



CITY OF MILES CITY AGENDA

*Regular Council Meeting
City Council Chambers*

*July 10, 2018
6:00 p.m.*

CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL

1. APPROVAL OF COUNCIL MINUTES/COMMITTEE MINUTES
 - A. Regular City Council Meeting 6/26/2018
 - B. Human Resource Meeting 6/21/2018
2. SCHEDULE MEETINGS
3. REQUEST OF CITIZENS & PUBLIC COMMENT
4. APPOINTMENTS
5. PROCLAMATIONS
6. STAFF REPORTS
7. CITY COUNCIL COMMENTS
8. MAYOR COMMENTS
9. COMMITTEE RECOMMENDATIONS
10. BID OPENINGS
11. BID AWARDS
12. PUBLIC HEARINGS
 - A. RESOLUTION NO. 4167- A Resolution Pursuant to §7-6-4006 of the Montana Code annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Fund # 2420-048-430263-533
 - B. RESOLUTION NO. 4168- A Resolution Pursuant to §7-6-4006 of the Montana Code annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Fund # 2400-046-430263-341 & # 2400-046-430263-533
13. UNFINISHED BUSINESS
 - A. RESOLUTION NO. 4167- *(Second Reading)* A Resolution Pursuant to §7-6-4006 of the Montana Code annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Fund # 2420-048-430263-533
 - B. RESOLUTION NO. 4168- *(Second Reading)* A Resolution Pursuant to §7-6-4006 of the Montana Code annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Fund # 2400-046-430263-341 & # 2400-046-430263-533

14. NEW BUSINESS

- A. **RESOLUTION NO. 4170- (*First Reading*) A Resolution Pursuant to §7-6-4006 of the Montana Code Annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Fund # 2270-037-440140-350**
- B. **Approval of Local Records Disposal**

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

Minutes

REGULAR COUNCIL MEETING **June 26, 2018** 6:00 p.m.

CALL TO ORDER

The Regular Council meeting was held Tuesday, June 26, 2018, in the City Hall Conference Room at City Hall, 17 S. 8th Street, Miles City, Montana. Mayor John Hollowell called the meeting to order. Council Members present were Dwayne Andrews, Ken Gardner, John Uden, Rick Huber, Jeff Erlenbusch, and Susanne Galbraith. Excused were Council Members Brant Kassner and Kathy Wilcox.

Also present were Public Works Director Scott Gray, Fire Chief Branden Stevens, Public Utilities Director Tom Speelmon, Building Inspector Dennis Hirsch, Dispatch Supervisor Lyne Anderson and City Clerk/Minute Recorder Lorrie Pearce.

PLEDGE OF ALLEGIANCE

Mayor Hollowell led the Council in the Pledge of Allegiance.

APPROVAL OF COUNCIL & COMMITTEE MINUTES

City Council Minutes: 6/12/2018

** *Councilperson Uden moved to approve the minutes of the Regular Council Meeting of June 12, 2018, subject to any changes, and seconded by Councilperson Huber. The motion **passed** by unanimous consent, 6-0.*

Finance Committee Minutes: 6/19/2018

** *Councilperson Galbraith moved to approve the minutes of the Finance Committee Meeting of June 19, 2018, and seconded by Councilperson Andrews. The motion **passed** by unanimous consent, 6-0.*

SCHEDULE MEETINGS

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

- Finance Committee: Thursday, July 19th @ 6:00 p.m.

REQUEST OF CITIZENS & PUBLIC COMMENT

Citizen Rob Shipley, 603 South 4th Street, asked what was the status of his home burglary. Said four people spent six hours in his home, filling forty five plastic totes and multiple boxes. He asked for a hearing. Mayor Hollowell explained that it was a civil matter. Councilperson Uden recommended that he talk to the County Attorney on the matter.

APPOINTMENTS

Airport Commission- Bob Lunde

*** Councilperson Gardner moved to appoint Bob Lunde to the airport commission, seconded by Councilperson Andrews. The motion passed 6-0.*

PROCLAMATIONS

None

STAFF REPORTS

Branden Stevens- Reported that Brad Davis was promoted to Deputy Fire Inspector, all firework stands had been inspected and the testing of hydrant started this week. He added that a structural engineer was hired to evaluate the fire house and a report is expected next week.

Tom Speelmon- Explained that Ovivo will upgrade the membranes at no cost to the City. The City will need to pay for labor to reinstall them. He is still looking into buying a cover. South Gate water tank had another leak. He is in the process of getting quotes for the repair.

Dennis Hirsch- Reported that the lot on 11th and Orr is almost cleaned up.

Lyne Anderson- Reported that a civil test will be performed this Friday at 10 a.m.

CITY COUNCIL COMMENTS

John Uden- Reported a trailer parked on the old tennis court at Riverside Park. The City crew did an excellent job in removing the old cottonwood tree from the Oasis.

Rick Huber- While visiting the Oasis, he encountered two lifeguards that were giving out water wings. He said they were very helpful and excited about their job.

Ken Gardner- Reported that the North side siren does not work and hopes that the County is looking at repairing or replacing it. Supervisor Anderson said it was on the agenda for next fiscal year to apply for a grant to help pay for it.

MAYOR COMMENTS

Read the attached letter.

Greetings MLCT members,

We have great news for you! Last week, the MLCT Board voted to double the dues paid by the MLCT to join the National League of Cities' Affiliate Member Program. This vote means that every municipality in Montana with a population of 20,000 or less will become a member of the National League of Cities, effective July 1, 2018. With this affiliate membership, your community will have access to the NLC's prescription drug benefit, access to the NLC grants database, federal advocacy resources, technical assistance on local government issues, and member registration rates for conferences and meetings to connect and network with your municipal peers across the nation!

We will follow up with detailed information about the affiliate member program in the next few weeks. Have a great week!

Tim Burton
Executive Director

Kelly A. Lynch, JD, AICP
Deputy Director/General Counsel

Montana League of Cities and Towns
P.O. Box 7388
Helena, Montana 59604
406-442-8768 office
406-465-5711 cell

COMMITTEE RECOMMENDATIONS

None

BID OPENINGS

None

BID AWARDS

None

PUBLIC HEARINGS

- A. **RESOLUTION NO. 4160- A Resolution Approving the Work Plan and Budget For Fiscal Year 2018-2019 for Business Improvement District No. 101, to Include an Increase in Bed Tax From \$1 to \$2, and providing for Hearing Thereon**

Mayor Hollowell called for comments from proponents three times, then opponents three times and, hearing none, the hearing was closed.

- B. **ORDINANCE NO. 1326- An Ordinance Granting a Cable Television Franchise to Cable & Communications Corporation, and Providing an**

Effective Date Thereof

Mayor Hollowell called for comments from proponents three times, then opponents three times and, hearing none, the hearing was closed.

UNFINISHED BUSINESS

- A. **RESOLUTION NO. 4160-** *(Second Reading)* **A Resolution Approving the Work Plan and Budget For Fiscal Year 2018-2019 for Business Improvement District No. 101, to Include an Increase in Bed Tax From \$1 to \$2, and providing for Hearing Thereon**

** *Councilperson Uden moved to approve the Resolution, read by title only and seconded by Councilperson Galbraith. On roll call vote, the motion passed, 6-0. Resolution No. 4160 passed.*

- B. **ORDINANCE NO. 1326-** *(Second Reading)* **An Ordinance Granting a Cable Television Franchise to Cable & Communications Corporation, and Providing an Effective Date Thereof**

** *Councilperson Gardner moved to approve the Ordinance, read by title only and seconded by Councilperson Galbraith. On roll call vote, the motion passed, 6-0. Ordinance No. 1326 passed.*

- C. **Approving an Alcohol Variance in Wibaux Park for MCI²**
Pulled by request of MCI²

NEW BUSINESS

- A. **RESOLUTION NO. 4163-** **A Resolution Authorizing the City of Miles City to Contract With Dennis Hirsch for Building Inspection Services for Fiscal Year 2018-2019**

** *Councilperson Galbraith moved to approve the Resolution as read and to delete all of Section 2b except the last sentence stating the inspector will supply their own vehicle and seconded by Councilperson Uden. On roll call vote, the motion passed, 6-0. Resolution No. 4163 passed.*

- B. **Resolution NO. 4165-** **A Resolution Pursuant to §16-48 of the Miles City Code of Ordinances, Establishing Dates, Times and Locations for Discharge of Fireworks Within the City Limits for the Year 2018**

** *Councilperson Gardner moved to approve the Resolution, read by title*

only and seconded by Councilperson Andrews.

*** Councilperson Gardner amended his original motion to strike the verbiage "and 10:00 am to 10:00 pm on Thursday, July 5, 2018" and strike the following location Riverside Park, seconded by Councilperson Andrews.*

Councilperson Erlenbusch explained that the Public Safety Committee recommends removing Riverside Park for safety reasons. They are afraid that someone will be seriously injured, because it has become a war zone on the 4th. They felt that Jaycee, Bender and Tedesco field would be adequate space to light fireworks. They also recommended removing discharging the fireworks on the 5th. It was felt that since the 4th of July is in the middle of the week, that it would affect citizens going back to work on Thursday and Friday. Councilperson Galbraith said she would like to see the fireworks on the 4th at Riverside Park. Maybe cut back the hours to 8:00 pm, because it does get a little crazy.

*** On roll call vote, the motion ended with a tie, 3-3, with Councilpersons Galbraith, Huber and Andrews voting no.*

Mayor Hollowell explained that if he is forced to break the tie, he will vote no and the resolution will not pass and the issue is dead. If the City wanted to allow fireworks this year, a special council meeting would need to be scheduled. He encouraged Council to go back to discussion and try to come to an agreement. Council agreed.

Councilperson Galbraith said that she would like to keep Riverside on the location list but shut the fireworks down at 8:00 pm. and add July 5th back into the resolution. Councilperson Uden felt that if the fireworks are shut down before the firework display provided by the Veterans of Foreign War, that it would be very hard to patrol and nobody would be willing to stop lighting them. Councilperson Gardner agreed. Councilperson Erlenbusch said that it has been a long time since he witnessed the firework display, but thought taking Riverside Park out would get rid of the chaos. The committee felt that it had to start somewhere, and that is why Riverside Park was taken out of the locations.

*** Councilperson Gardner called to question. Mayor Hollowell stated that Council would be voting on Removing Riverside Park, not allow fireworks on July 5th and shutting down the fireworks at Riverside Park at 8pm. seconded by Councilperson Erlenbusch. The call to question motion passed unanimously.*

*** On roll call vote, the motion **was tied** 3-3, with Councilpersons Galbraith, Huber and Andrews voting no.*

Again Mayor Hollowell asked Council to go back to discussion until an agreement was met.

Councilperson Galbraith said she would like July 5th from 10:00 am to 10:00 pm to be added back into the resolution. Councilperson Andrews agreed.

*** Councilperson Galbraith moved to change the time for fireworks at Riverside Park from 10:00am to 8:00pm only on July 4th, seconded by Councilperson Andrews. The motion **passed** 5-1 with Councilperson Gardner voting no*

C. RESOLUTION NO. 4166- A Resolution Authorizing the City of Miles City to Enter Into an Agreement With the Montana Department of Transportation for Street Sweeping for Fiscal Year 2018-2019

*** Councilperson Galbraith moved to approve the Resolution, read by title only and seconded by Councilperson Uden. On roll call vote, the motion passed, 6-0. Resolution No. 4166 passed.*

D. RESOLUTION NO. 4167- (First Reading) A Resolution Pursuant to §7-6-4006 of the Montana Code annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Fund # 2420-048-430263-533

*** Councilperson Galbraith moved to approve the Resolution, read by title only and seconded by Councilperson Gardner. On roll call vote, the motion passed, 6-0. Resolution No. 4167 passed on first reading.*

E. RESOLUTION NO. 4168- (First Reading) A Resolution Pursuant to §7-6-4006 of the Montana Code annotated, Authorizing Amendment of Final Budget for FY 2017-2018 to Increase the Budgeted Amount in Fund # 2400-046-430263-341 & # 2400-046-430263-533

*** Councilperson Gardner moved to approve the Resolution, read by title only and seconded by Councilperson Galbraith. On roll call vote, the motion passed, 6-0. Resolution No. 4168 passed on first reading.*

F. RESOLUTION NO. 4169- A Resolution Authorizing the City of Miles City to Enter Into an Agreement Entitled “Interlocal Agreement for

Montana Firefighters Testing Consortium” With Certain Cities and Fire Districts in the State of Montana

****** *Councilperson Uden moved to approve the Resolution, read by title only and seconded by Councilperson Andrews. On roll call vote, the motion passed, 6-0. Resolution No. 4169 passed.*

G. Discussion and approval on accepting property located on Hawley Street donated to the City

Mayor Hollowell explained that a party is interested in donating two pieces of land by the dike to the City. This would benefit the City in the future as to the dike and purchasing land. The City would burn the building on Hawley Street if the asbestos test results allow us to. The other piece of land would be the property that benefits the City.

****** *Councilperson Galbraith moved to approve moving forward on the City accepting two properties, one on Hawley Street and the other property owned by the same party, seconded by Councilperson Andrews. On roll call vote, the motion passed, 6-0.*

H. Discussion and approval on the conclusion of the BNSF Depot project

****** *Councilperson Uden moved to open the floor for discussion, and seconded by Councilperson Erlenbusch. The motion passed 6-0.*

Councilperson Uden explained that the City has been dealing with the depot for over 10 years. Since then there has been no improvements to the building, he felt the building has deteriorated to a point that it is a public safety and health hazard issue. He felt that all interest of the City should be terminated and the Mayor write a letter to BNSF to demolish the building as soon as possible.

Councilperson Galbraith hated to see the building torn down and would like to see if others are interested in it.

Councilperson Erlenbusch said the problem is that working with BNSF, there are promises made and nothing is followed through.

****** *Councilperson Uden moved to notify BNSF in writing that the city is divesting its interest in the depot and recommend to BNSF to demolish the building at their earliest convenience, seconded by Councilperson Huber.*

Ted Schieffert, 152 Balsam Street was of the understanding a couple years

back there was grant money for the project. Mayor Hollowell said there was grant money to look at the structure of the building. That was not completed and as of now the City does not have permission to enter the building. Mr. Schieffert stated that he would like the City to try and save the building. He said it was a sound building, needing a new roof and some tender loving care. He thought there was grant money to proceed with the project. With a new Director, they could possibly try to get money from grants to go forward with the building. It is a beautiful building and would hate to see it torn down. He thought the Historic Preservation or Chamber of Commerce could help.

Councilperson Galbraith would like to contact members of the committee that started the project to see if there is still interest and if they would be willing to write some grants. Mayor Hollowell said the lease is the problem. BNSF would only lease it to the City and there was stipulations in the lease that were not beneficial to the City.

Councilperson Gardner thought it was a unique building. He didn't know if the City should take itself out of the loop. He thought the City should take a little more time to look into it.

Inspector Hirsch said the building is deteriorating. There are several leaks in the roof, the floor has deteriorated and dry rot is present. The structure would need a major overhaul to revamp it. The building is on the verge to being condemned.

*** Councilperson Andrews amended the motion to add a deadline of two years from the date of the letter to respond. If BNSF has not responded by then the City would ask them to demolish the building, seconded by Councilperson Uden. The motion **passed** by unanimous vote.*

*** The original motion **passed** 4-2, with Councilperson Galbraith and Councilperson Gardner voting no*

ADJOURNMENT

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

The meeting was adjourned at 8:42 p.m.

John Hollowell, Mayor

Lorrie Pearce, City Clerk

Human Resources Committee
June 21, 2018

The **Human Resources Committee** met Thursday, June 21, 2018, at 5:15 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, Jeff Erlenbusch and John Uden. Also present were Public Works Director Scott Gray, City Clerk Lorrie Pearce, Accounting/Payroll Clerk Ally Capps, and 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. Unfinished Business

None

4. New Business

A. Review and Recommendation: Wage Increase requests for FY 2018-2019

Chairperson Wilcox stated there were four wage increase requests to be considered. Material for reference was in the packet of information included with the agenda and the wage survey that was completed last year. The committee started with the wage increase for the General Office Clerk which should have been the Accounting/Payroll Clerk position. Chairperson Wilcox developed a form to review the criteria for those requesting a wage increase. Committee Member Galbraith commented that the criteria that should be used to give an increase should be the wage study and considering any of the other information, i.e. the evaluation, would cause trouble for the City. Chairperson Wilcox agreed. Committee Member Erlenbusch questioned if the monthly base pay was being used to make these decisions at this time. Chairperson Wilcox commented yes. Committee Member Uden commented that a cost of living increase had been calculated by the federal government this year and thought that anybody who works for the City should be entitled to a cost of living increase, and if they have done exceptional work that should also be considered. Committee Member Galbraith stated that employees are expected to do their job. She also stated that currently the City is \$700k in the whole, where will the money come from we need to stick to the survey. Committee Member Uden stated this committee is only recommending that they deserve an increase. Committee Member Galbraith reiterated that this is a money thing and we need to be consistent and follow the wage survey. Committee Member Erlenbusch commented that every year when the school needs money everyone ponies up. He likes his city services and all four positions are valuable to the operations of the City. The City should retain good workers and continue to be a good place to work and make a living. He agreed with the Mayor's recommendation of 4 percent. It is up to the HR and Finance Committees to make the recommendation. Director Gray stated the Mayor gave all employees the opportunity to request a raise. He stated we come into this situation every year and the City is always three figures down. Committee Member Galbraith said that last year the money had to come out of reserves. Clerk Pearce was a little confused it was her understand that the wage committee spent many months working on the wage survey to set wages now and in the future. She thought picking and choosing who wants a wage increase was detrimental to the City.

***Chairperson Wilcox moved to approve an increase, seconded by Committee Member Erlenbusch.*

Committee members discussed the wage increase and came to no consensus.

Chairperson Wilcox withdrew the motion.

***Committee Member Uden moved to recommend a 5% across the board increase, seconded by Committee Member Erlenbusch. On roll call vote, the motion failed 2-2.*

***Chairperson Wilcox moved to address each request on a case by case basis and find the average between the high and low and no wages will be taken away, seconded by Committee Member Galbraith. On roll call vote the motion passed 4-0.*

***Committee Member Galbraith made a motion to recommend no increase to the base wage of the Accounting/Payroll Clerk. No second.*

***Chairperson Wilcox made a motion to recommend tabling the wage increase request for the Accounting/Payroll Clerk, seconded by Committee Member Uden. Motion passed by unanimous consent 4-0.*

***Chairperson Wilcox recommended tabling all wage increase requests, seconded by Committee Member Uden. Motion passed by unanimous consent 4-0.*

5. Next Meeting
Not considered.

6. Adjournment

***Committee Member Erlenbusch moved to adjourn, seconded by Committee Member Wilcox. The motion passed unanimously 4-0.*

The meeting was adjourned at 6:02 p.m.

Respectfully submitted,

Chairperson Kathy Wilcox

Recorder Linda Wilkins

PUBLIC HEARINGS
&
UNFINISHED BUSINESS

RESOLUTION NO. 4167

A RESOLUTION PURSUANT TO §7-6-4006 OF THE MONTANA CODE ANNOTATED, AUTHORIZING AMENDMENT OF FINAL BUDGET FOR FY 2017-2018 TO INCREASE THE BUDGETED AMOUNT IN FUND # 2400-046-430263-341 & 2400-046-430263-533.

WHEREAS, the City of Miles City wishes to amend the budget for Fiscal Year 2017-2018 to authorize unbudgeted expenses related to Lighting District #165 electric services and machinery and equipment rental;

AND WHEREAS, such amendment of the final budget will result in an overall increase in appropriation authority within such fund,

AND WHEREAS the provisions of §7-6-4006 MCA require public hearing upon any budget amendment resulting in an overall increase in appropriation authority,

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

The appropriations for the Final Budget for Fiscal Year 2017-2018 for LTG District #165 Fund 2400-046-430263-341 shall be increased in the amount of \$4,000 (electric services) and Fund 2400-046-430263-533 shall be increased in the amount of \$12,500 (machinery and equipment rental)

BE IT FURTHER RESOLVED that a public hearing shall be held on the above proposed amendment to the Final Budget for Fiscal Year 2017-2018 on the 10th day of July, 2018, at 6:00 p.m. in the City Council Chambers at City Hall, Miles City, Montana. The City Clerk shall cause notice of such hearing to be published in the Miles City Star, in accordance with §7-1-4128 MCA, at least 2 times with at least 6 days separating each publication.

SAID RESOLUTION READ AND PUT UPON ITS FINAL PASSAGE THIS 26th DAY OF JUNE, 2018.

JOHN HOLLOWELL, Mayor

ATTEST:

Lorrie Pearce, City Clerk

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY
CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES
CITY, MONTANA, THIS 10th DAY OF JULY, 2018.

JOHN HOLLOWELL, Mayor

ATTEST:

Lorrie Pearce, City Clerk

RESOLUTION NO. 4168

A RESOLUTION PURSUANT TO §7-6-4006 OF THE MONTANA CODE ANNOTATED, AUTHORIZING AMENDMENT OF FINAL BUDGET FOR FY 2017-2018 TO INCREASE THE BUDGETED AMOUNT IN FUND # 2420-048-430263-533.

WHEREAS, the City of Miles City wishes to amend the budget for Fiscal Year 2017-2018 to authorize unbudgeted expenses related to Lighting District # 167 Machinery and Equipment Rental;

AND WHEREAS, such amendment of the final budget will result in an overall increase in appropriation authority within such fund,

AND WHEREAS the provisions of §7-6-4006 MCA require public hearing upon any budget amendment resulting in an overall increase in appropriation authority,

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

The appropriations for the Final Budget for Fiscal Year 2017-2018 for LTG District #167 Fund 2420-048-430263-533 shall be increased in the amount of \$960 (machinery and equipment rental)

BE IT FURTHER RESOLVED that a public hearing shall be held on the above proposed amendment to the Final Budget for Fiscal Year 2017-2018 on the 10th day of July, 2018, at 6:00 p.m. in the City Council Chambers at City Hall, Miles City, Montana. The City Clerk shall cause notice of such hearing to be published in the Miles City Star, in accordance with §7-1-4128 MCA, at least 2 times with at least 6 days separating each publication.

SAID RESOLUTION READ AND PUT UPON ITS FINAL PASSAGE THIS 26th DAY OF JUNE, 2018.

JOHN HOLLOWELL, Mayor

ATTEST:

Lorrie Pearce, City Clerk

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY
CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES
CITY, MONTANA, THIS 10th DAY OF JULY, 2018.

JOHN HOLLOWELL, Mayor

ATTEST:

Lorrie Pearce, City Clerk

New Business

RESOLUTION NO. 4170

A RESOLUTION PURSUANT TO §7-6-4006 OF THE MONTANA CODE ANNOTATED, AUTHORIZING AMENDMENT OF FINAL BUDGET FOR FY 2017-2018 TO INCREASE THE BUDGETED AMOUNT IN FUND # 2270-037-440140-350.

WHEREAS, the City of Miles City wishes to amend the budget for Fiscal Year 2017-2018 to authorize unbudgeted expenses related to City Health Professional Services.

AND WHEREAS, such amendment of the final budget will result in an overall increase in appropriation authority within such fund,

AND WHEREAS the provisions of §7-6-4006 MCA require public hearing upon any budget amendment resulting in an overall increase in appropriation authority,

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

The appropriations for the Final Budget for Fiscal Year 2017-2018 for City Health Fund 2270-037-440140-350 shall be increased in the amount of \$750 (Professional Services)

BE IT FURTHER RESOLVED that a public hearing shall be held on the above proposed amendment to the Final Budget for Fiscal Year 2017-2018 on the 10th day of July, 2018, at 6:00 p.m. in the City Council Chambers at City Hall, Miles City, Montana. The City Clerk shall cause notice of such hearing to be published in the Miles City Star, in accordance with §7-1-4128 MCA, at least 2 times with at least 6 days separating each publication.

SAID RESOLUTION READ AND PUT UPON ITS FINAL PASSAGE THIS 10th DAY OF JULY, 2018.

JOHN HOLLOWELL, Mayor

ATTEST:

Lorrie Pearce, City Clerk

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY

CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES
CITY, MONTANA, THIS 24TH DAY OF JULY, 2018.

JOHN HOLLOWELL, Mayor

ATTEST:

Lorrie Pearce, City Clerk

RECORDS DISPOSAL REQUESTS

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 2018-02

PAGE 1 OF 3 PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:
 CITY OF MILES CITY
 FINANCE DEPARTMENT

2. AGENCY CONTACT:
 NAME: Becky Hart
 PHONE #: 406-874-8620 EMAIL: bhart@milescity-mt.org

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

- Delete
 Incinerate
 Shred as Classified
 Toss without Restriction
 Other: Explain RECYCLE

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. *Documentation attached from Historical Society.*

SIGNATURE:
 NAME AND TITLE: Becky Hart, General Office Clerk
 DATE:

5. LIST OF RECORD SERIES

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
8	5 -page 12	Building Permits: Logs	1 year	4/16-6/17	~0.5 cubic ft	
8	10 -page 76	Insurance Claims - Liability & Property Claims	2y after final settlement	12/15-5/16		
8	7 -page 76	Insurance Policies	5 years*	7/12-6/13		
8	3 -page 28	Contractor Bonds	4 years*	3/13-3/14		
8	5 - page 17	Service Agency Agreements	8 years*	1/09-6/10		
8	5 -page 47	Receipts (Misc Billing)	5y after FY	7/12-6/13		
8	1 -page 58	Affidavits of Publication b.)all others	3 years	1/15-5/15		
			*after exp/term/cancellation			

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager
 Name: Lorrie Pearce, City Clerk Date:
 Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title:
 Signature:

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 2018-02

PAGE 2 OF 3 PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:
CITY OF MILES CITY
FINANCE DEPARTMENT

2. AGENCY CONTACT:
NAME: Becky Hart

PHONE #: 406-874-8620 EMAIL: bhart@milescity-mt.org

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 Incinerate
 Shred as Classified
 Toss without Restriction
 Other: Explain RECYCLE

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. Documentation attached from Historical Society.

SIGNATURE:
NAME AND TITLE: Becky Hart, General Office Clerk
DATE:

5. LIST OF RECORD SERIES

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
8	3 -page 125	Customer Payment Coupons	1 year	1/17-6/17	~2 cubic ft	
8	2 -page 125	Customer Ledgers	3 years	1/15-6/15	~1 cubic ft	
8	4 -page 45	Claims	5y after FY	7/12-6/13	~6 cubic ft	
8	3 -page 44 / 3 -page 47	Account Reconciliation Records / Trial Balance, Budget vs Actual Revenue Reports	5y after FY	7/12-6/13	~1 cubic ft	
8	1 -page 50	General Ledger a.) other than FY end report	30y after FY	7/87-5/88	~1 cubic ft	
8	13 -page 76	Payroll: Quarterly Payroll Reports	4y after FY	7/13-6/14	~1 cubic ft	
8	19 -page 77	Time Records	3 years	7/14-6/15	~2 cubic ft	
8	3 -page 58	Bids d.) unsuccessful awards over \$25,000	until completion of contract	7/12-6/17	~1 cubic ft	

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager
Name: Lorrie Pearce, City Clerk Date:

Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title: Robert Hutchings, Meter Reader

Signature:

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 2018-02

PAGE 3 OF 3 PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:
CITY OF MILES CITY
FINANCE DEPARTMENT

2. AGENCY CONTACT:
NAME: Becky Hart

PHONE #: 406-874-8620 EMAIL: bhart@milescity-mt.org

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

- Delete
 Incinerate
 Shred as Classified
 Toss without Restriction

 Other: Explain

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. Documentation attached from Historical Society.

SIGNATURE:
NAME AND TITLE: Becky Hart, General Office Clerk
DATE:

5. LIST OF RECORD SERIES

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
8	2 -page 51	Payroll Distribution Report	5 years after FY	7/12-6/13	~2 cubic ft	
8	5 -page 125	Service Applications and Contracts	1y after term	2008-2010	~1 cubic ft	
8	19 -page 63	Personnel Recruitment Files	3 years	8/13-6/15	~1 cubic ft	
8	8 -page 76	Grievance Form	10 years after term of employment	11/1981		
8	3 -page 79	Employment Eligibility Forms (1-9)	later of 3y after hire or 1y after term	2/1996-6/2015		
8	4 -page 79	FICA Quarterly Reports	4 years	1/13-6/14	~1 cubic ft	

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager
Name: Lorrie Pearce, City Clerk Date:

Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title: Becky Hart, General Office Clerk

Signature:

2018-02

Records Disposal Request for:

[No RM60 Records Disposal Request Form Required]

Building Permits (Reports) 5/16-6/17
MMIA Liability Claims 12/2015-5/2016
MMIA FY 12/13 (insurance policies)
Frank Hartman Jr dba Hartman Construction Contractor Bond 3/7/13-3/7/14
JANITORIAL CONTRACT-Progressive Cleaning dated 1/31/2009,exp. 6/30/10
Miscellaneous Billing – Licenses, Contracts, etc. (Receipts) FY 12/13
Affidavit of Publication January-May 2015

LABEL ON BOX

Water Dept Records =in Garage

Cash Receipts (customer payment coupons)

Daily & Monthly Close Outs (customer ledgers)

Claims: (6 boxes) FY 12/13 =in basement: July-Sept, October-Dec, Jan-March, April-June, Auditors Pulled Files (Claims) x 2

Account Reconciliation FY 12/13 =in basement

Trial Balance / Budget vs Actual Revenue Reports 07/12-05/13 =in basement

Quarterly Payroll Reports FY 13/14 =in basement

General Ledgers July-May 87/88 =in basement

Payroll Timesheets July-Dec 2014 =in basement

Payroll Timesheets Jan-June 2015 =in basement

Small box: Vacation Approval Slips FY 14/15 =in basement

Unawarded Bids (contracts have been completed with winning bidders) 12/13-16/17=in basement

*confidential files for shredding:

*Payroll Distribution Report (2 boxes) FY 12/13

*Water Dept Records : small box -Inactive cards 08, 09, 10 (MOST have customer's SSN's written on them)

& small box- Cutouts & Contracts Jan 09-June 10 (MOST have customer's SSN's written on them)

*Employment Applications, Recruiting Files

*Grievance dated 11/1981, employee termination 2008

*Employee I-9's

*Unemployment Insurance Claims (FICA Reports)

In accordance with 2-6-1202, 7-5-2132, 7-5-4124 and 20-1-212 and upon the order of the governing body, we the undersigned affirm the records listed on this disposal request are not subject to any litigation, legal or regulatory hold, and any financial records listed have been audited. See Notification on Central Registry (Ten Year Rule) below. Typed name below is acceptable as the signature.

Authorized Local Government Representative:		Phone:
Name:	Date:	
Title:		
Records Custodian:		
Name:	Date:	Phone:
Title:		
LOCAL GOVERNMENT SUBCOMMITTEE SIGNATURES REQUIRED FOR DISPOSAL APPROVAL		
Department of Administration Committee Member:		
Name:		Date:
Signature:		
Montana Historical Society Committee Member:		
Name:		Date:
Signature:		
Local Government Committee Member:		
Name:		Date:
Signature:		
NOTIFICATION ON CENTRAL REGISTRY		
Per MCA 2-6-1205, public records listed on this form that more than ten (10) years old and are approved for disposal may not be destroyed until they have been listed on a central registry and offered to various agencies and the public for 60 days.		
Request for Records Disposal or Transfer Authorization have been listed on the central registry.		Unclaimed records may be disposed 60 days after this date:
Completed by		
Name:	Signature:	
TEN YEAR RULE:		
Public records more than ten (10) years old approved for destruction may not be destroyed for 60 days after the date listed on the central registry.		
Certificate of Transfer/Destruction/Disposition Comments		
I hereby attest that I have destroyed, transferred or retained records as designated by the Local Government Subcommittee. If transferred, I have noted in the "Comments" field above, the entity to which the records have been relocated.		
Name:	Title:	Date:
Signature:		

RM60 2018-02 Records Disposal Request for:

(all records retention 5, 7, or 8 years)

Don Bundy Fire Contract dated 3/1/2000, cancelled FY 10/11
Charles Coon Fire Contract dated 3/1/2000, cancelled 10/11
Bert Elwood Fire Contract dated 3/1/2003, cancelled 10/11
Jerry Forman Fire Contract dated 3/22/2001, cancelled 10/11
Don & Gloria Gunther Fire Contract dated 3/1/2000, cancelled 10/11
Mark E & Heidi G Jacobsen Fire Contract dated 3/31/2008, cancelled 10/11
Lawrence Pettit Fire Contract dated 6/1/2004, cancelled 4/14/2010
Stubblefield Repair Fire Contract dated 12/1/1985, 9/1/1986 & 9/1/1993, cancelled 10/11
Douglas & Ester VanMarel Fire Contract dated 1/11/2006, cancelled 4/14/2010
John M Etchemendy DBA Custer Disposal Service Agreement dated 11/8/77, exp. 12/31/1979 & 5/1/1981 exp. 6/30/1981
Big Sky Check Recovery & Collections Agreement dated 4/20/1999, cancelled 7/11/2000
Rubick Leasing Co Inc. Lease Agreement for computer purchase dated 3/1/1995, we no longer have this equipment
Mac's Frontierland Inc Automobile Lease Agreement for 10/1/99-9/30/00
Agreement for Safekeeping of Pledged Securities with First Bank National Assoc dated 5/26/1992, exp. 10/31/1993
Programmatic Agreement-Advisory ACHP on Hist Pres & MT State Historic Preservation Officer dated 10/11/2005, exp 10/11/2015
Lehigh Municipal Leasing, Inc portable radio equipment lease agreement dated 11/9/1990, exp. 11/1/1994
Security Pacific Equipment Leasing Inc. meter reading system lease agreement dated 12/1/1989 terminated 4/21/1992
Park Use Permit for Custer Rod & Gun Club dated 8/21/2002, expired 7/31/2012