local Disaster Assistance Agreement With The State Of Montana For The Purpose Of Accepting A Hazard Mitigation Grant To Assist In Funding The City's Flood Control Assessment

** *Councilperson Ahner read the resolution by title only and moved to refer it to the Finance Committee for review and recommendation to the Council, seconded by Councilperson Brush.*

Grant Administrator/Planner-in-Training Colton said this is the flood mitigation portion that FEMA is funding, which is separate and apart from the flood study that Kadrmas Lee and Jackson (KLJ) is conducting. This grant will be used to fund an update to the Custer County Pre-disaster Mitigation Plan, another document required by FEMA. Our portion is 25% of the \$21,500.

Councilperson Hollowell, Chairperson of the Flood Control Committee, explained that this is a grant that will help pay for hazard planning in the event of a flood.

** *Councilperson Ahner moved to call for the question, seconded by Councilperson Hollowell. On roll call vote, the motion passed by unanimous consent.*

* *Councilperson Ahner's motion to refer the resolution to the Finance Committee, on roll call vote, then passed unanimously, 8-0. **Resolution 3741 was referred to the Finance Committee.***

D. RESOLUTION NO. 3710: A Resolution Electing To Operate Under The All-Purpose Mill Levy And Fixing The Tax Levy For The General Fund, Ambulance Fund And Airport Fund To Be Levied And Assessed On All The Taxable Property In The City Of Miles City For Fiscal Year 2014-2015

** *Councilperson Galbraith moved to approve the resolution, read by title only and seconded by Councilperson Hollowell. On roll call vote, the motion passed by unanimous consent, 8-0. **Resolution No. 3710 was adopted.***

E. RESOLUTION NO. 3711: A Resolution Approving And Adopting A Final Budget For The City Of Miles City For FY 2014-2015; Authorizing Procedure For Adjustments To Appropriations For Certain Fee Based Budgets; Authorizing Procedure For Transferring Appropriations Between Items Within The Same Fund

** *Councilperson Galbraith moved to approve the resolution, read by title only and seconded by Councilperson Andrews. On roll call vote, the motion passed by unanimous consent, 8-0. **Resolution No. 3711 was adopted.***

ADJOURNMENT.

** *Councilperson Brush moved to adjourn the meeting, seconded by Councilperson Hollowell and passed unanimously, 8-0.*

The meeting was adjourned at 9:05 p.m.

C.A. Grenz, Mayor

Public Services Committee Meeting
August 7, 2014

The Public Services Committee met Thursday, August 7, 2014, at 6:00 pm in the City Hall conference room. Present were Committee Chairperson Jerry Partridge and Committee Members Dwayne Andrews and Susanne Galbraith. Committee Member John Hollowell was excused. Also present was Committee Recorder/Deputy City Clerk Connie Watts.

Chairperson Partridge called the meeting to order.

1. REQUESTS OF CITIZENS/PUBLIC COMMENT

None

REQUEST TO INSTALL FACILITIES AT SPOTTED EAGLE FOR RECREATIONAL PURPOSES

Bill Ronning, Duncan Bartholomew and C. J. Trusdale, board members of Walleyes Unlimited, spoke to the committee about the organization's desire to build an outdoor classroom at the west side of the lake for instructional activity. The facility would be in the form of a teepee, which would be in keeping with the original nature of the area.

A cement slab would be poured and the teepee, constructed of metal poles, would be erected on top of the cement. The BLM has offered to put up informational boards at the site. A metal imprint behind the structure will be donated depicting Native Americans as they came to and from the camp. They also intend to put cement benches around the structure so people can sit during classes or just for visitors to use if no classes are being conducted there at the time. The structure will not be covered.

An old restroom is located on the west side of the lake, which they also intend to replace. The planned facilities will be ADA compliant.

****** *Committee Member Galbraith moved to recommend approval of Walleyes Unlimited plan to construct an instructional area at Spotted Eagle, as well as approval of its other planned improvements. The motion was seconded by Committee Member Andrews and, after brief discussion, passed unanimously, 3-0.*

3. REQUEST TO INSTALL A BICYCLE RACK IN FRONT OF DOOR 804

Ahna Irish, owner of Door 804, requested permission to install a bicycle rack in front of her business at 804 Main Street. The tree originally planted in front of the business is gone, but the grate is still there. She suggested the City could remove the grate and save it for future use. She is trying to find a western-themed bicycle rack, similar to the others installed along Main Street. A rack that could hold three or four bicycles would be large enough.

Human Resources Committee
August 18, 2014

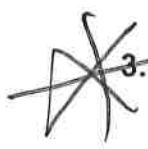
The **Human Resources Committee** met Monday, August 18, 2014, at 6:00 p.m. in the Conference Room at City Hall. Present were Chairperson Roxanna Brush and Committee Members Sheena Martin and Ken Gardner. Committee Member Mark Ahner was excused. Also present was Committee Recorder HR/Payroll Officer Billie Burkhalter.

1. Request of Citizens

-None.

2. Committee Member Comments

-None.

 **3. Review and Recommendation of updated Personnel Policy Manual**

- **Section 1: Recruiting and Hiring**

Chairperson Brush stated she had reviewed over the requested changes and/or additions to the policy and was in agreement with them.

*** Committee Member Brush moved to recommend to City Council to adopt the updated Personnel Policy Manual; Section 1: Employment Anti-Discrimination Practices; Section 2A: Recruitment and Selection and Section 2-B Recruitment and Selection Forms. Motion seconded by Committee Member Martin and motion passed unanimously.*

4. Adjournment

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

The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Billie D. Burkhalter, Recorder

Chairperson Roxanna Brush

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SECTION 1

Employment Anti-Discrimination Practices



City of Miles City



CITY OF MILES CITY PERSONNEL POLICY

Effective
Date:

Last Revised:

Employment Anti-Discrimination Practices

Resolution #

- **This policy supersedes all previous policies and/or handbooks published by the City of Miles City. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.**

PURPOSE

The City of Miles City believes that equal opportunity in employment is a moral and legal obligation. The City of Miles City is committed to providing equal opportunity for women, minorities, veterans, and person with disabilities in employment. The City of Miles City is further committed to upholding the multiple federal and state laws that prohibit discrimination on the basis of race, sex, age, religion, national origin, marital status, color, creed, disability (physical and mental), political beliefs, and veteran status.

POLICY

It is the policy of the City of Miles City to recruit and select persons for appointment and employment, and to train, advance, promote, and transfer such persons on the basis of individual capability, potential, or contribution to the programs and goals of the City.

The City of Miles City respects, supports, and observes the laws, directives and regulations of the state and federal government that prohibit discrimination. The effect of these laws is to remove the barriers that prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities. Therefore, no department may discriminate against a qualified individual with a disability on the basis of the disability in any aspect of the employment relationship, including:

- ✓ Recruitment, advertising, and job application procedures;
- ✓ Hiring, upgrading, promotion, award of tenure, demotion, transfer, reassignment,

- layoff, termination, right of return from layoff, and rehiring;
- ✓ Rates of pay or any other form of compensation and changes in compensation;
- ✓ Job assignment, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- ✓ Leaves of absence, sick leave or any other leave;
- ✓ Fringe benefits available by virtue of employment, whether or not administered by the covered entity;
- ✓ Selection and financial support for training, including: apprenticeships, professional meetings, conferences and other related activities, and selection for leaves of absence to pursue training;
- ✓ Activities sponsored by a covered entity including social and recreational programs; and,
- ✓ Any other term, condition, or privilege of employment.

AMERICANS WITH DISABILITIES ACT (ADA):

The City of Miles City is required to make a reasonable accommodation to known physical or mental limitations of an otherwise qualified individual unless to do so would impose an undue hardship on the employer. The ADA defines a qualified individual with a disability as an individual with a disability who satisfies the requisite skill, experience, education and other job related requirements of the position and who, with or without a reasonable accommodation, can perform the essential functions of the position.

A disability is a physical or mental impairment that substantially limits one or more major life activities. The term also applies to someone with a record of impairment or who is perceived or regarded as having a disability.

Essential functions mean the fundamental job duties of the position that are required to be performed by the employee either with or without an accommodation. A job function may be considered essential for several reasons including:

- ✓ The reason the position exists is to perform the function;
- ✓ There are limited number of employees available among whom the performance of that job function can be distributed; and/or
- ✓ The function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.

Whether a function is essential is a factual determination that must be made on a case-by-case basis. Evidence of whether a particular function is essential includes, but is not limited to:

- ✓ The employer's judgment as to which functions are essential;
- ✓ Written job descriptions prepared before advertising or interviewing applicants for the job;

- ✓ The amount of time spent on the job performing the function;
- ✓ The consequences of not requiring the incumbent to perform the function;
- ✓ The terms of a collective bargaining agreement;
- ✓ The work experience of past incumbents in the job; and/or
- ✓ The current work experience of incumbents in similar jobs.

It is critical to know which of the duties of a job are essential functions, because it may determine whether a person is qualified under ADA. A person must be able to perform the essential functions of the job either with or without a reasonable accommodation.

An accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. There are three categories of reasonable accommodation:

1. Accommodations that are required to ensure equal opportunity in the application process;
2. Accommodations that enable employees with disabilities to perform the essential functions of the position held or desired; and,
3. Accommodations that enable employees with disabilities to enjoy benefits and privileges of employment as are enjoyed by employees without disabilities.

An employer is not required to provide an accommodation that will impose an undue hardship on the operation of the employer's business. An undue hardship refers to any accommodation that would be unduly costly, extensive, substantial, or be disruptive. The Human Resources Officer should be contacted for information regarding undue hardship concerns.

The factors that are considered in determining whether an accommodation would impose an undue hardship include:

- ✓ The nature and net cost of the accommodation, taking into consideration the availability of tax credits and deductions, and/or outside funding;
- ✓ The overall financial Resources of the City, the number of persons employed at such facility, and the effect of expenses and Resources;
- ✓ The overall financial Resources of the employer, the overall size of the business with respect to the number of its employees, and the number, type and location of its facilities;
- ✓ The type of operation of the business, including the composition, structure and functions of the workforce, and the geographic separateness and administrative or fiscal relationship of the facility or facilities in question to the covered entity;
- ✓ The impact of the accommodation upon the operation of the facility including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business.

Applicants, employees and members of the public may file a grievance or complaint

based on the application or interpretation of laws, written rules, personnel policies and procedures which adversely affects them, unless specifically prohibited from doing so by statute or rule. Nothing in the City's rules precludes an applicant, employee, or member of the public who is alleging unlawful discrimination from concurrently exercising any statutorily protected right to file a timely complaint with a civil rights enforcement agency.

CLOSING

The City of Miles City will continue to monitor both State and Federal laws and will inform employees of any policy changes. The City reserves the right to change its policy or to make appropriate revisions, additions, or corrections as needed.

EQUAL EMPLOYMENT OPPORTUNITY:

PURPOSE

It is the objective of this policy to establish minimum standards for the implementation of Equal Employment Opportunity/Affirmative Action programs for all City departments, in compliance with relevant State and Federal law or regulation and executive order.

POLICY

It is the policy of the City of Miles City that:

- ✓ Equal Employment Opportunity is a goal of City government;
- ✓ Discriminatory barriers to employment or services in City government based on race, color, religion, creed, sex, national origin, age, physical or mental disability, marital status, or political belief must be eliminated, in accordance with relevant State and Federal laws; and
- ✓ An effective City Equal Employment Opportunity program must be implemented and maintained.
- ✓ Compliance with 49-3-201MCA will be accomplished by:
 - Promulgating written directives to carry out EEO Policy and to guarantee equal employment opportunities in all levels of government;
 - Regularly reviewing personnel practices to assure compliance;
 - Conducting continuing orientation and training programs with emphasis on human relations and fair employment practices.

MAYOR AND HUMAN RESOURCES OFFICERS RESPONSIBILITIES:

The Mayor in conjunction with the Human Resources Officer has the responsibility to

administer and implement the City's Equal Employment Opportunity.

At the minimum, the Mayor in conjunction with the Human Resources Officer shall perform the following functions:

- ✓ Develop EEO standards and guidelines, and administrative systems to support the City's EEO program;
- ✓ Provide for any EEO analysis and technical assistance needed;
- ✓ Review and approve all City affirmative action plans for compliance with Federal and State Law and with the requirements of Equal Employment Opportunity guidelines;
- ✓ Provide training for City departments.

CITY PROGRAM:

The Mayor in conjunction with the Human Resources Officer is responsible for the implementation of the City's equal employment opportunity. All City Departments are covered under this rule.

The program at a minimum shall include a policy statement and a plan of corrective measures described in this rule.

The City shall develop a written EEO Policy Statement for internal and external dissemination. The EEO policy statement shall include, at a minimum, the following elements:

- ✓ A statement that it is the policy of the City to provide equal employment opportunity (EEO) to all person regardless of race, color, religion, creed, sex, national origin, age, disability, marital status or political belief with the exception of special programs established by law
- ✓ The City will take action to equalize employment opportunities at all levels of agency operations where there is evidence that there have been barriers to employment for those classes of people who have traditionally been denied equal employment opportunity;
- ✓ The City will make a commitment to provide reasonable accommodations to any known disability that may interfere with a disabled applicant's ability to compete in the selection process or a disabled employee's ability to perform the essential duties of a job;
- ✓ The City will guarantee employee protection against retaliation for lawfully opposing any discriminatory practice, including the filing of an internal grievance, the filing of a union grievance, the filing of a Discrimination/Harassment Complaint, the initiation of an external administrative or legal proceeding or testifying in or participation in any of the above;
- ✓ Assign responsibility for coordinating the City program and for attempting to resolve employee EEO complaints to a designated EEO Officer and assigning

responsibility for implement the program to all Department Directors and supervisors

- ✓ Mayor and Human Resources Officers signature and date.

When required, the Mayor in conjunction with the Human Resources Officer shall establish an EEO Action Plan, which is based on an analysis of current data, which identifies problem areas and establishing goals, timetables and action items to correct problem areas.



CITY OF MILES CITY

Effective
Date:

Last Revised:

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the City of Miles City to provide equal employment opportunity (EEO) to all persons regardless of race, color religion creed, sex, national origin, age, mental or physical disability, marital status, or political belief with the exception of special programs established by law.

The City of Miles City will take action to equalize employment opportunities to all levels of City operations where there is evidence that there have been barriers to employment for those classes of people who have traditionally been denied equal employment opportunity.

The City of Miles City makes a commitment to provide reasonable accommodation to any known disability that may interfere with a disabled applicant's ability to compete in the selection process or a disabled employee's ability to perform the duties of the job.

The City of Miles City guarantees employee protection against retaliation for lawfully opposing any discriminatory practice, including the filing of an internal grievance, the filing of a union grievance, the filing of a Discrimination/Harassment Complaint, the initiation of an external administrative or legal proceeding or testifying in or participating in any of the above.

The designated EEO Officer of the City of Miles City and the person responsible for coordinating the City's program is the Human Resources Officer in conjunction with the Mayor. Human Resources Officer can be reached at City Hall or by phone at #874-8601.

Sustaining this policy is the responsibility of all who work for the City.

Mayor

Date

Human Resources Officer

Date

DISCRIMINATION COMPLAINT PROCESS:

If a City employee or other individual believes he/she has been discriminated against on the basis of race, creed, national origin, color, sex, religion, physical or mental disability, marital status, age or political belief, the individual may take action submitting the complaint to Human Resources'.

The complaint may also be submitted to any of the following levels:

- Department Director or Immediate Supervisor
- Human Resources'
- Mayor
- State of Montana Human Rights Commission within 180 calendar days of the alleged action or incident.

Complete confidentiality may be requested and will be complied with to the extent legally possible.

An individual is encouraged to first discuss their complaint with their Department Director or immediate supervisor, in an effort to settle the issue at the lowest possible level. Discussions should occur within 10 days of the incident.

If the complaint is not resolved at the Departmental level, the Discrimination/ Harassment Complaint and Investigation form shall be filed with Human Resources' within 30 days of the incident. The Mayor in conjunction with Human Resources' and the City's Attorney will investigate, with the goal of concluding the investigation within 45 days of the receipt of the complaint.

If the City of Miles City cannot resolve the complaint, then the complainant shall be notified of all appeal rights.

Should the complaint decide not to pursue the complaint, a signed withdrawal statement shall be obtained.



CITY OF MILES CITY
DISCRIMINATION / HARASSMENT COMPLAINT AND
INVESTIGATION FORM

To be Completed by Complainant:

Last Name: _____ First Name: _____ MI: _____
 Address: _____ City: _____ State/Zip: _____
 Work #: _____ Home #: _____ Email: _____
 Position: _____ Department: _____

BASIS OF COMPLAINT: Race Color National Origin Sex Age
 Disability Creed Religion Marital Status Political Belief

DETAILED STATEMENT OF THE COMPLAINT: Attachment

INVESTIGATION PROCESS - Witnesses: (use additional sheet if necessary)

Last Name: _____ First Name: _____ MI: _____
 Address: _____ City: _____ State/Zip: _____
 Work #: _____ Home #: _____ Email: _____

COMPLAINANT SIGNATURE:


Signature: _____ Date: _____

SECTION 2-A

Recruitment and Selection



City of Miles City

	CITY OF MILES CITY PERSONNEL POLICY	Effective Date:	
		Last Revised:	
Recruitment and Selection			
Resolution #			

- **This policy supersedes all previous policies and/or handbooks published by the City of Miles City. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.**

PURPOSE

This policy provides guidance for the recruitment and selection of applicants for the City of Miles City vacant positions.

POLICY

It is the policy of the City of Miles City to recruit and select persons for appointment and employment, and to train, advance, promote, and transfer such persons on the basis of individual capability, potential, or contribution to the programs and goals of the City.

Each Department Director, supervisor and employee of the City of Miles City is responsible for conducting employment activities in support of and in compliance with this policy.

The City of Miles City respects, supports, and observes the laws, directives and regulations of the State and Federal Government that prohibit discrimination.

This Recruitment and Selection policy is related to but not limited to; recruitment, selection and testing. This policy does not preclude discrimination based on bona fide occupational qualifications or other recognized exceptions under the law.

PROCEDURE

Personnel Requisition Form:

A “Personnel Requisition Form” will be filled out by the Director of the vacant/open position and forwarded to the Mayor for approval. The Director will then forward the form to the Human Resources/Payroll Office to initiate recruitment procedures.

Recruitment and advertising may begin immediately when the Mayor has been notified in writing that a position is being left vacant/open.

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 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 of Miles City employees. The City of Miles 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 of Miles City are eligible for inclusion on a recall 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 Resources/Payroll Office and referred to as a first step when an opening occurs with the City of Miles 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 applicants must apply for these vacancies within three (3) working days of this notification.
- B. The Human Resources/Payroll Office will compare all openings to the Job Registry list for identification of potential applicants, and submit the list of potential applicants to the Mayor or the Mayor's designee. Qualified laid off employees of the City of Miles City will receive the highest level of preference in filling openings when possible. However, inclusion of a laid off employee(s) on the Registry list must not be interpreted as exclusive hiring rights.
- C. Registry members will be considered prior to Internal Recruitment. In circumstances when a tie between two substantially equally qualified applicants exists on the Registry list, the applicant 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 withdrawals in writing from participation; or
 - One year has elapsed since the employee's effective date of lay off.

- E. Recruitment activities through recall 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. Human Resources/Payroll Office 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 of Miles City intends on recruiting internally.
- G. Once the 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 Two – 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 applicants inquiring about open positions will be given an opportunity to apply; however, the City of Miles City reserves the right to hire applicants from outside when it determines, in 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 Resources/Payroll Office 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 Human Resources/Payroll Officer will notify all internal applicants if selected, or, if they are not selected and that the City of Miles City intends to recruit externally. Once the Mayor has determined that 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 of Miles 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.
- G. In the event the City of Miles 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 of Miles 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 Three – General Public Recruitment: (10 Working Days)

- A. The Human Resources/Payroll Office will post a vacancy externally to the general public if

no qualified Registry applicant 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 Mayor, in consultation with the Human Resources/Payroll Officer.

- B. All City of Miles City vacancies subject to external procedures will be made known to the job seeking public. The Mayor may elect to utilize any of the following recruitment sources, Job Service listing, newspaper, the Internet, Community Colleges, or other appropriate sources. The 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 recordkeeping and compliance purposes. Recruitment sources will include both internal and external origins, as described above.

Application Screening:

- A. The 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 process these qualifications. All applicants must complete a City of Miles City employment application form.
- B. Applications of applicants will be forwarded to the Mayor for consideration. The Mayor, in consultation with the immediate supervisor for the position being hired, will select the top applicants for interview based upon a review of qualifications and/or supplemental application questions.
- C. All applications and/or resumes will be retained by the City of Miles City for two years, or as mandated by 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.

Application Screening 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 time 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 applicants. 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 Human Resources Committee.

Personal Interview of Selected Applicants:

- A. The Mayor shall appoint a Hiring Committee, consisting of 3 or 4 members, one of which must be the immediate supervisor for the position being hired. The Human Resources/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 applicant for the position. The primary objective of the personal interview is to achieve the best match between the applicant's qualifications and the job requirements. Interviews are a reliable method of determining more about the capabilities of minimally qualified applicants. Although interviews are important, the other selection criteria, such as those listed under "Selection Devices" shall be considered. Follow-up questions, as long as they are job related, may be asked of the applicant. These follow-up questions may be based upon an answer to a previously asked question or based upon the application material that the applicant submitted. All follow-up questions must be captured for retention in the recruitment file. Further information on conducting interviews may be found in the "Employment Interview Guide" and the "Do's and Don'ts of Interview Questions".
- B. The Human Resources/Payroll Officer is responsible for contacting applicants for interviews. If applicants are contacted by phone, they need to be informed of the date, time, and location of the interview. If the applicant cannot be contacted by phone, a letter should be sent and the aforementioned information shall be provided. Applicants who do not show up at the appointed time or applicants who withdraw from the interview process may be removed from the applicant pool.
- C. Internal applicants, for City vacancies, will be granted paid time to attend the interview. once the interview is completed, the employee is expected to return to their work assignment and complete their respective shift.
- D. 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 applicant. The responses of the applicants are then measured against a pre-determined set of guidelines, and ranked accordingly.
- E. The Mayor, with the advice of the Hiring Committee, shall select a person or persons who will 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 reference and background check.
- F. If the vacant position is a "Department Director" the Mayor may appoint, but will need the

consent of the majority of the Council for finalization of the employment offer. (Section 7-3-213, MCA)

Selection Devices:

The City recognizes many selection devices as long as they:

- Are job related
- Do not create an undue barrier to employment or advancement for protected classes
- Are in compliance with existing policies, bargaining contracts, and relevant State and Federal laws.

Selection devices must be defensible and must allow for the selection of the best applicant for the vacant/open position. Selection criteria must be applied equally to all applicants. Possible selection devices include any combination of the following items.

- Structured questions and suggested answers
- Behavioral questions and suggested answers
- Applicable job-related performance tests
- Relevant education and experience
- Supplemental questions
- Written interview questions.

Background Check:

- A. The City of Miles City conducts all reference and background checks through Orion International Corporation. A “Request for Investigation” will be completed by the Director for the department hiring and forwarded to the Human Resources/Payroll Officer.
- B. All interviewed applicants will be required to consent to and sign an “Authorization to Release” form and “Acknowledgement” form. All interviewed applicants will receive a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act”.

Employment Confirmation:

- A. Once the final selection is made the successful applicant must be provided with an official Confirmation Letter from the Mayor’s office.
- B. The Confirmation letter will address the following topics:
 - Title of job offered
 - Director’s name and hiring department
 - Starting salary & benefits
 - Classification, i.e.; Exempt – Non Exempt status
 - Start date with initial work schedule and where to report to work
 - Probationary period information
 - Request for documentation regarding identity and employment eligibility
 - Any other terms and conditions of employment
 - Request for applicants’ signature on confirmation letter
 - A deadline for return of said letter to the City.

- C. The Mayor may establish a salary using the “2012 Wage and Benefits Analysis” as a guideline, so long as the salary is within the amount budgeted for said position. If the Mayor feels that an increase in salary is necessary, such amount must be approved by the City Council. The Mayor may also, in his/her discretion, offer a lesser amount in salary. Any exceptions to the “2012 Wage and Benefit Analysis” shall be documented by the Mayor and kept in the hiring/payroll/personnel files.
- D. The Confirmation Letter must accentuate the point that the City of Miles City does not recognize any other offers or promises made to the applicant, 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.

Unsuccessful Applicant Notification Letters:

Both internal and external unsuccessful applicants will be notified in writing by the Human Resources/Payroll Officer. Additionally, internal applicants and interviewed applicants will receive a phone call from the Human Resources/Payroll Officer prior to the written notification.

Document Retention:

The following materials shall be included among the documents to be saved, by Human Resources/Payroll Office, for each selection and retained for a period of two years:

- Job description
- Vacancy announcement(s)
- A copy of advertisements and a list of all recruitment sources
- All applications, supplements, questionnaires and other application material
- A copy of all selection procedures and any criteria used to evaluate performance
- Names and titles of any persons who participated in the design or administration of the selection procedures
- Correspondence with applicants
- A copy of the hire letter.

Confidentiality and Access to Materials:

All applications and selection materials shall be confidential, unless otherwise stated on the vacancy announcement, and may not be released to any person not involved in administering the hiring process. Materials may be released upon the receipt of a properly executed administrative or judicial order. Human Resources may discuss, upon request from an applicant, the selection process and scores (if applicable) related to that individual. Information about other applicants is confidential and may not be released.

Prospective Full/Part Time Dispatcher Applicants:

The Recruitment and Selection Policy will be followed with exception to the following: The 911 Coordinator will conduct all criminal and driving background checks through CJIN/NCIC State system. All applicants will be required, consent to and sign an “Authorization to Release-Dispatch” form and “Acknowledgement” form upon completion of a City of Miles City application. All applicants will receive

a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act". The 911 Coordinator will then conduct a preliminary interview of all qualifying applicants. Successful applicants will be forwarded to the Mayor for Applicant Screening.

Prospective Full Time Firefighters/EMTs Applicants:

The City is a member of the Montana Firefighters Testing Consortium (MFTC). Firefighter applications for employment will only be accepted from persons who have successfully completed MFTC testing and are currently on the MFTC eligibility list. Each time a vacancy occurs, all such persons on this list will be notified in writing and invited to submit an application.

Applicants shall be required to complete a City of Miles City employment application. Applicants shall also be required to consent to and sign an "Authorization to Release" form and an "Acknowledgement" form. All applicants will receive a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act". The selection process will consist of the Fire Chief with his/her Hiring Committee reviewing applications, verifying scores and abilities as determined by previous screening test(s) administered by the MFTC. The Fire Chief will conduct background checks that may include verification of: previous employment, listed credentials, previous training, education and work experience. All of these verifications are part of the preliminary screening of the applicant, and pending the successful outcome of this screening process, the Fire Chief and the Hiring Committee will conduct an oral interview with the applicant.

This policy does not preclude lateral transfers of qualified applicants from other Fire Departments.

Prospective Full Time Police Officer Applicants:


The City is a member of the Montana Law Enforcement Testing Consortium (MLETC). Police Officer applications for employment will only be accepted from persons who have successfully completed MLETC testing and are currently on the MLETC eligibility list. Each time a vacancy occurs, all such persons on this list will be notified in writing and invited to submit an application.

Applicants shall be required to complete a City of Miles City employment application. Applicants shall also be required to consent to and sign an "Authorization to Release-Police" form and an "Acknowledgement" form. All applicants will receive a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act". The selection process will consist of the Police Chief with his/her Hiring Committee reviewing applications, verifying scores and abilities as determined by previous screening test(s) administered by the MLETC. The Police Chief will conduct background checks that may include verification of: previous employment, listed credentials, previous training, education and work experience. All of these verifications are part of the preliminary screening of the applicant, and pending the successful outcome of this screening process, the Police and the Hiring Committee will then conduct an oral interview with the applicant. Upon successful completion of this process, the Police Chief and Hiring Committee will then recommend the applicant to be interviewed by the Miles City Police Commission for final approval.

This policy does not preclude lateral transfers of qualified applicants from other Police Departments.

CLOSING

Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

 CITY OF MILES CITY PERSONNEL POLICY	Effective Date:	
	Last Revised:	
Nepotism		

- **This policy supersedes all previous policies and/or handbooks published by the City of Miles City. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.**

PURPOSE

To establish policy for the employment of immediate relatives in order to assure the reality and appearance of fairness in the best interest of the City of Miles City.

POLICY

All personnel matters carried out by the City of Miles City shall be administered on the basis of merit and through regular management procedures except:

- No one participating actively in the appointment or hiring of a position, (i.e., City Councilmembers, the Mayor, Department Directors, etc.) shall appoint any person related or connected by consanguinity within the 4th degree or by affinity within the 2nd degree.
- No one may be appointed or hired to a position within a City Department if related or connected by consanguinity within the 4th degree or by affinity within the 2nd degree to any person sitting on a board or commission representing or advising that department.

DEFINITIONS

CONSANGUINITY: Means blood relation.


- Degrees are determined as:
 1. A parent or child is 1st degree
 2. A grandparent, grandchild, brother or sister are 2nd degree
 3. An uncle, aunt, nephew, niece and great-grandparent or great grandchild are 3rd degree
 4. A first cousin, a great uncle or aunt, and great-great grandparents and grandchildren are 4th degree

AFFINITY: Means relationship by marriage.

- Degrees are determined as:
 1. Husband and wife are 1st degree
 2. Brothers, sisters, fathers, mothers-in-law and fathers-in-law are 2nd degree

CLOSING

Employment of relatives in the same area of an organization may cause conflict and problems effecting employee morale or could result in perceived favoritism and claims of partiality. The City will monitor and address any potential issues when direct supervision of employees involves consanguinity or affinity. The City may refuse to assign or reassign related employees when conflicts have occurred or are likely, or when the work environment may be strained.

 <p style="text-align: center;">CITY OF MILES CITY PERSONNEL POLICY</p>	Effective Date:	
	Last Revised:	
Employment Preference Guide		

Veterans’ Public Employment Preference:

It is the policy of the City of Miles City, to provide preference in employment to veterans, disabled veterans, and eligible relatives, as required in Title 39, Chapter 29, Part 101 MCA.

Whenever the hiring committee uses a scored procedure, a veteran who is an initial applicant for hiring with the City, must have added to his/her score the following percentage points of the total possible points that may be granted in the scored procedure:

- 5 percentage points for being a veteran; and
- 10 percentage points if the veteran is disabled or an eligible relative.

In order for a veteran, disabled veteran, or eligible relative to be eligible for the preference, the applicant must be:

- A United States citizen; and
- Meet the minimum qualifications for the position applied for. If no applicant meets the minimum qualifications and the hiring supervisor fills a training position, then veterans’ preference must be applied.

A disabled veteran who receives 10 percentage points for being disabled does not receive an additional 5 points for just being a veteran. The maximum percentage points that can be earned by a veteran is 10.

If the hiring committee does not use a scored process, the hiring committee must give preference to a disabled veteran, eligible relative, or veteran, in that order, over any non-preferred applicant holding substantially equal qualifications.

Persons with Disabilities Employment Preference:

It is the policy of the City of Miles City to provide preference in employment to eligible person with disabilities and certain spouses, when they are substantially equal in qualifications to others applying for initial appointments to positions, as required by the Persons with Disabilities Employment Preference Act, Title 39, Chapter 30, Part 101 MCA.

If an applicant who is a person with a disability or eligible spouse meets the eligibility requirements and claims a preference, the City shall hire the applicant over any other applicant with substantially equal

qualifications who is not a preference-eligible applicant when:

- The applicant has claimed a preference as required; and,
- The hiring is an initial hiring to employment covered.

A preference-eligible applicant who is a person with a disability shall be hired over any other preference-eligible applicant with substantially equal qualifications when the applicant also meets the requirements of this rule.

As provided for in Title 39, Chapter 30, Part 202, MCA; In order for a person to claim preference for a disability or eligible relative to claim preference, the applicant must be:

- A United States citizen;
- The individual has resided continuously in the state for at least 1 year immediately before applying for employment;
- The individual has resided for at least 30 days immediately before applying for employment in the city, town or county in which employment is being sought; and
- The individual meets those requirements considered necessary to successfully perform the essential duties of the position for which the individual is applying.

Notice and Claim of Preference:	VETERAN	39-29-103 MCA
	DISABLED	39-30-206 MCA

The City of Miles City shall, by posting or with the application form, give notice of the hiring preferences.

A job applicant who believes that the applicant has an employment preference shall claim the preference in writing before the time for filing applicants for the position involved has passed. Failure to make a timely employment preference claim for a position is a complete defense to an action in regard that that position under 39-29-104 MCA, and 39-30-207 MCA.

If an applicant for a position makes a timely written employment preference claim, the public employer shall give written notice of its hiring decision to each applicant claim preference.

Enforcement of Preference:	VETERAN	39-29-104 MCA
	DISABLED	39-30-207 MCA

Further information regarding Enforcement of Preference may be requested from the Human Resources Office.



CITY OF MILES CITY PERSONNEL POLICY

Effective
Date:

Last Revised:

Employment Interview Guide & Do's and Don'ts of Interview Questions

The Interview Process

The following guidelines are provided as an aid in complying with City of Miles City policy and procedures and with federal and state laws. Before the interview, take a few minutes to study the job application and supplemental materials. Never write on the original application or resume; your comments, "squiggles," highlighting, etc., could be used in legal proceedings if a subpoena is issued for the application materials. The application can be your interview map--keep it visible during the interview to keep you on track.

Create a relaxed interview setting:

The interview setting should be quiet, comfortable, and free of distraction from telephones and any other kind of interruption. If you must use an office, arrange that all phone calls be forwarded to another line. Keep on schedule, as applicants become apprehensive when asked to wait.

Ask each applicant to arrive 10 to 15 minutes before the interview. Give him/her a copy of the position description and any other materials you feel are important before the interview. Allow at least 15 minutes between interviews to permit applicant to come and go without overlap, and to allow the Hiring Committee members to evaluate an applicant's responses to questions while the answers are still fresh in their minds.

Follow a logical sequence:

Keep the same format for each applicant and allow an equal amount of time for each applicant to answer questions. Introduce the applicant to the rest of the committee and invite him or her to be seated. Provide information regarding the expected timeframe for filling the position and what the interview is meant to accomplish. You can briefly define the job responsibilities.

Let the applicant do the talking:

After defining the job responsibilities, let the applicant "do the talking." It is extremely important to listen and concentrate on what he/she is saying. The applicant should carry 80-85% of the total

conversation. The Hiring Committee members' input should be limited to asking questions, probing deeper, and keeping the applicant on track. The panel should clear up points on the application form, asking follow-up questions that encourage the applicant to talk. Ask only questions that are directly related to the job. Use "W" questions--who, what, when, where, and why; also, how? Several types of questions are useful:

- **Direct questions** are easy to understand, and are more likely to yield concise answers and specific information. Example: *"Why did you apply for this position?"*
- **Open ended questions** often produce unexpected and valuable information, it may reveal attitudes and feelings, and can indicate how well an applicant can organize his/her thoughts. Example: *"Tell us about your job at XYZ Corp."*
- **Behavioral questions** are encouraged. These types of questions require applicant to analyze a situation and can reveal the extent of his/her experience. Example: *Describe an experience when you...* These questions must be specifically related to the job functions discussed in the position description.
- **Probing questions**, such as *"Could you explain what you mean by ...?"* can further clarify the applicant's views.

Allow silence after asking a question so that you don't interrupt the applicants thinking process. Encourage the applicant with: *"Take your time, we want you to be specific."*

Be mindful of your questions:

Formulate questions that indicate whether or not an applicant meets the requirements you have established for the position. Keep three rules in mind:

- Ask questions that focus on past employment performance. Avoid questions that address the applicant's personal lifestyles or habits.
- Ask questions that relate to your listed skill, ability, knowledge or experience requirements.
- Ask the same questions of all applicants.

Avoid:

- Closed questions that require merely a yes or no response
- Multiple questions that require several answers
- "Loaded" questions that force a choice between two alternatives
- Questions that are illegal and dealing with areas that are not factors for job performance, such as **gender** (if you would not ask a question of a man, do not ask it of a woman, and vice versa), **age, race, religion, veteran status, marital status, political belief, medical conditions** (do not make medical judgments or disqualify an **applicant** on factors that are purely medical in nature), and disability (it is illegal

to ask about the nature and/or severity of the disability, the condition causing the disability, if the applicant will need treatment or special leave because of the disability, or about any prognosis or expectation regarding the condition or disability). Contact your Human Resources Officer if you have questions.

Take Notes:

Taking notes will help you remember details of the interview; however, writing notes during the interview could be distracting and upsetting to an applicant. If you plan to take notes, explain before the interview starts that you will be taking notes of the applicant's responses to interview questions so that you will not have to rely on memory. This should help reduce suspicion and nervousness. Make sure you maintain some eye contact while you are writing.

Close on a proper note:

After the Hiring Committee members have explored all performance factors, they can ask the applicant if he or she has any questions, needs clarification, or anything to add. Thank the applicant for coming, and explain your notification process--when a decision will be made, whether a second interview will be conducted, and how applicants will be notified. Remember to smile, shake hands, and lead the applicant to the door.

Note: *Keep the process the same for all applicants.*

Do's & Don'ts of Interview Questions

The rule of thumb: if a question is job related, it is usually appropriate to ask. If it isn't job related, caution is in order. Any questions involving race, religion, gender, marital status, and so on must be avoided in application forms and during interviews.

YOU MAY ASK

QUESTIONS & STATEMENTS TO AVOID

AGE	Are you 18 years or older?	How old are you? When did you graduate from high school? How do you feel about working for a person younger than you? You must be getting close to retirement age....
GENDER	Do you have responsibilities other than work that will prevent you from performing specific job requirements such as traveling? What hours and days can you work? Have you ever worked under a different name?	Do you have plans for having children? Childcare is so hard to get. Do you have any babysitting problems? What is your maiden name? How would you feel working for a man/woman? Our customers sometimes prefer to be served by men. I hope you don't have a problem with that. Do you think your women's intuition would come in handy on this job? Tell me...how did a man come to be interested in this kind of work?
ARRESTS	It is best to only ask about <i>convictions</i> for crimes related to the job.	Have you ever been arrested?
RACE	None	There aren't very many minorities in our department. Will that be a problem for you? You look like you have an interesting family history. How would you define your race?
SEXUAL ORIENTATION	Request the name of a person to contact only after the individual is employed.	What is the name of a relative to be notified in case of an emergency? Are you married? <i>You people</i> are so creative; you'd be just perfect for the job. This is a real family oriented department. Is that okay with you?

YOU MAY ASK

**QUESTIONS & STATEMENTS
TO AVOID**

<p>NATIONAL ORIGIN</p>	<p>Are you legally eligible to work in the United States?</p> <p>After making a conditional offer, an employer may inform the applicant that they will have to produce documents for work eligibility.</p>	<p>Where were you born?</p> <p>Of what country are you a citizen? Yablonski, what kind of name is that?</p> <p>I see you speak Spanish. Did you learn that in your native country or in school?</p>
<p>RELIGION</p>	<p>Will you be available to work the required schedule?</p>	<p>What church do you attend?</p> <p>Will you need to take time off from work to observe (name of particular religious holiday)?</p>
<p>EDUCATION</p>	<p>Do you have a high school diploma or equivalent?</p> <p>Do you have a university degree?</p>	<p>When did you graduate from high school or college?</p>
<p>MILITARY</p>	<p>What type of education, training, and experience did you receive in the military?</p>	<p>What type of discharge did you receive?</p>
<p>WORKER'S COMP</p>	<p>None</p>	<p>Have you ever filed for worker's compensation?</p> <p>Have you had any prior work injuries?</p>
<p>DISABILITY</p>	<p>Are you able to perform the duties of the job with or without accommodation?</p> <p>If the applicant indicates that she/he can perform the tasks with an accommodation, you may ask:</p> <p>What accommodation would you need in order to perform the tasks?</p> <p>Now that you have heard the hours, leave policies, and other requirements of this position, do you feel you will be able to meet these requirements?</p> <p>An employer may make medical inquiries or require a medical examination of all applicants at the stage a conditional job offer is made.</p>	<p>Do you have any disabilities?</p> <p>Are you in good health?</p> <p>Do you have any physical defects that prevent you from performing certain kinds of work?</p> <p>That's a noticeable limp....</p> <p>Those are very thick glasses...How severe is your disability?</p> <p>What is the prognosis for your condition?</p> <p>Will you require a special leave because of your disability or its treatment?</p> <p>Please list any conditions or diseases you were treated for in the last 3 years.</p> <p>How many days were you absent last year because of illness?</p> <p>Have you ever been treated by a psychiatrist or counselor?</p> <p>Do you have any family members or relatives who are disabled?</p>

SECTION 2-B

Recruitment and Selection Forms



City of Miles City



City of Miles City Employment Application

- ✓ Please complete this application by typing or printing in ink. **INCOMPLETE** applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, disability, or political belief
- ✓ Do you need an accommodation to participate in the application or interview process? ___ Yes ___ No

Job #: _____ Job Title: _____

Personal Data

Name: _____ E-Mail Address: _____

Present Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Message Phone: _____

Driver's License: _____ Operator ___ CDL ___ CDL Type ___ Endorsements: _____

Education

High School Diploma or Equivalent ___ Yes ___ No Post Secondary Degree? _____

Name of school beyond High School: _____

Training Length: _____ Date Completed: _____

Major: _____ Minor: _____

Apprenticeship Level: _____ In which trade? _____

Work Experience (list most recent work experience first)

Company Name: _____ Immediate Supervisor: _____

Complete Address: _____

Job Title: _____ Phone: _____

Job Description: (duties, skills, equipment used) _____

Dates: From _____ To _____ Reason for leaving: _____

Work Experience

Company Name: _____ Immediate Supervisor: _____

Complete Address: _____

Job Title: _____ Phone: _____

Job Description: (duties, skills, equipment used)

Dates: From _____ To _____ Reason for leaving: _____

Work Experience

Company Name: _____ Immediate Supervisor: _____

Complete Address: _____

Job Title: _____ Phone: _____

Job Description: (duties, skills, equipment used)

Dates: From _____ To _____ Reason for leaving: _____

Additional information that could help you qualify for this position

Examples include: Classes (include dates), certificates, current licenses, specific equipment and other skills.

List References (preferably persons who know about your work/training)

Name	Address	Phone Number

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer? _____ Yes _____ No

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

Signature: _____ Date: _____

EMPLOYMENT PREFERENCE FORM

Name: _____ Position Applied for: _____

Employment preference allows applicants to claim a preference under the Veterans' Public Employment Preference Act or the Persons with Disabilities Public Employment Preference Act. Applying for a preference is voluntary. All information related to a preference will be kept confidential and used only during the hiring process. Applicants hired by the City of Miles City will have this information placed in a separate confidential selection file.

Contact your local Job Service Workforce Center for details on veterans' preference. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services (DPHHS) for details on obtaining persons with disabilities preference certification.

1. To claim **Veterans' Employment Preference** you must be a U.S. Citizen and (check one of the boxes below):

- A Veteran, if**
 - 1) You were separated under honorable conditions, **AND** you served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
 - 2) You are or were a member of the Montana Army or Air National Guard who satisfactorily completed a minimum of 6 years service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

- A Disabled Veteran, if**
 - 1) You were separated under honorable conditions from military duty, **AND**
 - 2) You have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

- The spouse of a disabled veteran, if the veteran's disability prevents him or her from working.**

- The unremarried surviving spouse of a veteran or disabled veteran.**

- The mother of a veteran, if**
 - 1) The veteran died under honorable conditions while serving in the Armed Forces, or the veteran has a service-connected, permanent, and total disability, **AND**
 - 2) Your spouse is totally disabled, **OR** you are unremarried widow of the father of the veteran

2. To claim **Montana Persons with Disabilities Employment Preference**, you must be (check one of the boxes below):

- A person with a disability** certified by DPHHS, **OR**
- The spouse** of a totally (100%) disabled person certified by DPHHS **AND** have resided continuously in Montana for at least 1 year immediately before applying for employment

3. **In the box below, check the attachment you have included to document your eligibility for employment preference.**

- DD-214 showing the character of discharge Service-connected disability letter
- DPHHS Disability Certification
- A document issued by the Office of the Adjutant General of the Montana National Guard certifying service

SIGNATURE (typed or written): _____

DATE SIGNED: _____

APPLICANT SURVEY

Title VII of the U.S. Civil Rights Act requires the State of Montana to “make and keep records relevant to the determinations of whether unlawful employment practices have been or being committed”. This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and person with disabilities. The following survey helps to fulfill these requirements.

This applicant survey will be separated from your application. The City of Miles City is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary. Refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Position Closing Date: _____

Male Female

Are you 18 years or older? Yes No

Name: _____ Social Security No. _____

Job Applied For: _____ Department: _____

How did you first learn of this position?

Newspaper ad or journal ad Telephone Job Line Career/Job Fair
 Job Service A friend/employee Posted at City Hall
 Female, minority, or handicapped referral organization Other (specify): _____

RACE/ETHNICITY – Please check the ONE box that best describes your race/ethnicity:

Hispanic or Latino – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins regardless of race

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North American

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander (Not Hispanic Or Latino) - A person having origins in any of the Hawaii, Guam, Samoa, or other Pacific Islands

Asian (Not Hispanic or Latino) -A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) –A person having origins in any of the original peoples of North and South America (Including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races

MILITARY STATUS – Please check the ONE box that best describes your military status:

No Military Service Inactive Reserve Vietnam Veteran
 Active Reserve Retired Other Veteran

DISABLED VETERAN

DISABLED PERSONS' EMPLOYMENT PREFERENCE



CITY OF MILES CITY

PERSONNEL REQUISITION FORM

To be Completed by Requesting Department

Department: _____ Date of Request: _____

Date Needed: _____ Position to be Filled: _____

Position Type:

Full-Time Temporary Replacement
 Part-Time Seasonal New Position

Budgeted Position (circle one): Yes No If no, please explain:

Brief Description of Essential Functions:

Check if Position Description is attached

Specific Qualifications/Requirements Not Indicated in Position Description :

Department Head Signature: _____

- Approved
 Not Approved

Date Hired: _____

Mayors Signature: _____ **Date:** _____

Human Resource Officer: _____ **Date:** _____



CITY OF MILES CITY

APPLICANT SCREENING FORM

To be Completed by Interviewer

Applicant: _____ Position Interviewed: _____

Scoring

Applicant evaluation forms are to be completed by the interviewer to rank the applicants overall qualifications for the position. Under each heading the interviewer should give the applicant a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5-Exceptional 4-Above Average 3-Average 2-Satisfactory 1-Unsatisfactory

		1	2	3	4	5	
Relevant Education	Rating:						_____
Job Experience	Rating:						_____
Ability to Learn	Rating:						_____
Attitude	Rating:						_____
Communication Skills	Rating:						_____
Cooperation	Rating:						_____
Motivation	Rating:						_____
Overall Impression	Rating:						_____

Total: _____

5 percentage points Veteran Status _____

10 percentage points Disabled Veteran or Spouse _____ *(10 max)

Date Available _____ Total: _____

Comments _____

Recommended for Hire: YES NO NOT SURE

Interviewer Signature: _____ Date: _____



CITY OF MILES CITY

REQUEST FOR INVESTIGATION

To be Completed by Requesting Department

To: Orion International Corporation
 Fax: 406-458-8787
 Telephone: 406-458-8797 or 8796

From: City of Miles City
 Fax: 406-234-2903

Department: _____ Director: _____

Please conduct an investigation as outlined below on the following individual. **(please print)**

Name: _____ Date: _____

Please check all that apply:

- Montana Criminal Check
- Montana Sexual/Violent Offender Check
- Montana Professional Licensing Check: _____ (profession)
- Montana Driving Record, License#: _____
- Out of State Criminal Check in: _____ (states)
- Out of State Sexual/Violent Offender Check in: _____ (states)
- Out of State Professional Licensing Check in : _____ (states)
- Out of State Driving Record in: _____ states) License #: _____
- Social Security Number Verification
- Federal Court Check
- Credit Report: Current Address: _____
- Education/Degree Verification: (indicate school, course of study and date of graduation if known): _____

_____ Reference Checks (2 references) Please indicate the position the prospective employee has applied for: _____

- Package 1- Montana Criminal Check & 2 Reference Checks
- Package 2- Montana Criminal Check, Montana Sexual/Violent Offender Check, Social Security Number Verification, Federal Court Check
- Commercial Database Check
- Other Investigations: (please be specific): _____



CITY OF MILES CITY

AUTHORIZATION TO RELEASE INFORMATION

To be Completed by Applicant

I authorize the City of Miles City, Montana through their agent, **Orion International Corporation**, to obtain information related to past employment, employers, school activities, verification of education, criminal justice agencies, motor vehicle/registration departments, credit checks, professional licensing registries, or relevant sources of information. This information may include, but is not limited to, information about my academic achievement, performance, attendance, disciplinary, employment history, criminal history record information, credit screening, and driving and motor vehicle record.

I authorize **Orion International Corporation** to disclose the record of my background investigation to the City of Miles City. I authorize custodians of records and other sources of information pertaining to me to release such information to **Orion International Corporation**.

I believe to the best of my knowledge that all information I have provided is accurate, true, and correct and that I fully understand the terms of this release. In consideration of the City's acceptance and consideration of my intent I hereby, release and forever discharge the City, **Orion International Corporation**, and all affiliated entities from all claims, demands, damages, actions and causes of action pertaining to or arising out of the City's consideration of my application for employment and use, so long as not malicious, or all information obtained in the course or as a result of all inquiries made into my personal history.

By my signature below, I also acknowledge that the City of Miles City has provided me with a summary of my rights under the Federal Fair Credit Reporting Act (attached copy).

Copies and facsimile transmissions of this authorization that show my signature are as valid as the original release signed by me.

Signature

Date

Full Name: _____ DOB: _____

Other Names Used: _____ Place of Birth: _____

Current Address: _____

Other State(s)/Cities of Residency last 10 Years: _____

Home Phone: _____ Work/Cell Phone: _____

SS#: _____ Driver's License Number & State: _____



CITY OF MILES CITY
AUTHORIZATION TO RELEASE INFORMATION

FOR OFFICAL USE BY THE MILES CITY POLICE DEPARTMENT

To be Completed by Applicant

I am an applicant for a position with the **Miles City Police Department**, hereinafter referred to as **MCPD**. I acknowledge that the department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied, and that it is in the public's best interest that all relevant information concerning my personal and employment history be disclosed.

I authorize the City of Miles City, Montana through their agent, any representative of the **MCPD**, bearing this release, to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a full review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the **MCPD**, whether said records are public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the **MCPD** to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be. I direct you to release such information upon request of the duly accredited representative of the **MCPD** regardless of any agreement I have made with you previously to the contrary. The **MCPD** will discontinue processing my application if you refuse to disclose the information requested.

I consent to your release of all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, my financial status, my criminal history record, including any arrest records, any information contained in any investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other council, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to confidential, and/or sealed.

I hereby release you as the custodian of such records, your organization, including its officers, employees, or related personnel both individually and collectively, and all others, from any liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. It is my intent to authorize all former employers and all other public and private concerns, including but not limited to: schools, colleges and all scholastic institutions, Consumer reporting agencies, and similar entities, to release any and all information maintained by any such employer or educational entity, agency, person, including, but not limited to: my personal, employment and salary history and condemnations. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

By my signature below, I acknowledge that the **MCPD** has provided me a copy of the summary of my

rights under the Federal Fair Credit Reporting (attached copy) and I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, and with regard to access and disclosure of records, and I waive those rights with the understanding that the information furnished will be used by the MCPD in conjunction with employment procedures.

This waiver is valid for a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on the form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Copies and facsimile transmissions of this authorization that show my signature are as valid as the original release signed by me.

Signature of Applicant

Date

Print Name of Applicant

Social Security Number

Street Address/P.O. Box

Date of Birth

Signed and subscribed to before me this
____ day of _____ 20____.

Notary Public for the State of Montana
Residing at _____
My commission expires _____.



CITY OF MILES CITY

AUTHORIZATION TO RELEASE INFORMATION

FOR OFFICAL USE BY THE MILES CITY DISPATCH CENTER

To be Completed by Applicant

I hereby authorize any representative of the **City of Miles City, Montana** through their affiliated agency **Miles City Dispatch Center** to obtain information related to past employment, employers, school activities, verification of education, criminal justice agencies, motor vehicle/registration departments, credit checks, professional licensing registries, or relevant sources of information. This information may include, but is not limited to, information about my academic achievement, performance, attendance, disciplinary, employment history, criminal history record information, credit screening, and driving and motor vehicle record.

I believe to the best of my knowledge that all information I have provided is accurate, true, and correct and that I fully understand the terms of this release. In consideration of the City's acceptance and consideration of my intent I hereby, release and forever discharge the **City of Miles City**, and all affiliated entities from all claims, demands, damages, actions and causes of action pertaining to or arising out of the City's consideration of my application for employment and use, so long as not malicious, or all information obtained in the course or as a result of all inquiries made into my personal history.

By my signature below, I also acknowledge that the City of Miles City has provided me with a summary of my rights under the Federal Fair Credit Reporting Act (attached copy).

Copies and facsimile transmissions of this authorization that show my signature are as valid as the original release signed by me.

Signature

Date

Full Name: _____ DOB: _____

Other Names Used: _____ Place of Birth: _____

Current Address: _____

Other State(s)/Cities of Residency last 10 Years: _____

Home Phone: _____ Work/Cell Phone: _____

SS#: _____ Driver's License Number & State: _____



**CITY OF MILES CITY
ACKNOWLEDGMENT**

To be Completed by Applicant

I have provided the foregoing Authorization to Release Information by reason of my intent to become employed with the City of Miles City, Montana, and acknowledging that by my employment, I may come into contact with information which could be deemed confidential.

I understand that inquiries made under the foregoing authorization may include credit history, criminal and driving records, past behavior, character and reputation, and other related matters.

It is my intent to authorize all former employers and all other public and private concerns, including but not limited to: schools, colleges and all scholastic institutions, Consumer reporting agencies, and similar entities, to release any and all information maintained by an such employer or educational entity, concern, agency, person, including, but not limited to: my personal, employment and salary history and condemnations. I understand that any or all of these investigations or inquiries can be performed prior to and periodically throughout the duration of my employment. I further authorize my supervisors and other work associates to disclose their opinions and observations of my work habits, qualities, competency and skills. Furthermore, I authorize full disclosure of any and all substance abuse testing results.

I understand that if I am not selected for employment in whole or in part due to the information contained in a consumer report obtained from a consumer reporting (or similar) agency, that I will be entitled to receive from the City the name and address of the consumer reporting agency or agencies from which the report was obtained.

APPLICANT:

Print Full Name: _____

Signature: _____ Date: _____

WITNESS ATTEST:

Print Full Name: _____

Signature: _____ Date: _____



CITY OF MILES CITY

Summary of Your Rights Under the Fair Credit Reporting Act

To be Given to Applicant

Para informacion en espanol, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - ✓ a person has taken adverse action against you because of information in your credit report;
 - ✓ you are the victim of identity theft and place a fraud alert in your file;
 - ✓ your file contains inaccurate information as a result of fraud;
 - ✓ you are on public assistance;
 - ✓ you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive

credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture

RESOLUTION NO. 3741

A RESOLUTION AUTHORIZING THE CITY OF MILES CITY TO ENTER INTO A STATE-LOCAL DISASTER ASSISTANCE AGREEMENT WITH THE STATE OF MONTANA FOR THE PURPOSE OF ACCEPTING A HAZARD MITIGATION GRANT TO ASSIST IN FUNDING THE CITY'S FLOOD CONTROL ASSESSMENT

WHEREAS, The City of Miles City has applied for a Flood Mitigation Assistance Grant for the purpose of helping fund the updating the Miles City Multi-Hazard Plan through a Flood Control Assessment;

AND WHEREAS, the State of Montana has approved a grant for said project in the amount of \$21,500.00;

AND WHEREAS, the State of Montana has certain requirements which must be adhered to by the City in order to receive said grant money, as set forth in the State-Local Disaster Assistance Agreement which has been provided to the City by the State;

NOW THEREFORE BE IT RESOLVED by the City Council of Miles City, Montana, as follows:

1. The "State-Local Disaster Assistance Agreement," attached hereto as Exhibit "A", and made a part hereof, is hereby approved and adopted by this Council.
2. The Mayor of the City of Miles City is hereby empowered and authorized to execute said Agreement on behalf of the City of Miles City and bind the City of Miles City thereto; and
3. The Mayor of the City of Miles City is hereby empowered and authorized to execute such further documents as are necessary to carry out the terms of said Agreement and bind the City of Miles City thereto, to include the appointment of Lorrie Pearce as the Applicant's Agent for the Miles City Flood Control Assessment, attached hereto as Exhibit "B," and the Funding Commitment Letter, attached hereto as Exhibit "C."

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, AT A DULY CALLED MEETING THIS 26TH DAY OF AUGUST, 2014.

C.A. Grenz, Mayor

ATTEST:

Lorrie Pearce, City Clerk

EXHIBIT A

STATE-LOCAL DISASTER ASSISTANCE AGREEMENT HAZARD MITIGATION GRANT PROGRAM

This agreement between the State of Montana and Miles City and is effective on the date signed by the state and the applicant. It shall apply to all Flood Mitigation Assistance Grant (FMA) funds provided by or through the state from FMA-PL-08-MT-2013-001 to the applicant for the purpose of updating a the Miles City Multi-Hazard Plan conducting a Flood Control Assessment.

The designated representative of the applicant certifies that:

1. He/she has legal authority to apply for assistance on behalf of the applicant.
2. The applicant will appoint by resolution or letter an Applicant's Representative to act on the County's behalf and will establish and maintain a proper accounting system to record expenditures of Pre-Disaster Mitigation funds in accordance with generally accepted accounting standards or as directed by the Governor's Authorized Representative. [NOTE: Attach a copy of the resolution to the applicant.]
3. The applicant will return within 60 days of formal award this state and local agreement, funding commitment letter, and applicant representative designation letter.
4. The applicant will provide all necessary financial and managerial resources to meet the terms and conditions of receiving Pre-Disaster Mitigation Grant funds.
5. The applicant agrees to provide necessary local share of funding for completion of the project.
6. The local cost share funding will be available within the specified time.
7. The applicant will use Pre-Disaster Mitigation funds solely for the purposes for which these funds are provided and as approved by the Governor's Authorized Representative to include utilizing qualified and experienced contractors, preferably those who have been authors of prior FEMA approved Plans.
8. The applicant will give state and federal agencies designated by the Governor's Authorized Representative access to and the right to examine all records and documents related to use of Pre-Disaster Mitigation funds.
9. The applicant will return to the state, within 15 days of such request by the Governor's Authorized Representative, any advanced funds which are not supported by audit or other federal or state review of documentation maintained by the applicant.
10. The applicant will comply with all applicable codes and standards as it pertains to this project and agrees to provide maintenance of the project for a minimum of five years.
11. The applicant will comply with all applicable provisions of federal and state law and regulation in regard to procurement of goods and services.
12. The applicant will begin project work within 90 days of approval of the grant and complete all items of work within the period of performance specified by FEMA unless an exception is granted by FEMA to extend the time frame.
13. The applicant will comply with state reimbursement procedures as written in the Administrative Instructions.

14. The applicant agrees that this sub-grant is their financial responsibility. That the state will make reimbursements based off of information provided by the applicant. If the applicant cannot show supporting documentation when requested or during an audit the sub-grant funds may be recouped.
15. The applicant will comply with accrual requirements as outlined in the administrative instructions.
16. The applicant will comply with all federal and state statutes and regulations relating to non-discrimination.
17. The applicant will comply with the provisions of the Hatch Act limiting the political activities of public employees.
18. If participating the applicant will comply and be in good standing with the National Flood Insurance Program.
19. The applicant will not enter into cost-plus-percentage-of-cost contracts for completion of Pre-Disaster Mitigation Grant Projects.
20. The applicant will not enter into contracts for which payment is contingent upon receipt of state or local funds.
21. The applicant will not enter into any contract with any party that is disbarred or suspended from participating in federal assistance programs.
22. The applicant will comply with one of the following (as appropriate for the type of applicant) for all audit requirements: OMB CIRCULAR NO. A-128 (Single Audit Act); or A-133 (for Private Non-profit Organizations); or 7 CFR Ch. XVII Subpart B-REA Audit Requirements Subsection 1773(d).
23. The applicant will comply, as applicable, with provisions of the Davis-Bacon Act relating to labor standards.
24. The State reserves the right to withhold 10% of the total Federal Funds until the project is complete and approved by FEMA.

SIGNED FOR THE APPLICANT:

Printed Name (Miles City Mayor)

Signature

Date

SIGNED FOR THE STATE:

Brad Livingston
Governor's Authorized Representative (GAR)


Signature

7 Aug 2014
Date



EXHIBIT B

CITY OF MILES CITY

17 S. 8th, P.O. Box 910
Miles City, MT 59301-0910

Telephone: 406-234-3462
Fax: 406-234-2903

August 26, 2014

RE: Applicant's Agent for FMA-PL-08-MT-2013-001, Miles City Flood Control Assessment and Multi-Hazard Mitigation Plan update

Department of Military Affairs
ATTN: DES- Kent Atwood, SHMO
1956 Mt. Majo Street
P.O. Box 4789
Fort Harrison, MT 59636-4789

Dear Kent:

I hereby appoint Lorrie Pearce as my Applicant's Agent for the Miles City Flood Control Assessment under the Flood Mitigation Assistance (FMA) sub-grant.

This individual is empowered to act on behalf of Miles City with regard to all aspects of this FMA Project.

Sincerely,

Chris A. Grenz, Mayor



EXHIBIT C

CITY OF MILES CITY

17 S. 8th, P.O. Box 910
Miles City, MT 59301-0910

Telephone: 406-234-3462
Fax: 406-234-2903

August 26, 2014

Kent Atwood, SHMO
Montana Disaster and Emergency Services (DES)
P.O. Box 4789
Fort Harrison, MT 59636-4789

RE: FMA-PL-08-MT-2013-001, Miles City Flood Control Assessment and Multi-Hazard Mitigation Plan
update Study Funding Commitment Letter

Dear Kent:

This letter is to confirm that Miles City, in accepting a Flood Mitigation Assistance grant for the Flood Control Assessment, is fully aware that the project funding will be conducted as follows:

- Flood Mitigation Assistance Grant (FMA) Funding \$ 21,500.00
- Miles City Local Share \$ 181,500.00
- Total Project Cost \$ 203,000.00

It is understood the total project cost projection is based upon preliminary estimates and may be subject to change. It is also understood that Miles City is prepared to satisfy its match by either cash or well-documented "in kind" contribution. Miles City understands that no more than half of the local match can be provided as in-kind contributions from third parties. The value of these local matching funds may exceed the minimum (25%) match amount requirement but no additional FEMA Federal funds are available.

Miles City will collect and provide detailed documentation to verify cash, "in kind" and/or other task match expenditures associated with this project.

Sincerely,

Chris A. Grenz, Mayor

ORDINANCE NO. 1278

AN ORDINANCE REVISING SECTION 11-77 OF THE CODE OF ORDINANCES OF THE CITY OF MILES CITY, MONTANA, ADOPTING THE 2012 INTERNATIONAL FIRE CODE, AND NOTICE OF INTENT.

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

Section 1. Section 11-77 shall be amended to read as follows:

Sec. 11-77. International Fire Code adopted.

- (a) Pursuant to MCA 7-5-108 and 7-5-4202, there is hereby adopted by reference, by the City of Miles City the "International Fire Code (IFC), 2012 Edition, including all appendices. At least one copy of such code, including appendices, shall be filed in the office of the city clerk, and kept there, for use, inspection, and examination by the public. **Such copies shall be filed with the city clerk at least 30 days prior to final adoption of this section.**
- (b) All ordinances, resolutions, and sections of this Code of Ordinances inconsistent herewith, are hereby repealed.
- (c) If there is any conflict between the 2012 International Fire Code, as adopted herein, and the Montana Code Annotated, the provisions of the Montana Code Annotated control.
- (d) Any person who violates the provisions of the International Fire Code, 2012 Edition, or of any of the appendices herein adopted, or fails to comply with any order made thereunder, shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished by a fine not to exceed \$500.00 or by imprisonment for a term not to exceed six months, or both. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue. All persons shall be required to correct such violation within a reasonable time. When not otherwise specified, each ten days that the violation continues shall constitute a separate offense. The application of the penalty set out in this section shall not be held to prevent the enforced removal of the prohibited conditions.

(e) If any section, subsection, sentence, clause or phrase of this section, adopted herein by reference, is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this section. The City Council of the City of Miles City hereby declares that it would have passed this section, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 2. Upon the passage of the first reading of this Ordinance, the City Clerk shall publish the following Notice of Intent to Adopt the International Fire Code, 2012 Edition, as required by MCA 7-5-108: “NOTICE IS HEREBY GIVEN that the City Council of the City of Miles City will be considering the adoption of the International Fire Code, 2012 Edition, at the regular City Council Meeting of October 14, 2014, to take place at 7:00 p.m. at City Hall in Miles City, Montana. A copy of said International Fire Code, 2012 Edition, and all appendices, shall be filed with the City Clerk for inspection by the public prior to such meeting.”

Section 3. This Ordinance shall become effective thirty (30) days after its final passage.

Said Ordinance read and put on its passage this 9th day of September, 2014.

C.A. Grenz, Mayor

ATTEST:

Lorrie Pearce, City Clerk

FINALLY PASSED AND ADOPTED this 14th day of October, 2014.

C.A. Grenz, Mayor

ATTEST:

Lorrie Pearce, City Clerk

09/04/14
14:28:12

CITY OF MILES CITY
Claim Details
For the Accounting Period: 8/14

Page: 1 of 15
Report ID: AP100

* Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$					Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
124420	74565S 999999 JAMES STACEY	176.00						
1	08/31/14 TRAVEL EXP: BOISE, ID	176.00		18299	1000 5 420140	370	101000	
124423	74566S 4019 WEX Bank	14,255.35						
1	37671921 08/30/14 FUEL	989.44		17721	1000 13 460433	231	101000	
2	08/30/14 FUEL	0.00			1000 201 431200	370	101000	
3	08/30/14 FUEL	2,765.89		17721	2510 107 430220	231	101000	
4	08/30/14 FUEL	691.47		17721	2520 108 430220	231	101000	
5	08/30/14 FUEL	66.27			6040 910 430220	231	101000	
6	08/30/14 FUEL	101.07		17425	5210 22 430530	231	101000	
7	08/30/14 FUEL	100.49		17425	5210 80 430540	231	101000	
8	08/30/14 FUEL	242.21		17425	5310 32 430690	231	101000	
9	08/30/14 FUEL	137.08		17425	5310 33 430640	231	101000	
10	08/30/14 FUEL	1,500.01		17904	5510 10 420730	231	101000	
11	08/30/14 FUEL	792.92		17904	1000 7 420460	231	101000	
12	08/30/14 FUEL	3,699.02		17544	1000 5 420140	231	101000	
13	08/30/14 FUEL	103.76		17544	1000 21 440600	231	101000	
14	08/30/14 FUEL	0.00		17544	1000 5 420160	231	101000	
15	08/30/14 FUEL	1,437.79		17809	5210 23 430550	231	101000	
16	08/30/14 FUEL	1,437.78		17809	5310 31 430630	231	101000	
17	08/30/14 FUEL	190.15		17809	5610 87 430300	231	101000	
124424	74591S 721 DALES CLEANING SERVICE	1,025.00						
1	08/31/14 CLEAN LIBRARY	425.00		19423	2220 16 460100	360	101000	
2	08/31/14 CLEAN CITY HALL	600.00		18917	1000 8 411230	360	101000	
124425	74567S 1721 MID RIVERS TELEPHONE CORP	3,463.30						
	AUGUST 1, 2014 BILL							
1	08/30/14 TELEPHONE/INTERNET/CABLE/Judge	224.22			1000 6 410300	345	101000	
2	08/30/14 TELEPHONE/INTERNET/CABLE/Judge	0.00			1000 6 410300	347	101000	
3	08/30/14 TELEPHONE/INTERNET/CABLE/Libry	147.95			2220 16 460100	345	101000	
4	08/30/14 TELEPHONE/INTERNET/CABLE/Libry	165.15			2220 16 460100	347	101000	
5	08/30/14 TELEPHONE/INTERNET/CABLE/SmPol	43.99			1000 14 460445	345	101000	
6	08/30/14 TELEPHONE/INTERNET/CABLE/ 911	287.20			2850 105 420140	345	101000	
8	08/30/14 TELEPHONE/INTERNET/CABLE/child	100.60			1000 5 420140	220	101000	
9	08/30/14 TELEPHONE/INTERNET/CABLE/rsvp	131.58*			2985 15 450300	345	101004	
10	08/30/14 TELEPHONE/INTERNET/CABLE/Airpt	90.28			5610 87 430300	345	101000	
11	08/30/14 TELEPHONE/INTERNET/CABLE/Airpt	40.74			5610 87 430300	319	101000	
12	08/30/14 TELEPHONE/INTERNET/CABLE/Airpt	50.60			5610 87 430300	347	101000	
14	08/30/14 TELEPHONE/INTERNET/CABLE/mayor	34.22			1000 1 410200	345	101000	
15	08/30/14 TELEPHONE/INTERNET/CABLE/fin	55.69			1000 3 410500	345	101000	
16	08/30/14 TELEPHONE/INTERNET/CABLE/fin	19.52			1000 3 410500	347	101000	
17	08/30/14 TELEPHONE/INTERNET/CABLE/atny	7.80			1000 4 411100	345	101000	
18	08/30/14 TELEPHONE/INTERNET/CABLE/pd	316.27			1000 5 420140	345	101000	
19	08/30/14 TELEPHONE/INTERNET/CABLE/pd	65.60			1000 5 420140	347	101000	
20	08/30/14 TELEPHONE/INTERNET/CABLE/disp	314.37			1000 5 420160	345	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		
21	08/30/14 TELEPHONE/INTERNET/CABLE/fire	165.00			1000 7 420460	345	101000		
22	08/30/14 TELEPHONE/INTERNET/CABLE/fire	135.60			1000 7 420460	347	101000		
23	08/30/14 TELEPHONE/INTERNET/CABLE/tres	7.80			1000 9 410540	345	101000		
24	08/30/14 TELEPHONE/INTERNET/CABLE/park	43.86			1000 13 460433	345	101000		
25	08/30/14 TELEPHONE/INTERNET/CABLE/park	37.60			1000 13 460433	347	101000		
26	08/30/14 TELEPHONE/INTERNET/CABLE/ACtr	40.03			1000 21 440600	345	101000		
27	08/30/14 TELEPHONE/INTERNET/CABLE/plng	80.73			1000 36 411020	345	101000		
28	08/30/14 TELEPHONE/INTERNET/CABLE/bldg	26.36			2394 18 420531	345	101000		
29	08/30/14 TELEPHONE/INTERNET/CABLE/md204	70.64			2510 107 430220	345	101000		
30	08/30/14 TELEPHONE/INTERNET/CABLE/md205	35.96			2520 108 430220	345	101000		
31	08/30/14 TELEPHONE/INTERNET/CABLE/wplnt	79.41			5210 22 430530	345	101000		
32	08/30/14 TELEPHONE/INTERNET/CABLE/wplnt	80.25			5210 22 430530	347	101000		
33	08/30/14 TELEPHONE/INTERNET/CABLE/wtlns	40.12			5210 23 430550	345	101000		
34	08/30/14 TELEPHONE/INTERNET/CABLE/wtlns	11.40			5210 23 430550	347	101000		
35	08/30/14 TELEPHONE/INTERNET/CABLE/wtadm	50.30			5210 25 430510	345	101000		
36	08/30/14 TELEPHONE/INTERNET/CABLE/wtadm	16.23			5210 25 430510	347	101000		
37	08/30/14 TELEPHONE/INTERNET/CABLE/wwadm	50.28			5310 29 430610	345	101000		
38	08/30/14 TELEPHONE/INTERNET/CABLE/wwadm	19.51			5310 29 430610	347	101000		
39	08/30/14 TELEPHONE/INTERNET/CABLE/swlns	40.11			5310 31 430630	345	101000		
40	08/30/14 TELEPHONE/INTERNET/CABLE/swlns	11.40			5310 31 430630	347	101000		
41	08/30/14 TELEPHONE/INTERNET/CABLE/wwpln	38.15			5310 33 430640	345	101000		
42	08/30/14 TELEPHONE/INTERNET/CABLE/wwpln	45.60			5310 33 430640	347	101000		
43	08/30/14 TELEPHONE/INTERNET/CABLE/amb	112.59			5510 10 420730	345	101000		
44	08/30/14 TELEPHONE/INTERNET/CABLE/amb	28.24			5510 10 420730	347	101000		
45	08/30/14 TELEPHONE/INTERNET/CABLE/shop	41.24			6040 910 430220	345	101000		
46	08/30/14 TELEPHONE/INTERNET/CABLE/shop	59.11			6040 910 430220	347	101000		
124427	74578S 1970 MONTANA DAKOTA UTILITIES	28,737.13							
1	08/31/14 GAS/ELECTRIC	489.28			1000 7 420460	341	101000		
2	GAS/ELECTRIC	17.96			1000 7 420460	344	101000		
3	GAS/ELECTRIC	600.42			1000 8 411230	341	101000		
4	GAS/ELECTRIC	27.02			1000 8 411230	344	101000		
5	GAS/ELECTRIC	856.18			1000 13 460433	341	101000		
6	GAS/ELECTRIC	45.11			1000 13 460433	344	101000		
7	GAS/ELECTRIC	571.26			1000 14 460445	341	101000		
8	GAS/ELECTRIC	62.98			1000 21 440600	341	101000		
9	GAS/ELECTRIC	24.18			1000 21 440600	344	101000		
10		0.00			2220 16 460100	341	101000		
11		0.00			2220 16 460100	344	101000		
12	GAS/ELECTRIC	9,072.44			2400 46 430263	341	101000		
13	GAS/ELECTRIC	4,493.00			2400 46 430263	533	101000		
14	GAS/ELECTRIC	1,672.45			2420 48 430263	341	101000		
15	GAS/ELECTRIC	675.90			2420 48 430263	533	101000		
16	GAS/ELECTRIC	118.36			2430 49 430263	341	101000		
17	GAS/ELECTRIC	1,064.96			2440 50 430263	341	101000		
18	GAS/ELECTRIC	253.33			2470 72 430263	341	101000		
19	GAS/ELECTRIC	304.12			2470 72 430263	533	101000		

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Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account
20	GAS/ELECTRIC	98.15			2480 47 430263	341	101000
21	GAS/ELECTRIC	86.14			2510 107 430220	341	101000
22	GAS/ELECTRIC	8.01			2510 107 430220	344	101000
23	GAS/ELECTRIC	4.40			2520 108 430220	341	101000
24	GAS/ELECTRIC	2.00			2520 108 430220	344	101000
25	GAS/ELECTRIC	6,311.75			5210 22 430530	341	101000
26	GAS/ELECTRIC	36.22			5210 22 430530	344	101000
27	GAS/ELECTRIC	11.01*			5210 23 430550	341	101000
28	GAS/ELECTRIC	5.01			5210 23 430550	344	101000
29	GAS/ELECTRIC	11.01			5310 31 430630	341	101000
30	GAS/ELECTRIC	5.01			5310 31 430630	344	101000
31	GAS/ELECTRIC	426.76			5310 32 430690	341	101000
32	GAS/ELECTRIC	0.00			5310 32 430690	344	101000
33	GAS/ELECTRIC	0.00			5310 33 430640	341	101000
34	GAS/ELECTRIC	190.28			5510 10 420730	341	101000
35	GAS/ELECTRIC	6.98			5510 10 420730	344	101000
36	08/31/14 GAS/ELECTRIC	679.19		19513	5610 87 430300	341	101000
37	08/31/14 GAS/ELECTRIC	71.73		19513	5610 87 430300	344	101000
38	GAS/ELECTRIC	27.68			6040 910 430220	341	101000
39	GAS/ELECTRIC	406.85			6040 910 430220	344	101000
124428	74568S 1721 MID RIVERS TELEPHONE CORP	434.73					
1	282213 08/31/14 ADDITIONAL PHONE AT POLICE DPT	354.73		18284	1000 5 420140	214	101000
2	282213 08/31/14 LABOR-INSTALL NEW PHONE AT PD	80.00		18284	1000 5 420140	350	101000
124429	74569S 394 BOSS INC	2,589.22					
	371177, 372972, 381894, 382211, 383952, 384067, 384257, 385268, 381600, 370604(cr), 372359, 380852, 382949, 383767, 384455, 384554, 383773						
1	08/31/14 OFFICE SUPPLIES	469.48			1000 3 410500	210	101000
2	08/31/14 OFFICE SUPPLIES	469.48			5210 25 430510	210	101000
3	08/31/14 OFFICE SUPPLIES	469.49			5310 29 430610	210	101000
4	08/31/14 OP EXP	39.54		17996	1000 7 420460	210	101000
5	08/31/14 OP EXP	15.37		17996	5510 10 420730	210	101000
6	08/31/14 OP EXP	85.87		18042	1000 6 410300	210	101000
7	08/31/14 OFFICE SUPPLIES	59.00		18322	1000 5 420160	210	101000
8	08/31/14 SM ITEMS OF EQUIP	980.99		18433	2985 15 450340	214	101006
124430	74570S 368 TUMBLEWOOD DEVELOPMENT INC	2,750.00					
1	AUGUST 08/31/14 HEALTH/SANITATION CONTRACT SER	2,750.00			2270 37 440140	350	101000
124431	74571S 284 AQUA PURE	1,325.25					
1	MCWMT1401 08/31/14 AF 4355 POLYMER	1,325.25		18826	5210 80 430540	222	101000

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124432	74572S	523 CITY SERVICE, INC.	14,491.49					
1	0014462	08/31/14 3998 GAL OF JET A	14,491.49		19511	5610 87 430300	237	101000
124433	74573S	2830 STAR PRINTING & SUPPLY	1,314.58					
1		VARIOUS 08/31/14 OFFICE SUPPLIES	192.04			1000 3 410500	210	101000
2		VARIOUS 08/31/14 OFFICE SUPPLIES	192.04			5210 25 430510	210	101000
3		VARIOUS 08/31/14 OFFICE SUPPLIES	192.05			5310 29 430610	210	101000
4		215615 08/31/14 COPIER RENTAL	40.31		18044	1000 6 410300	533	101000
5		214933,619 08/31/14 OP EXP	196.38*		18436	2985 15 450340	220	101006
6		215258 08/31/14 OFFICE SUPPLIES	43.75		18114	1000 4 411100	210	101000
7		215258,260 08/31/14 OP EXP	295.59		19301	1000 5 420140	220	101000
8		215452 08/31/14 OFFICE SUPPLIES	123.89		18910	2220 16 460100	210	101000
9		215452 08/31/14 SM ITEMS OF EQUIP	38.53		18910	2220 16 460100	214	101000
124434	74575S	2831 MILES CITY STAR ADVERTISING	1,269.95					
1		VARIOUS 08/31/14 PUBLICATIONS/NOTICES/LEGALS	146.67			1000 3 410500	330	101000
2		VARIOUS 08/31/14 PUBLICATIONS/NOTICES/LEGALS	146.67			5210 25 430510	330	101000
3		VARIOUS 08/31/14 PUBLICATIONS/NOTICES/LEGALS	146.66			5310 29 430610	330	101000
4		VARIOUS 08/31/14 PUBLICATIONS/NOTICES/LEGALS	175.45			2350 302 410130	220	101000
5		VARIOUS 08/31/14 PUBLICATIONS/NOTICES/LEGALS	435.00		19408	2510 107 430233	350	101000
6		VARIOUS 08/31/14 PUBLICATIONS/NOTICES/LEGALS	162.50*			5310 33 430640	330	101000
7		VARIOUS 08/31/14 PUBLICATIONS/NOTICES/LEGALS	57.00		19408	1000 201 431200	331	101000
124435	74574S	373 MASTERCARD	20,149.21					
1		08/31/14 OP EXP	23.96			1000 3 410500	220	101000
2		08/31/14 POSTAGE	16.33			1000 3 410500	311	101000
3		08/31/14 OFFICE SUPPLIES	275.10			1000 5 420140	210	101000
4		08/31/14 SM ITEMS OF EQUIP	816.00			1000 5 420140	214	101000
5		08/31/14 OP EXP	295.59			1000 5 420140	220	101000
6		08/31/14 FIREARM SUPPLIES	25.00			1000 5 420140	227	101000
7		08/31/14 R & M SUPPLIES	1,248.55			1000 5 420140	230	101000
8		08/31/14 POSTAGE	29.38			1000 5 420140	311	101000
9		08/31/14 R & M VEHICLES	400.00			1000 5 420140	366	101000
10		08/31/14 OFFICE SUPPLIES	347.91			1000 5 420140	210	101000
11		08/31/14 OFFICE SUPPLIES	89.43			1000 7 420460	210	101000
12		08/31/14 SM ITEMS OF EQUIP	815.00			1000 7 420460	214	101000
13		08/31/14 OP EXP	151.20			1000 7 420460	220	101000
14		08/31/14 CLOTHING/UNIFORMS	34.75			1000 7 420460	226	101000
15		08/31/14 R & M SUPPLIES	66.33			1000 7 420460	230	101000
16		08/31/14 GAS/OIL	31.44			1000 7 420460	231	101000
17		08/31/14 POSTAGE	5.80			1000 7 420460	311	101000
18		08/31/14 TELEPHONE	93.02			1000 7 420460	345	101000
19		08/31/14 CONTR R & M	0.00			1000 7 420460	360	101000
20		08/31/14 R & M VEHICLES	420.00			1000 7 420460	364	101000
21		08/31/14 BUILDING MATERIALS	92.97			1000 7 420460	400	101000
22		08/31/14 OP EXP	160.50			1000 8 411230	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	
23	08/31/14 SM ITEMS OF EQUIP	206.00			1000 13 460433	214	101000	
24	08/31/14 OP EXP	154.50			1000 13 460433	220	101000	
25	08/31/14 R & M SUPPLIES	572.25			1000 13 460433	230	101000	
26	08/31/14 R & M VEHICLES	213.38			1000 13 460433	363	101000	
27	08/31/14 BOOKS	75.45			1000 36 411020	382	101000	
28	08/31/14 POSTAGE	12.81			1000 201 431200	311	101000	
29	08/31/14 JANITORIAL SUPPLIES	82.70			2220 16 460100	224	101000	
30	08/31/14 POSTAGE	83.46			2220 16 460100	311	101000	
31	08/31/14 BOOKS	93.68			2220 16 460100	382	101000	
32	08/31/14 POSTAGE	55.70			2394 18 420531	311	101000	
33	08/31/14 MEMBERSHIPS/REG/DUES	100.00			2394 18 420531	334	101000	
34	08/31/14 OFFICE SUPPLIES	21.98			2510 107 430220	210	101000	
35	08/31/14 OP EXP	63.94			2510 107 430220	220	101000	
36	08/31/14 R & M SUPPLIES	136.23			2510 107 430220	230	101000	
37	08/31/14 POSTAGE	5.63			2510 107 430220	311	101000	
38	08/31/14 R & M VEHICLES	2,156.34			2510 107 430220	363	101000	
39	08/31/14 OFFICE SUPPLIES	5.50			2520 108 430220	210	101000	
40	08/31/14 OP EXP	15.98			2520 108 430220	220	101000	
41	08/31/14 R & M SUPPLIES	34.06			2520 108 430220	230	101000	
42	08/31/14 POSTAGE	1.41			2520 108 430220	311	101000	
43	08/31/14 R & M VEHICLES	539.09			2520 108 430220	363	101000	
44	08/31/14 OP EXP	378.09			5210 22 430530	220	101000	
45	08/31/14 R & M SUPPLIES	46.55			5210 22 430530	230	101000	
46	08/31/14 OFFICE SUPPLIES	42.97			5210 23 430550	210	101000	
47	08/31/14 SM ITEMS OF EQUIP	51.80			5210 23 430550	214	101000	
48	08/31/14 OP EXP	347.57			5210 23 430550	220	101000	
49	08/31/14 CLOTHING & UNI	52.03			5210 23 430550	226	101000	
50	08/31/14 R & M SUPPLIES	538.57			5210 23 430550	230	101000	
51	08/31/14 HYDRANT REPLACEMENT	304.68			5210 23 430550	234	101000	
52	08/31/14 CURB STOP REPLACEMENT	1,696.18			5210 23 430550	235	102270	
53	08/31/14 CONSUMMABLE TOOLS	14.99			5210 23 430550	241	101000	
54	08/31/14 R & M VEHICLES	1,027.30			5210 23 430550	363	101000	
55	08/31/14 OP EXP	13.96			5210 25 430510	220	101000	
56	08/31/14 POSTAGE	16.33			5210 25 430510	311	101000	
57	08/31/14 OP EXP	369.11			5210 80 430540	220	101000	
58	08/31/14 CHEMICALS/LAB	711.22			5210 80 430540	222	101000	
59	08/31/14 R & M SUPPLIES	1,065.88			5210 80 430540	230	101000	
60	08/31/14 POSTAGE	0.91			5210 80 430540	311	101000	
61	08/31/14 OP EXP	13.97			5310 29 430610	220	101000	
62	08/31/14 POSTAGE	16.34			5310 29 430610	311	101000	
63	08/31/14 OFFICE SUPPLIES	42.97			5310 31 430630	210	101000	
64	08/31/14 SM ITEMS OF EQUIP	51.80			5310 31 430630	214	101000	
65	08/31/14 OP EXP	121.30			5310 31 430630	220	101000	
66	08/31/14 CLOTHING/UNI	52.03			5310 31 430630	226	101000	
67	08/31/14 R & M VEHICLES	1,027.30			5310 31 430630	363	101000	
68	08/31/14 R & M SUPPLIES	34.23			5310 32 430690	230	101000	
69	08/31/14 OP EXP	252.78			5310 33 430640	220	101000	

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70	08/31/14	CHEMICALS/LAB	594.70			5310 33 430640	222	101000
71	08/31/14	R & M SUPPLIES	130.64			5310 33 430640	230	101000
72	08/31/14	GAS/OIL	47.40			5310 33 430640	231	101000
73	08/31/14	POSTAGE	2.70			5310 33 430640	311	101000
74	08/31/14	R & M VEHICLES	24.92			5310 33 430640	363	101000
75	08/31/14	OFFICE SUPPLIES	47.51			5510 10 420730	210	101000
76	08/31/14	SM ITEMS OF EQUIP	180.11			5510 10 420730	214	101000
77	08/31/14	OP EXP	58.80			5510 10 420730	220	101000
78	08/31/14	CHEMICALS/LAB	60.61			5510 10 420730	222	101000
79	08/31/14	GAS/OIL	39.66			5510 10 420730	231	101000
80	08/31/14	TELEPHONE/INTERNET	36.17			5510 10 420730	345	101000
81	08/31/14	BUILDING MATERIALS	28.00			5510 10 420730	400	101000
82	08/31/14	R & M SUPPLIES	27.57			5610 87 430300	230	101000
83	08/31/14	AVIATION FUEL	208.68			5610 87 430300	237	101000
84	08/31/14	TELEPHONE/INTERNET	111.86			5610 87 430300	345	101000
85	08/31/14	OFFICE SUPPLIES	60.84			6040 910 430220	210	101000
86	08/31/14	R & M SUPPLIES	129.83			6040 910 430220	230	101000
124436	74576S	572 VERIZON WIRELESS	263.03					
1	9729911092	08/31/14 ICAC Cell	263.03		19303	1000 5 420140	220	101000
124437	74577S	999999 JAMES STACEY	406.96					
1	08/31/14	TRAVEL TO IDAHO FOR TRAINING	406.96		18649	1000 5 420140	370	101000
124438	74579S	523 CITY SERVICE, INC.	28,019.95					
1	14892	08/31/14 6,000 GAL AVIATION FUEL	28,019.95		19515	5610 87 430300	237	101000
124439	74580S	999999 MANDIE HILGER	664.96					
1	08/31/14	REFUND WATER BILL OVERPAYMENT	664.96			5210 214010		101000
124440	74581S	660 CUSTER COUNTY CLERK & RECORDER	12.00					
1	08/31/14	FILE & CERT COYP OF RES 3668	12.00		18650	1000 7 420460	220	101000
124441	74585S	999999 BLACKFOOT RIGGERS SERVICES, LLC	815.00					
		Vendor corrected invoice - \$109 less						
1	53	08/31/14 HYDRANT SLING (PUD)	815.00		17332	5210 23 430550	234	101000
124442	74583S	1010 STOCKMAN BANK	17.50					
1	08/31/14	NSF CHECK: PORTER	17.50*		18651	1000 14 460445	810	101000
124443	74584S	2450 POSTMASTER (UTILITIES)	1,042.80					
1	08/31/14	WATER/SEWER BILLS - POSTAGE	521.40			5210 25 430510	311	101000
2	08/31/14	WATER/SEWER BILLS - POSTAGE	521.40			5310 29 430610	311	101000

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124444	74586S	4020 SCHIEFFERT PROPERTIES	300.00					
1	08/31/14	SEPTEMBER RENT	300.00*			2935 11 460461	531	101000
124445	74587S	498 CENTURY LINK	111.35					
1	08/31/14	TELEPHONE/INTERNET SERVICE	111.35			2935 11 460461	345	101000
124446	74588S	523 CITY SERVICE, INC.	1,850.00					
1	W006800 08/31/14	TRUCK RENTAL	1,850.00		19518	5610 87 430300	530	101000
124447	74592S	4059 ADVANTAGE CONSULTING LLC	2,500.00					
1	892 08/31/14	JULY FIELD INSPECTION	2,500.00*		19517	5610 87 430300	350	101000
124448	74593S	999999 BAGELA USA LLC - PAVEMENT	769.10					
1	175 08/31/14	DISCHG GRATE/BOLT ASPHALT RECY	615.28		17333	2510 107 430220	363	101000
2	175 08/31/14	DISCHG GRATE/BOLT ASPHALT RECY	153.82		17333	2520 108 430220	363	101000
124449	74594S	999999 BETTY VAIL	280.61					
1	08/31/14	SUPP FOR ICE CREAM SHOPPE:FAIR	65.56		18438	2985 15 450330	220	101000
2	08/31/14	TRAVEL FOR FIRE READY POLICY	215.05		18440	2985 15 450300	370	101000
124450	74595S	3291 BIG SKY CARWASH	105.87					
1	08/31/14	PD CARWASH	105.87		19307	1000 5 420140	220	101000
124451	74596S	4046 BILL RONNING	162.65					
1	08/31/14	REIMBURSE FOR CDL	42.40		19411	2510 107 430220	220	101000
2	08/31/14	REIMBURSE FOR CDL	10.60		19411	2520 108 430220	220	101000
3	08/31/14	CELL PHONE REIMB: AUG	87.72		19428	2510 107 430220	345	101000
4	08/31/14	CELL PHONE REIMB: AUG	21.93		19428	2520 108 430220	345	101000
124452	74597S	408 BRENNTAG PACIFIC, INC.	7,089.50					
1	BPI443015 08/31/14	POLYMER BLEND	7,089.50		18837	5210 80 430540	222	101000
124453	74598S	501 CHEM SEARCH	1,810.07					
1	1608770 08/31/14	DIESEL GUARD/CLEANER	443.25		17334	2510 107 430220	220	101000
2	1608770 08/31/14	DIESEL GUARD/CLEANER	110.83			2520 108 430220	220	101000
3	1608770 08/31/14	DIESEL GUARD/CLEANER	277.03			5210 23 430550	220	101000
4	1608770 08/31/14	DIESEL GUARD/CLEANER	277.03			5310 31 430630	220	101000
5	1607558 08/31/14	DYNA-MINT	146.10		18836	5210 22 430530	220	101000
6	1615931 08/31/14	DUALSOW AEROSOL	146.10			5210 80 430540	220	101000
7	1618541 08/31/14	AIR FRESHENER	116.20			5310 33 430640	220	101000
8	08/31/14		293.53			5310 33 430640	222	101000

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124454	74599S	999999 CYNTHIA ALARCON	7.76					
1	08/31/14	WATER DEP REFUND	7.76			5210 214010		101000
124455	74600S	237 CPI COLLECTION PROFESSIONALS INC	149.93					
1	08/31/14	WATER/SEWER COLLECTIONS	74.96			5210 25 430510	350	101000
2	08/31/14	WATER/SEWER COLLECTIONS	74.97			5310 29 430610	350	101000
124456	74601S	4001 CRITELLI COURIERS, INC.	270.00					
1	2014-07311	08/31/14 PARTNERS CONTRACT	270.00			2880 39 460100	311	101020
124457	74602S	652 CUSTER COUNTY SHERIFF	600.00					
1	8/1/14	08/31/14 SHIPLEY: JAIL BILLING STMT	600.00		18046	1000 6 410300	220	101000
124458	74603S	700 CUSTER COUNTY WATER & SEWER	10,957.80					
1	08/31/14	WATER/SEWER COLLECTIONS: AUG	10,957.80			7980 211020		101000
124459	74604S	316 DATA IMAGING SYSTEMS, INC	1,040.00					
1	26676	08/31/14 COMPUTER/MONITOR: WWTP	1,040.00		18825	5310 33 430640	214	101000
124460	74605S	800 DOEDEN CONSTRUCTION	1,142.12					
1	48036	08/31/14 CONCRETE 10TH & PLEASANT	1,142.12		19003	5210 23 430550	360	101000
124461	74606S	4055 DOOR 804 FITNESS	180.00					
1	8/14	08/31/14 FITNESS MEMBRSH:PD	180.00		19306	1000 5 420140	334	101000
124462	74607S	1182 DOWL HKM INC.	3,529.48					
1	27	08/31/14 STREVELL/WTRLN/STR REP	1,978.27		19415	5210 23 430550	958	101000
2	27	08/31/14 STREVELL/WTRLN/STR REP	1,244.14			2510 107 430233	350	101000
3	27	08/31/14 STREVELL/WTRLN/STR REP	307.07			2520 108 430235	230	101000
124463	74608S	790 DPC INDUSTRIES	1,451.85					
1	DE72000142	08/31/14 DEMURRAGE	1,421.85		18834	5210 80 430540	222	101000
2	727000311	08/31/14 2000 CHLORINE	30.00			5310 33 430640	222	101000
124464	74609S	291 ECOLAB PEST ELIMINATION DIVISION	62.00					
1	4510456	08/31/14 PEST CONTROL	62.00		19516	5610 87 430300	230	101000
124465	74610S	902 ENERGY LABORATORIES INC	498.00					
		340850436, 340850478, 340851089, 340851367						
1	08/31/14	FLUORIDE/BACTIS/NUTRIENTS/ETC	321.00		18830	5210 80 430540	352	101000
2	08/31/14	FLUORIDE/BACTIS/NUTRIENTS/ETC	177.00			5310 33 430640	352	101000

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124466	74611S	4014 ENTENMANN-ROVIN CO.	30.50					
1	101473	08/31/14 BADGE	30.50		18711	1000 7 420460	226	101000
124467	74612S	910 EVERGREEN LANDSCAPING	878.66					
1	5817	08/31/14 CHECK VALVE & BOX (TRG PARK)	786.36		19409	1000 13 460433	230	101000
2	5427	08/31/14 REPAIR	92.30		18709	1000 7 420460	400	101000
124468	74613S	979 FIREMANS COMPANY	348.00					
1	5264	08/31/14 ANNUAL FIRE EXT SERVICE	54.00		18832	5210 22 430530	360	101000
2	5264	08/31/14 ANNUAL FIRE EXT SERVICE	54.00			5210 80 430540	360	101000
3	5264	08/31/14 ANNUAL FIRE EXT SERVICE	80.00			5310 32 430690	360	101000
4	5264	08/31/14 ANNUAL FIRE EXT SERVICE	160.00			5310 33 430640	360	101000
124469	74614S	4076 EXPRESS LAUNDRY COMMERCIAL	721.00					
1	318,363	08/31/14 RUGS: CITY HALL	71.00		19417	1000 8 411230	220	101000
2	320	08/31/14 RUGS/MOP: SHOP	20.50			6040 910 430220	220	101000
3		08/31/14 ANNUAL: RUGS: LIBRARY	572.00		18915	2220 16 460100	360	101000
4	321,322	08/31/14 MOPS/TOWLES: WTP	23.50		18831	5210 22 430530	360	101000
5	321,322	08/31/14 MOPS/TOWLES: WTP	20.50			5310 33 430640	360	101000
6	358	08/31/14 FLOOR MATS: PD	13.50		19304	1000 5 420140	360	101000
124470	74615S	975 FIREMANS FUND	1,755.00					
1		08/31/14 CLOTHING ALLOTMENT	1,755.00		18702	1000 7 420460	211	101000
124471	74616S	378 BLACK MOUNTAIN SOFTWARE	750.00					
1	18686	08/31/14 ACH MODULE FOR UTILITY BILLING	375.00		18654	5210 25 430510	220	101000
2	18686	08/31/14 ACH MODULE FOR UTILITY BILLING	375.00			5310 29 430610	220	101000
124472	74617S	999999 C. A. GRENZ	162.40					
1		08/31/14 TRAVEL TO BILLINGS:LARRY MARTI	162.40		18655	1000 1 410200	370	101000
124473	74618S	4010 FELT, MARTIN, FRAZIER & WELDON,	1,093.75					
1		08/31/14 MALENOV/AMB LEVY/SHIPP	1,093.75		18652	1000 3 411101	350	101000
124474	74619S	999999 FRANK ASKIN WELL REPAIR	4,149.40					
1		08/31/14 WELL PUMP REPLACEMENT	4,149.40*		19509	5610 87 430300	367	101000
124475	74620S	523 CITY SERVICE, INC.	104.63					
1	W007038	08/31/14 TERMINAL MAINTENANCE FEE	16.00		19522	5610 87 430300	220	101000
2	W006583	08/31/14 FUEL TRAINING	75.00			5610 87 430300	380	101000
3	W006582	08/31/14 FUEL TRUCK PART	13.63			5610 87 430300	230	101000

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124476	74621S	999999	HANSON AUTO BODY, INC.	225.00					
1	19002	08/31/14	REPAIR PATROL CAR	225.00		18297	1000 5 420140	366	101000
124477	74622S	499	CHECKERS INC	42.00					
1	46067	08/31/14	RANDOM TESTING	42.00		19427	1000 13 460433	350	101000
124478	74623S	1896	HAWKINS, INC	1,052.00					
1	3630192	08/31/14	FLOURIDE & FILTER FIT	1,052.00		18833	5210 80 430540	222	101000
124479	74624S	267	HAYNES ENTERPRISES	9,414.00					
			382, 383, 381, 1572, 620						
1		08/31/14	CONCRETE WORK	6,290.00		19422	2510 107 430235	230	101000
2		08/31/14	CONCRETE WORK	1,354.00		19421	5210 23 430550	234	101000
3		08/31/14	CONCRETE WORK	1,770.00		19414	2510 107 430234	350	101000
124480	74625S	1330	HOLY ROSARY HEALTH CENTER	779.96					
			500105212 500106048						
1	9005133	08/31/14	MEDICAL SUPPLIES	361.46		18705	5510 10 420730	222	101000
2	SEE ABOVE	08/31/14	HRH EMER: DUI BLOOD DRAWS	418.50		18300	1000 5 420140	350	101000
			& PO 19308						
124481	74626S	1050	FRANKS BODY SHOP	253.00					
1	43334,476	08/31/14	99 CHEV; 05 DODGE IMPOUND	253.00		19311	1000 5 420140	220	101000
124482	74627S	4080	INGRAHAM ENVIRONMENTAL INC.	700.00					
1	11484	08/31/14	CTY HALL GARG ROOF:ASBESTOS	700.00		19419	1000 8 411230	360	101000
124483	74628S	4073	JOHN DEERE FINANCIAL	179.92					
1	H94744	08/31/14	2 CATCH/RELEASE TRAPS	99.98		19310	1000 21 440600	220	101000
2	H93723	08/31/14	SPIGOTS/WTR BARREL	63.95		19410	2510 107 430220	230	101000
3	H96858	08/31/14	SPIGOTS/WTR BARREL	15.99		19410	2520 108 430220	230	101000
124484	74629S	1407	KADRMAS LEE & JACKSON INC	21,331.13					
1	10025776	08/31/14	FLOOD CONTROL ENG SERV	21,331.13		19412	1000 201 431200	350	101000
124485	74630S	1407	KADRMAS LEE & JACKSON INC	17,226.04					
1	10025521	08/31/14	GIS DATA SERVICES	226.04		18333	2850 105 420140	350	101000
2	100232742	08/31/14	ALP & MASTER PLAN UPDATE	17,000.00*		19514	5610 87 430300	350	101000
124486	74631S	1424	KRUTZFELDT & JONES LLP	691.25					
1		08/31/14	PROF SERV	691.25*		19512	5610 87 430300	350	101000

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124487	74632S	1571 MACS FRONTIERLAND		50.00					
1	146716	08/31/14 R & M VEHICLES		50.00		18704	5510 10 420730	230	101000
124488	74633S	1638 MARIC SALES		1,193.67					
1	12310,26	08/31/14 PUMP/HOSE		596.83		19001	5210 23 430550	230	101000
2	12310,26	08/31/14 PUMP/HOSE		596.84			5310 31 430630	230	101000
124490	74634S	1737 MC AREA SOLID WASTE DISTRICT		28.00					
1	4298A	08/31/14 ANIMAL DISPOSAL		28.00		19302	1000 21 440600	220	101000
124491	74635S	1825 MILES COMMUNITY COLLEGE		80.00					
1	08/31/14	PD CENTRA MEMBERSHIP		80.00		19312	1000 5 420140	334	101000
124492	74636S	1937 MONTANA AERONAUTICS DIVISION		692.37					
1	3022	08/31/14 LIGHTING FOR RUNWAY		692.37		19519	5610 87 430300	230	101000
124493	74637S	1970 MONTANA DAKOTA UTILITIES		486.25					
1	15715	08/31/14 MAIN ST ALLEY LIGHT REPLACEMNT		486.25			2440 50 430263	360	101000
124494	74638S	1921 Montana Municipal Interlocal		1,380.00					
1	714012	08/31/14 JULY DEDUCTIBLE RECOVERY		552.00*		18653	1000 201 431200	513	101000
2	714012	08/31/14 JULY DEDUCTIBLE RECOVERY		138.00*			2394 18 420531	513	101000
3	714012	08/31/14 JULY DEDUCTIBLE RECOVERY		331.20*			2510 107 430220	513	101000
4	714012	08/31/14 JULY DEDUCTIBLE RECOVERY		82.80*			2520 108 430220	513	101000
5	714012	08/31/14 JULY DEDUCTIBLE RECOVERY		138.00			5210 23 430550	513	101000
6	714012	08/31/14 JULY DEDUCTIBLE RECOVERY		138.00			5310 31 430630	513	101000
124495	74639S	999999 MT REPERTORY THEATRE (U OF M)		450.00					
1	08/31/14	2 WORKSHOPS @ CCDHS AUDITORIUM		450.00		18916	2880 43 460100	350	101003
124496	74640S	1983 MOORE MEDICAL CORP		1,567.60					
1	982858241	08/31/14 MEDICAL SUPPLIES		1,567.60		18710	5510 10 420730	222	101000
124497	74641S	2151 MORRISON & MAIERLE INC		865.00					
1	18858	08/31/14 MANAGED SERVICES		865.00		18332	2850 105 420140	350	101000
124498	74642S	268 MILES CITY SANITATION INC.		163.00					
1	48106702	08/31/14 PD GARBAGE SERVICES		43.00		18298	1000 5 420140	346	101000
2	48106808	08/31/14 WTP GARBAGE SERVICES		120.00		18828	5310 33 430640	360	101000
124499	74643S	2170 NALCO CHEMICAL CO		352.45					
1	61129968	08/31/14 H-1 & H-6 SOLUTION		352.45		18827	5210 80 430540	222	101000

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124500	74644S	2270 NORTHWEST PIPE INC	1,607.90					
1	1338690	08/31/14 SUPPLIES	1,607.90		19002	5210 23 430550	233	101000
124501	74645S	2560 REGAN PLUMBING & HEATING	169.90					
		*44958, 44956, ,44957						
1	45047	08/31/14 WTR/SWR REPAIR KIT	23.29		18835	5210 22 430530	230	101000
2	SEE ABOVE*	08/31/14 SUPPLIES: TRIANGLE PARK	55.13		19418	1000 13 460433	230	101000
3	45097	08/31/14 SINKS PLUGGED @ CITY HALL	91.48		19418	1000 8 411230	220	101000
124502	74646S	999999 SANTOS A. FLEMING	50.00					
1	08/31/14	INTERPRETER ON 7/19/14	50.00		18045	1000 6 410300	220	101000
124503	74647S	999999 SCOTT DONNELLY	75.00					
1	345326	08/31/14 ADJUST TWO GARAGE DOORS	75.00		19521	5610 87 430300	230	101000
124504	74648S	4039 SCOTT GRAY	173.78					
1	08/31/14	CELL PHONE REIMB: JULY & AUG	139.02		19405	2510 107 430220	345	101000
2	08/31/14	CELL PHONE REIMB: JULY & AUG	34.76		19416	2520 108 430220	345	101000
124505	74649S	4013 SOLESTONE REIMB SERVICES	3,099.21					
1	6262	08/31/14 AMB BILLING	3,099.21		18708	5510 10 420730	350	101000
124506	74650S	286 STANLEY CHIROPRACTIC OFFICE	75.00					
1	1408140000	08/31/14 CDL PHYSICAL	37.50		19004	5210 23 430550	350	101000
2	1408140000	08/31/14 CDL PHYSICAL	37.50			5310 31 430630	350	101000
124507	74651S	2871 THATCHER CHEMICAL CO	5,588.04					
1	338493	08/31/14 ALUMINUN SULFATE	5,588.04		18829	5210 80 430540	222	101000
124508	74652S	278 TITAN MACHINERY	1,551.09					
1	4312446	08/31/14 UNIT #50: ASPHALT CTTR	1,240.87		17331	2510 107 430220	363	101000
2	4312446	08/31/14 UNIT #50: ASPHALT CTTR	310.22			2520 108 430220	363	101000
124509	74653S	2910 TONGUE RIVER ELECTRIC	445.51					
1	08/31/14	SOUTHGATE LIGHTING	401.84			2450 51 430263	341	101000
2	08/31/14	MICROWAVE LIGHT TOWER	43.67		18334	2850 105 420140	341	101000
124510	74654S	368 TUMBLEWOOD DEVELOPMENT INC	2,750.00					
1	133	08/31/14 SEPT HEALTH & SANITARIAN CONTR	2,750.00			2270 37 440140	350	101000
124511	74655S	4081 ULTRAMAX	3,162.00					
		144921, 145656, 140322						
1	08/31/14	AMMUNITION	3,162.00		18220	1000 5 420140	227	101000
		18243, 19309						

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124512	74656S	3032 USA BLUE BOOK	8,623.70					
1	430193	08/31/14 RAM 418J BLOWER	8,623.70		18838	5310 33 430640	214	101000
124513	74657S	999999 WILCOXSON'S ICE CREAM	1,033.50					
1	732675	08/31/14 ICE CREAM	1,033.50		18439	2985 15 450330	220	101004
124514	74658S	3286 WPCI	24.00					
1	SC99355	08/31/14 RANDOM TESTING	24.00		19413	1000 13 460433	350	101000
124515	74659S	4065 ZEIER CONSULTING	2,415.76					
1	1605	08/31/14 PHASE II: TIFD	2,125.00			2935 11 460465	350	101036
2	1605	08/31/14 PHASE II: TIFD - TRAVEL	290.76*			2935 11 460465	370	101036
124516	74660S	4082 ZUERCHER TECHNOLOGIES LLC	1,500.00					
1	345	08/31/14 MAPPING SOFTWARE ANNUAL MAINT	1,500.00		18331	2850 105 420140	350	101000
124517	74661S	4022 MARILYNN FORMAN	575.00					
1		08/31/14 CLEAN CITY SHOP	225.00		19424	6040 910 430220	360	101000
2		08/31/14 CLEAN POLICE DEPT	350.00		19305	1000 5 420140	350	101000
124518	74662S	1286 DENNIS HIRSCH	2,558.40					
1		08/31/14 AUGUST BLDG PERMITS	2,558.40		19425	2394 18 420531	350	101000
124519	74589S	1970 MONTANA DAKOTA UTILITIES	930.60					
1		08/31/14 ELECTRICITY/GAS	905.87		18914	2220 16 460100	341	101000
2		08/31/14 ELECTRICITY/GAS	24.73		18914	2220 16 460100	344	101000
124520	74590S	498 CENTURY LINK	1,965.87					
1		08/31/14 911 PHONE SYSTEM	1,965.87		18335	2850 105 420140	345	101000
# of Claims			97	Total:	265,661.74			
			265,661.74					

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$52,380.45
2220 LIBRARY	
101000 Cash - Operating	\$2,662.96
2270 Health	
101000 Cash - Operating	\$5,500.00
2350 Local Government/Study Commission	
101000 Cash - Operating	\$175.45
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$2,878.46
2400 LTG M D#165-(Gen City)	
101000 Cash - Operating	\$13,565.44
2420 LTG M D#167-(MilesAddn Etc)	
101000 Cash - Operating	\$2,348.35
2430 LTG M D#171-(Balsam Est)	
101000 Cash - Operating	\$118.36
2440 LTG M D#172-(Main Str)	
101000 Cash - Operating	\$1,551.21
2450 LTG M D#195-(SG-Trico)	
101000 Cash - Operating	\$401.84
2470 LTG M D#202-(SG-MDU&NV)	
101000 Cash - Operating	\$557.45
2480 LTG M M#173-(Milestown Estates)	
101000 Cash - Operating	\$98.15
2510 STR MAINT DIST #204	
101000 Cash - Operating	\$18,017.63
2520 STR MAINT DIST #205	
101000 Cash - Operating	\$2,377.89
2850 911 EMERGENCY	
101000 Cash - Operating	\$4,887.78
2880 LIBRARY GRANTS	
101003 Cash - per capita	\$450.00
101020 Cash - Op/ILL	\$270.00
2935 Historic Preservation	
101000 Cash - Operating	\$411.35
101036 Cash HP- CDBG-ED Grant	\$2,415.76
2985 RETIRED SENIOR VOLUNTEER PROG (RSVP)	
101000 Cash - Operating	\$280.61
101004 RSVP Non-Federal Cash Operating-Custer	\$1,165.08
101006 Cash- operating-Fallon	\$1,177.37
5210 WATER UTILITY	
101000 Cash - Operating	\$41,259.01
102270 Cash - Curb Stop Replacement Fee	\$1,696.18
5310 SEWER UTILITY	
101000 Cash - Operating	\$18,530.35
5510 AMBULANCE FUND	
101000 Cash - Operating	\$7,382.60
5610 AIRPORT OPERATING	
101000 Cash - Operating	\$71,106.89
6040 PUBLIC WORKS	
101000 Cash - Operating	\$1,037.32
7980 CUSTER CO WATER & SEWER DISTRICT	
101000 Cash - Operating	\$10,957.80

Total: \$265,661.74

