



# CITY OF MILES CITY AGENDA

*Regular Council Meeting  
City Council Chambers*

*September 26, 2017  
7:00 p.m.*

## CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL

### 1. APPROVAL OF COUNCIL MINUTES/COMMITTEE MINUTES

- |                                 |           |
|---------------------------------|-----------|
| A. Regular City Council Meeting | 9/12/2017 |
| B. Finance Committee Meeting    | 9/7/2017  |
| C. Human Resource Meeting       | 9/14/2017 |

### 2. SCHEDULE MEETINGS

### 3. REQUEST OF CITIZENS & PUBLIC COMMENT

### 4. APPOINTMENTS

Public Utilities Director: Tom Speelmon

### 5. PROCLAMATIONS

### 6. STAFF REPORTS

### 7. CITY COUNCIL COMMENTS

### 8. MAYOR COMMENTS

Kevin Raasch Resignation from Urban Renewal Agency Board of Commissioners

### 9. COMMITTEE RECOMMENDATIONS

### 10. BID OPENINGS

### 11. BID AWARDS

### 12. PUBLIC HEARINGS

### 13. UNFINISHED BUSINESS

### 14. NEW BUSINESS

- A. **RESOLUTION NO. 4109- A Resolution Revising City Of Miles City Personnel Policies Regarding Recruitment And Selection**

### 15. 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    September 12, 2017**

**7:00 p.m.**

### **CALL TO ORDER**

The Regular Council meeting was held Tuesday, September 12, 2017, in the City Hall Conference Room at City Hall, 17 S. 8<sup>th</sup> Street, Miles City, Montana. Council President Susanne Galbraith called the meeting to order. Mayor John Hollowell arrived immediately after the Pledge of Allegiance and assumed his Mayoral duties of chairing the Council Meeting. Council Members present were Brant Kassner, Dwayne Andrews, Ken Gardner, John Uden, Rick Huber, Jeff Erlenbusch, Kathy Wilcox and Susanne Galbraith.

Also present were City Attorney Dan Rice, Public Works Director Scott Gray, Police Chief Doug Colombik, Fire Chief Gary Warren, Captain Mike Miller, Captain Eddy Kanduch, Firefighter Jacob Richards, City Clerk Lorrie Pearce and Linda Wilkins Deputy City Clerk/HR Officer/Recorder.

### **PLEDGE OF ALLEGIANCE**

Council President Galbraith led the Council in the Pledge of Allegiance.

### **APPROVAL OF COUNCIL & COMMITTEE MINUTES**

#### **City Council Minutes: 8/22/2017**

- \*\***     *Councilperson Uden moved to approve the minutes of the Regular Council Meeting of August 22, 2017, subject to any corrections, and seconded by Councilperson Huber. The motion **passed** by unanimous consent, 8-0.*

#### **Human Resources Committee Minutes: 8/17/2017**

- \*\***     *Councilperson Wilcox moved to approve the minutes of the Human Resources Committee Meeting of August 17, 2017, and seconded by Councilperson Andrews. The motion **passed** by unanimous consent, 8-0.*

#### **Finance Committee Minutes: 8/17/2017**

- \*\***     *Councilperson Galbraith moved to approve the minutes of the Finance Committee Meeting of August 17, 2017, and seconded by Councilperson Gardner. The motion **passed** by unanimous consent, 8-0.*

## **SCHEDULE MEETINGS**

*The following meetings will be held in the City Hall Conference Room:*

- Safety Committee: Tuesday, September 26 @ 5:30 p.m.
- Finance Committee: Thursday, September 21 @ 6:00 p.m.
- Human Resources Committee: Thursday, September 14 @ 5:30 p.m.

## **REQUEST OF CITIZENS & PUBLIC COMMENT**

Mark Ahner – Park donation policy – Wibaux Fountain, Splash Pad and Rock Jetty

- Mark Ahner, 13 S. Stacy – Thanked the Mayor, Director Gray, Public Works employees and the City Council for their support of park projects; in particular the Fountain project in Wibaux Park. He would like to see this project completed to prevent the costs of the project from continuing to rise, and he thought there was a good plan going forward. Two things he is compassionate about is the 4<sup>th</sup> of July Celebration and the park and recreation areas in the City. He wanted to remind the council of the 7 steps the City was to follow in regards to receiving donations of \$10,000 or more; he thought the Fountain project, the Rock Jetty proposed at Spotted Eagle and the Splash Park Project may all fit under this category of donations. In regard to the Splash Park, he offered for consideration relocating the park from Wibaux Park to adjacent to the Oasis. Some of the things that he believed would be of benefit and save costs to the city were the outdoor showers, bathhouse, water piping, and adequate parking all located at the Oasis location. He pointed out that \$60,000 had recently been invested at the Oasis for improvements to the docks, bathhouse and diving boards. He pointed out that splash parks can be expensive to operate and the Oasis location would provide a place for the collection of fees. It would also help the City avoid duplication of efforts at Wibaux Park and the Oasis. He thought there would be difficulty keeping individuals over the age of six (6) from using the Frog Pool. Regarding the sand at the Oasis, he knows that there are systems available to help filter the sand out of the water that is used by splash parks. He suggested a forum to allow the public to express their ideas regarding the Splash Park and the Rock Jetty. He said the Public Service Committee had been used in the past to schedule meetings for public for input into projects. He thought these meetings would be in the best interest of the citizens and council.
- John Goff, 249 Sunset – Thanked Mr. Ahner for his support. Mr. Goff is the Vice-President for MCS2 that has been responsible for putting the Splash Park together. As far as mitigation of sand to the Splash Park, there are filters to help with this, but this would increase the cost of operating the Splash Park. One of the major issues is having river water and chlorinated water so close together for contamination reasons. The City already goes down to Wibaux

Park to test the Frog Pool water three times a day and there are lifeguards also attending the Frog Pool. They looked at every option as to where to place the Splash Park. Riverside Park: there is no place to put it without taking away the venue for other activities that generate revenue for the City and other business's, it is the only park that allows alcohol variances. The park at the Art Museum is located too far out to allow kids to travel there safely. Milwaukee Park also is an unsafe area for children to get to and does not have bathrooms. Costs associated with locating at the Oasis would be prohibitive. There has been a lot of ground work done and Wibaux Park just makes sense. The parking issue has been addressed by having individuals working in the VA Facility using the parking lot located adjacent to the facility.

- Amber Trenka, 2317 Bridge – She thanked the committee for the time and effort they have put into developing the Splash Park and she thinks it is a great idea. She agrees with Mr. Ahner regarding conducting public forums and having the project go before the Public Service Committee. She looked into the number of alcohol variance issued this year and there were six (6). She also brought up that point that there is a playground located in Riverside Park and what is the difference between a playground and a Splash Park. She also pointed out that the Wibaux Park bathrooms are in need of upgrading. Her biggest concern is the parking, that this will hinder the green space since it is a small park.
- Gloria Grenz, 506 Mississippi – She discussed various locations in the City that are in desperate need of clean up and weed removal. Beautifying Miles City is good but she thought that we need to be taking care of what we have. She had done her part and she appreciates what the city does, but she would appreciate ideas or help. She thought the railroad should be contacted regarding the weeds in track areas. Mayor Hollowell commented there will be an article in the Miles City Star regarding cleaning up property and city requirements in the near future.
- Michelle Simpson, 1018 N. 1<sup>st</sup> – She would like to see the “No Pet” signs displayed more prominent at Riverside Park. She noticed there were quite a few people who attended the car show this weekend who had dogs with them and were not cleaning up after their pets.

### **APPOINTMENTS**

None

### **PROCLAMATIONS**

None

### **STAFF REPORTS**

- Fire Chief Warren – Probationary Firefighter Jacob Richards has completed his probationary period and has been Confirmed as a firefighter for the city of Miles City. Firefighter Richards has gone above and beyond during his probationary period. He is currently heading up Fire Prevention Week for the Department. Congratulations Firefighter Richards!
- Director Kelm – Factory people will be arriving for start-up of the \$6.8 million renovation completed at the Wastewater Treatment Plant. They will be doing a few trial runs. Once everything is up and running an open house will be scheduled later this year for the public.
- Director Gray – The old press box at Connor's stadium is currently being demolished and a new one is being built this month.

### **CITY COUNCIL COMMENTS**

- Councilperson Andrews – Thought Chief Warren should be announcing the award of the FEMA Grant for the purchase of an ambulance.
- Chief Warren – Stated that the Fire Department was in the process of accepting the FEMA Grant in approximately the amount of \$294,000 for the purchase of an ambulance.
- Councilperson Andrews – Regarding the gravel pit at the Airport, Clerk Pearce had given out a memo from Attorney Huss about powers of the Airport Commission and the City. There has been some debate whether the Airport or the City should receive revenue from the gravel pit. The car show was fantastic.
- Attorney Rice – If the City pledged property for receipt of federal dollars the revenue has to go to the Airport. The legal description was more than likely used to secure the federal bonds.
- Councilperson Uden – The County is seriously looking at obtaining control of the VA facility and the Police Department will probably be charged rent which could be around \$70,000 to \$80,000 per year. Mayor Hollowell commented that it would be around \$17/sf for office space. Councilperson Uden said the Police Department occupies approximately 4, 000/sf. He would like to challenge the members of the Council, the Chief of Police and his staff to find viable alternatives for the Police Department. It would be better to put this money into a building that could be owned by the City.
- Mayor Hollowell – The City is currently looking at early options for relocating the Police Department, but is in the beginning changes. The Public Service Committee would be more than willing to take on the challenge.
- Councilperson Erlenbusch – He had received calls regarding the house at 211 N. Cottage, which Mrs. Grenz spoke of earlier. He drove by there earlier and noticed the camp trailer is gone and the vehicles out front are gone and it looks like they are working on. There are also a number of other areas that are being worked, or need to be worked on and would like to see the progress continue.

- Councilperson Huber – He encouraged all councilmembers to take a walk through the Miles City Airport. He had recently been there and was impressed by the professional look of the office. He asked about cleanup of the following properties: 904 Knight - this property has recently been condemned, corner lot of Orr and 11<sup>th</sup> Street – this property is currently in the court's hands.
- Councilperson Gardner – Compliance officer who is doing a bang up job. Protocol is to go through Police Chief regarding cleanup areas. Mayor Hollowell commented or dispatch. He appreciates the updates he gets on his computer from the Police Chief. He was curious as to who initiated the grant process for the ambulance. Chief Warren commented that it was himself and Historic Preservation/TIFD Administrator Muggli who started the FEMA grant about a year ago.
- Councilperson Wilcox – She noticed there was a semi parked at 619 S. Cale over the Labor Day weekend and about 5 pickups parked along the street and it was tricky rounding the corner. She thought public education was important for all the things addressed at the Council Meeting.

### **MAYOR COMMENTS**

- He has recently received e-mails thanking the Parks Department, Director Gray and Foreman Brady Stone for all the hard work they do. Good to hear positive feedback.

### **COMMITTEE RECOMMENDATIONS**

Finance Committee – Waive Veterans of Foreign War building permit for an amount of \$241.20

*\*\* Councilperson Galbraith moved to waive the Veterans of Foreign War building permit in the amount of \$241.20, seconded by Councilperson Huber.*

Councilperson Galbraith commented this passed unanimously out of the Finance Committee and the amount being waived is only the City's portion.

*\*\* On roll call vote, the motion passed unanimously, 8-0.*

Finance Committee - Not to Waive **16/17** taxes on County properties from SID Levies for three (3) properties. RSP0079- Milwaukee Park Lot 10 for an amount of \$121.02, RSP0080- Milwaukee Park Lots 1 through 6 for an amount of \$637.34 and RSP0040- T08, R47E, S33 Lots 11 through 20 for an amount of \$3,358.12. Total amount of \$4,116.48

- \*\* Councilperson Galbraith moved to postpone to a later date there are some things that need to be sorted out numbers are incorrect, seconded by Councilperson Kassner. On roll call vote, the motion passed unanimously 8-0.*

## **BID OPENINGS**

## **BID AWARDS**

## **PUBLIC HEARINGS**

## **UNFINISHED BUSINESS**

Discussion to include or not include uncontested municipal races on the election ballot (Tabled)

- \*\* Councilperson Galbraith moved to take the item off the table, seconded by Councilperson Wilcox. The motion passed, 7-1.*
- \*\* Councilperson Galbraith moved to **include** uncontested municipal races on the election ballot, seconded by Councilperson Andrews.*

Councilperson Galbraith thought it was important for the public to know who they were represented by and if they were left off the ballot the public would not know. Councilperson Uden thought it was unconstitutional to remove candidate from the ballot. This would compromise the people's right to vote. If you don't vote you do not have elected officials, you have appointed officials. Councilperson Wilcox also pointed out there was no financial advantage of leaving candidates off the ballot.

- \*\* On roll call vote, the motion passed unanimously 8-0.*

## **NEW BUSINESS**

- A. **RESOLUTION NO. 4102- A Resolution Approving an Amendment to Agreement for Professional Services Between the City of Miles City and Kadrmas, Lee & Jackson, Inc., For Services Related to Permit Application for 57 Pit at the Miles City Airport**

*\*\*Councilperson Galbraith moved to approve Resolution 4102, read by title only, seconded by Councilperson Kassner.*

Councilperson Galbraith had a problem paying for the permit since the revenue goes to the Airport. Mayor Hollowell stated this could be changed

when the grant is done. Director Gray has been told not to give up a pit owned by the City. Mayor Hollowell stated that without the pit the City would pay a considerable amount for gravel if it had to be purchased.

*\*\*On roll call vote, passed, 6-2. Resolution No. 4102 passed.*

**B. RESOLUTION NO. 4103- A Resolution Authorizing the City of Miles City to Enter Into a Construction Contract Amendment With the Montana Department of Transportation**

*\*\*Councilperson Gardner moved to approve Resolution 4103, read by title only, seconded by Councilperson Andrews and on roll call vote, passed, 8-0. Resolution No. 4103 passed.*

**C. RESOLUTION NO. 4104- A Resolution Authorizing Termination by the City of Miles City of the Agreement of June 10, 2008 Between the City of Miles City and Custer County Water 7 Sewer District for the Maintenance of the Aye Addition Lift Station and Providing for Approval of, or in the Alternative of the Negotiation of, A New Agreement for Maintenance of the Aye, Hough Acres, and East Side Additions**

*\*\*Councilperson Galbraith moved to approve Resolution 4104 and amend the 7 to "&", read by title only, seconded by Councilperson Uden.*

Councilperson Uden asked Attorney Rice if this would interfere with legal issues between the Water and Sewer District and the City. Attorney Rice commented that this was just standard procedure and would not interfere with the legal issues. Director Kelm stated the city has been maintaining the Aye Lift station for 25 years. When the City did the sewer line upgrade to the Richland Addition there were two additional lift stations added and there was with a verbal agreement with the Water and Sewer District that the City would maintain those two lift stations at the same cost as the Aye Lift Station. The cost to maintain these additional lift stations would be \$1,230/each per year. The written agreement in Resolution 4104 will be effective July 1, 2018. Once the Council passes this agreement it will be forwarded to the Water and Sewer District for their approval.

*\*\*On roll call vote, passed, 8-0. Resolution No. 4104 passed.*

**D. RESOLUTION NO. 4105- A Resolution Authorizing the City of Miles City to Enter Into a Lease Agreement With Sensus USA Inc. & Sensus Spectrum, LLC for Lease of Frequencies and Purchase of Equipment**



*\*\*Councilperson Galbraith moved to approve Resolution 4105, read by title only, seconded by Councilperson Gardner and on roll call vote, passed, 8-0. Resolution No. 4105 passed.*

**E. RESOLUTION NO. 4106- A Resolution Establishing Wages and Salaries for City Employees for Fiscal year 2017-2018**

*\*\*Councilperson Uden moved to approve Resolution 4106, read by title only, seconded by Councilperson Galbraith and on roll call vote, passed, 8-0. Resolution No. 4106 passed.*

**F. RESOLUTION NO. 4107- A Resolution Approving the Donation of Ambulance 22 to Prairie County**

*\*\*Councilperson Gardner moved to approve Resolution 4107, read by title only, seconded by Councilperson Erlenbusch and on roll call vote, passed, 8-0. Resolution No. 4107 passed.*

**G. Approval of Toni Deason's Home Occupation Permit Request**

*\*\*Councilperson Galbraith moved to approve Toni Deason's Home Occupation Permit Request, seconded by Councilperson Erlenbusch.*

Toni Deason, 609 N. Cottage - She is starting an accounting firm out of her home. The majority of her business will be through phone or e-mail although January thru April there will be between 4 to 5 people per day coming to her home, but appointments are scheduled.

*\*\*On roll call vote, the motion passed, 8-0.*

**H. Approval of Dispose Retention Records**

*\*\*Councilperson Uden moved to approve disposal of retention records, seconded by Councilperson Kassner and on roll call vote, passed, 8-0.*

**I. Approval of August Claims**

*\*\*Councilperson Huber moved to approve August Claims, seconded by Councilperson Andrews and on roll call vote, passed, 8-0.*

**ADJOURNMENT**

*\*\* Councilperson Galbraith moved to adjourn the meeting, seconded by Councilperson Andrews and passed unanimously.*

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

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**John Hollowell, Mayor**

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**Linda Wilkins, Deputy City Clerk**

## Finance Committee Meeting

September 7, 2017

The Finance Committee met Thursday, September 7, 2017 at 6:00 p.m. in the City Hall Conference room. Present were Committee Chairperson Susanne Galbraith and Committee Members Rick Huber, Kathy Wilcox and Dwayne Andrews.

Also present were: Public Utilities Director Allen Kelm, Historic Preservation/TIFD/Grant Writer Connie Muggli, Battalion Chief Brandon Stevens and City Clerk/Recorder Lorrie Pearce.

Committee Chairperson Galbraith called the meeting to order.

### 1. Request of Citizens-

Officer Muggli announced that the City was awarded a \$300,000 grant from FEMA. The money will be used to purchase one used four wheel drive ambulance and one new two wheel drive ambulance. The four wheel drive ambulance will be used for local responses and the two wheel drive ambulance will be used for trips to Billings. The two ambulances that are being replaced will need to be removed from the fleet and not used by the City of Miles City. In the grant \$19,756 is obligated to send three personnel to emergency medical training. Some of the money can be used to purchase much needed equipment.

Chairperson Galbraith said that the \$50,000 received from the Coal Grant can be used for the FEMA grant match, and the FEMA grant money received can be used for the Coal Grant match. There is \$13,700 in the capital improvement fund that could also be used.

Battalion Chief Stevens said with the purchase of the two and four wheel drive ambulance, will leave the City with three ambulances. The two ambulances that are being replaced will need to be removed from the fleet and not used by the City of Miles City.

Clerk Pearce wanted the committee to be aware of Resolution No. 4107 before the Council meeting. Battalion Chief Stevens explained that the ambulance was donated to the City for free and had been asked by a representative of the Federal Access Equipment Program to donate it to another entity. Prairie County will use it as a tool truck.

2. Review and Recommendation on Resolution No. 4104- A Resolution Authorizing Termination by the City of Miles City of the Agreement of June 10,2008 Between the City of Miles City and Custer County Water & Sewer District for the Maintenance of the Aye Addition Lift Station and Providing for Approval of, or in the Alternative of the Negotiation of, a New Agreement for Maintenance of the Aye, Hough Acres, and East Side Additions

*\*\* Committee Member Wilcox moved to recommend to Council the approval of the Resolution, seconded by Committee Member Andrews.*

Committee Member Wilcox suggested adding the word ‘lift station’ to the end of the title.

Director Kelm explained the resolution is to add Hough Acres and East Side Additions to the maintenance program.

**\*\*      *The motion **passed** 4-0***

3. Review and Recommendation on Resolution No. 4105- A Resolution Authorizing the City of Miles City to Enter Into a Lease Agreement With Sensus USA Inc, & Sensus Spectrum, LLC for Lease of Frequencies and Purchase of Equipment

**\*\*      *Committee Member Huber moved to recommend to Council the approval of the Resolution, seconded by Committee Member Wilcox.***

Director Kelm explained the City has “M radios” which are being replaced by “R radios”. At the moment the City has the FCC license, but with the new radios Sensus will have the license through Spectrum and the City will become a user of that license. The \$23,000 upgrade will include 25 “R radios”, software upgrade and a handheld unit to read the meters.

**\*\*      *The motion **passed** 4-0***

4. Review and Recommendation on Renewing the agreement with Custer County, Montana for the Joint Operation of an Airport at Frank Wiley Field

**\*\*      *Committee Member Wilcox moved to recommend to Council to renew the agreement with Custer County, seconded by Committee Member Huber.***

Chairperson Galbraith explained that nothing changed in the agreement. It expired in April and needed to be renewed.

**\*\*      *The motion **passed** 4-0***

5. Review and Recommendation to reimburse Custer County for taxes paid in fiscal year 2016/2017 for a total amount of \$ 4,116.48

**\*\*      *Committee Member Andrews moved to recommend to Council to reimburse Custer County for taxes paid in FY16/17, seconded by Committee Member Huber.***

Chairperson Galbraith explained that at a Council meeting in July, it was approved by Council to exempt three lots from the Special Improvement Districts for the current tax year. Now they are asking the City to reimburse for fiscal year 16/17. If the City reimbursed them, it would cause problems with the budget because the City used that money for calculation of taxes to property owners. The districts would not be able to spend the money on repair needed in fiscal year 17-18. She also thought the County and City should have a resolution and or agreement that the County donates the land to the City.

**\*\*      *The motion **failed** 4-0***

6. Review and Recommendation to waive \$241.20 for a building permit to VFW

*\*\* Committee Member Galbraith moved to recommend to Council to waive \$241.20 for a building permit to VFW, seconded by Committee Member Andrews.*

*\*\* The motion **passed** 4-0*

7. Review and Recommendation on \$12,000 Black Mountain Software needed to be purchased for TIFD

*\*\* Committee Member Andrews moved to recommend to Council to pay the \$12,000 to the County for the software, seconded by Committee Member Huber.*

Officer Muggli said the subject is on the TIFD agenda. The board felt that it was the best interest to pay for it, but did not feel like TIFD should pay for the entire cost of the software. They felt that the County should pay for a portion of it and a presentation of the software to the TIFD board and Finance Committee was needed.

*\*\* Committee Member Andrews moved to table the subject until the next finance meeting and in the meantime have the County Treasurer present the software to the TIFD board and Finance Committee, seconded by Committee Member Wilcox. The motion **passed** 4-0*

8. Discussion on Signage at Denton Sports Complex

*\*\* Committee Member Wilcox moved to table the discussion, seconded by Committee Member Huber. The motion **passed** 4-0*

9. Discussion on Business Licenses

*\*\* Committee Member Wilcox moved to table the discussion, seconded by Committee Member Huber. The motion **passed** 4-0*

10. Discussion on Capital Improvement Plan

*\*\* Committee Member Wilcox moved to table the discussion, seconded by Committee Member Huber. The motion **passed** 4-0*

### **Adjournment**

*\*\* Committee Member Wilcox moved to adjourn the meeting, seconded by Committee Member Huber and **passed** unanimously, 4-0.*

The meeting was adjourned at 7:12 p.m.

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**Susanne Galbraith, Chairperson**

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**Lorrie Pearce Recorder/City Clerk**

**Human Resources Committee**  
**September 14, 2017**

The **Human Resources Committee** met Thursday, September 14, 2017, at 5:30 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, John Uden and Jeff Erlenbusch. Also present was Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Request of Citizens  
None

2. Committee Member Comments  
None

3. Review and Recommendation – Program Assistant/Historic Preservation/TIF Director Position Description

The following changes were recommended to the revised position description:

1. Change the format of the position description to the new format.
2. Change the title of the position to Tax Increment Financing and Historic Preservation Officer.
3. This position has been changed to a permanent, part-time position.
4. Remove the following language under Summary of Work “General Fund, including but not limited to Police and Fire Departments, Parks Districts and”.
5. Under the heading “Essential Accountabilities and Expected Outcomes” add the following bullet items:
  1. Administer the tax increment financing (TIF) for Miles City Urban Renewal District in compliance with all applicable state regulations.
  2. Work with the District Board to accomplish goals and strategies.
  3. Administer the Miles City Historic Preservation program with the Historic Preservation Board in compliance with all applicable state regulations.
  4. Respond to request for information from the public.
  5. Provide reports on activities to the City Council.

After discussion by the committee members it was decided to consult with Director Muggli and City Attorney Rice for further recommendations on changes to the position description.

*\*\*Committee Member Galbraith moved to change the position description as outlined and bring the position description back at a later date, seconded by Committee Member Erlenbusch. On roll call vote, the motion passed 4-0.*

4. Review and Recommendation – Miles City Personnel Policy Manual Section 2A: Recruitment and Selection, Miles City Employment Application, Applicant Screening Form, and Applicant Survey

Human Resources Officer Wilkins explained that the changes made to the Miles City Employment Application and Applicant Screening Form are to comply with the recommendation from Montana Job Service to remove all personal identification information, i.e. social security number and drivers' license number. The changes to the Recruitment and Selection Policy were related to spelling errors, changes in the title Deputy City Clerk/Human Resources Officer to indicate just Human Resources officer. Removing language that referred to “Indian preference”; this employment preference only applies to businesses that operate on an established Indian Reservation. The scoring sheet for interviews was changed to a three point system to help take out the subjectivity of the interviewer and scoring will be on education and experience related to the position description and questions asked during the interview

process. These changes will allow for scoring based on work requirements helping the City avoid any discriminatory hiring practices. The applicant background check vendor the City had used went out of business and the language was changed to the Montana Department of Justice, but the committee discussed the need to have all criminal background checks conducted through an outside vendor and not just through the Montana Department of Justice. The vendor provides a nationwide search of the applicant's criminal background. The language will remain "vendor".

*\*\*Committee Member Galbraith moved to accept the revisions to the Miles City Personnel Policy, Section 2A: Recruitment and Selection, Employment Application Form, Applicant Screening Form and Applicant, seconded by Committee Member Uden. On roll call vote, the motion passed 4-0.*

## 6. Adjournment

*\*\*Committee Member Galbraith moved to adjourn, seconded by Committee Member Uden. The motion passed unanimously.*

The meeting was adjourned at 6:37 p.m.

Respectfully submitted,

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Chairperson Kathy Wilcox

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Recorder Linda Wilkins



# City of Miles City

Date: September 20, 2017  
To: City Council  
From: John Hollowell, Mayor  
Subject: Hiring Recommendation  
Public Utilities Director

On September 19, 2017 interviews were conducted with internal applicants for the position of Public Utilities Director. Mr. Tom Speelmon and Mr. Scott Ask had submitted letters of interest for this open position.

Attached are a brief synopsis of each of the candidate's education and experience, interview questions used, and the scoring tabulation for the two candidates. Based on the scoring of the two candidates, it is my recommendation that the City Council confirm the selection of Mr. Tom Speelmon as the next Public Utilities Director.



### **Tom Speelman**

Start Date: 8/14/08

Certified Operator Water and Wastewater: Current

ASCME 283(A) - President

BS Psychology - MSU

Freight Train Conductor – BNSF – 1/06 to 8/08

Equipment Operator – Ken Griffith Excavating – 5/03 to 8/03

Operations Manager – Petrocomp – 3/01 to 5/03

Company Commander – Montana National Guard – 4/02 to 9/02

Personnel Officer – Montana National Guard – 11/99 to 4/02

Operations Manager – US Army – 12/91 to 12/98

### **Scott Ask**

Start Date: 8/11/05 (Water/Wastewater Plant) Transfer: 9/5/11 (Shop Mechanic)

Certified Operator Water and Wastewater: 12/2012

MCC

Owner/Automotive Tech – Scott's Automotive Service – 4/96 to 8/05

Head Automotive Tech – Notbohm Motors (formerly Boutelle's) – 10/91 to 4/96

Head Automotive Tech/Service Manager – Deluxe Motors – 8/85 to 8/91

Automotive Tech – Lohmann Motors – 1/81 to 7/85

PUBLIC UTILITIES DIRECTOR

Interview Questions

September 19, 2017

1. What is your leadership style and what is the process by which you make a decision?
2. What is your vision for the Utilities Department?
3. How well do you interact with the public. Give Examples
4. Why are you applying for this position?
5. Do you have any experience with budgets and prioritizing projects?
6. If you give a presentation to the Council for work that needs to be done and get turned down, what and how do you handle it?
7. After working side by side with the utility employees; how do you feel this would affect your position as director?
8. Are you currently certified, and if not could you get certification?
9. Do you see any problems sharing equipment and manpower with other departments when needed?
10. How well do you feel that you could work with other department heads to coordinate projects and share expenses?
11. How do you plan on maintaining or improving the city of Miles City's reputation and quality of operation within the state?
12. What are your strength and weaknesses?
13. In a supervisory or group leader role, have you ever had to discipline or counsel an employee or group member? What was the nature of the discipline? What steps did you take? How did that make you feel? How did you prepare yourself?
14. We have all had to deal with something stressful in our lives, tell me about the most stressful situation you have had to deal with, and how did you handle it?
15. When it comes time for your retirement, what you like your legacy to be?
16. Do you have any questions?

Tom Speelman						Total
JH	KW	BL	SG	Score	Avg	
Education	4	4	3	4	15	3.8
Job Experience	4	5	3	5	17	4.3
Ability To Learn	5	5	4	5	19	4.8
Attitude	5	5	4	4	18	4.5
Communication	4	5	4	4	17	4.3
Cooperation	4	5	4	5	18	4.5
Motivation	4	5	5	4	18	4.5
Overall Impression	5	5	4	5	19	4.8
35	39	31	36	141	35.3	

Hiring Committee  
 John Hollowell, Mayor  
 Kathy Wilcox, Council Person HR Committee Chair  
 Bruce Larson, Former Public Works Director (Retired)  
 Scott Gray, Public Works Director

Advisory Staff  
 Allen Kelim, Public Utilities Director  
 Linda Wilkins, Human Resource Officer

Scott Ask						Total
JH	KW	BL	SG	Score	Avg	
Education	4	4	3	4	15	3.8
Job Experience	4	4	4	4	16	4.0
Ability To Learn	5	5	4	5	19	4.8
Attitude	4	5	5	5	19	4.8
Communication	4	5	5	4.5	18.5	4.6
Cooperation	4	5	4	4	17	4.3
Motivation	4	4	4	5	17	4.3
Overall Impression	4	4	4	5	17	4.3
33	36	33	36.5	138.5	34.6	

Total

August 29, 2017

Downtown Urban Renewal District Agency  
Board of Commissioners  
17 S. 8th Street, PO Box 910  
Miles City, MT 59301

Board of Commissioners,

This letter is to inform you that I must resign as a member of the Downtown Urban Renewal District Agency Board of Commissioners, effective immediately.

It has been my pleasure to serve on the board during the past year. However, I feel I have no choice but to step down, due to a job acceptance that will have me leaving the community.

I wish the board and its members only the best in the future and regret any inconvenience my resignation may cause. I am hopeful that the agency will continue to work to improve the economic prosperity of the TIFD and the citizens of Miles City, MT.

Sincerely,

Kevin Raasch  
1903 Sudlow Street  
Miles City, MT 59301

# **NEW BUSINESS**

**RESOLUTION NO. 4109**

**A RESOLUTION REVISING CITY OF MILES CITY PERSONNEL POLICIES REGARDING RECRUITMENT AND SELECTION**

***WHEREAS***, the City of Miles City has established certain personnel policies for employees of the City of Miles City, which are set forth in the City of Miles City Personnel Manual;

***AND WHEREAS***, certain policies require updating in order to be compliant with the requirements of the City's employment practices coverage with the Montana Municipal Interlocal Authority;

***AND WHEREAS***, the City Council finds that certain revisions to such policies should be adopted;

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

1. That the following revised policies: 2A, Recruitment and Selection attached as Exhibit "A", 2B, Recruitment and Selection Forms, Employment Application attached as Exhibit "B", Applicant Survey attached as Exhibit "C", and Applicant Screening Form attached as Exhibit "D"
2. Such changes to the policy shall become effective immediately upon the passage of this resolution.

**SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 26<sup>th</sup> DAY OF SEPTEMBER, 2017.**

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John Hollowell, Mayor

ATTEST:

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Lorrie Pearce, City Clerk

EXHIBIT "A"

 <b>CITY OF MILES CITY PERSONNEL POLICY</b>	Section 2A:	Recruitment and Selection
	Effective:	9/23/2014
	Last Revised:	09/14/2017
<b>Recruitment and Selection</b>		
<b>Resolution #4109</b>		

- **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 Department Director of the vacant/open position and forwarded to the Mayor for approval. The Department Director will then forward the form to the Human Resources 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 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 certified, return receipt 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. In accordance with Section 39-71-317, MCA When an injured worker is capable of returning to work within 2 years from the date of injury and has received a medical release to return to work, the worker must be given a preference over other applicants for a comparable position that becomes vacant if the position is consistent with the worker's physical condition and vocational abilities.
- B. The Human Resources 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 withdraws 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 or disability is not applicable.
  - F. Human Resource 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 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 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 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 or disability 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 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 ten (10) working days when possible, but may be closed sooner, or extended at the discretion of the Mayor, in consultation with the Human Resources 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 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 Resource Officer will notify applicants directly if they do not possess 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, and/or his designee 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.

- 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 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 and notes from the interviews 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 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 questions addressed to every applicant. The responses of the applicants to each question are scored 0-2 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. For a “Department Director” vacancy the Mayor may appoint, but will need the consent of the majority of the Council for finalization of the employment offer. (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 an outside vendor. A “Request for Investigation” will be completed by the Human Resources Office for the department hiring.
- 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 Officer. Additionally, internal applicants and interviewed applicants will receive a phone call from the Human Resources Officer prior to the written notification.

#### **Document Retention:**

The following materials shall be included among the documents to be saved, by Human Resources 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 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.



EXHIBIT "B"

# 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 Type: Operator \_\_\_\_ 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: \_\_\_\_\_



EXHIBIT "B"

**Work Experience**

Company Name: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Description: (duties, skills, equipment used)

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Dates: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Work Experience**

Company Name: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Description: (duties, skills, equipment used)

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Dates: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

## EXHIBIT "B"

### Additional information that could help you qualify for this position

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

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

Name

Address

Phone Number

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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: \_\_\_\_\_

EXHIBIT "C"  
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 seperated 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 organizaton ☐ 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**

## EXHIBIT "D"



# 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:

**0-Below Average    1-Average    2-Above Average**

<b>Education</b>	Rating:	0	1	2	_____
<b>Experience</b>	Rating:	0	1	2	_____
<b>Question 1</b>	Rating:	0	1	2	_____
<b>Question 2</b>	Rating:	0	1	2	_____
<b>Question 3</b>	Rating:	0	1	2	_____
<b>Question 4</b>	Rating:	0	1	2	_____
<b>Question 5</b>	Rating:	0	1	2	_____
<b>Question 6</b>	Rating:	0	1	2	_____
<b>Question 7</b>	Rating:	0	1	2	_____
<b>Question 8</b>	Rating:	0	1	2	_____
<b>Question 9</b>	Rating:	0	1	2	_____
<b>Question 10*</b>	Rating:	0	1	2	_____

\*More than 10 questions may be used

**Total:** \_\_\_\_\_

Add 5 points Veteran Status or 10 points Disabled Veteran or Spouse \_\_\_\_\_

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

**Date Available** \_\_\_\_\_ **Grand Total:** \_\_\_\_\_

**Comments** \_\_\_\_\_

**Recommended for Hire:**      **YES**                      **NO**                      **NOT SURE**

**Interviewer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_