



CITY OF MILES CITY

AGENDA

*Regular Council Meeting
City Hall Conference Room
And Zoom*

*November 24, 2020
6:00 p.m.*

During COVID-19 the City of Miles City-City Council will be meeting in the City Hall Conference Room and by remote means. To attend the meetings by mobile phone, please log on to zoom.us and download the Zoom app from its "Download Center". The meeting information will be posted on the City of Miles City's website at miles-city-mt.org. If you would like to receive a personal invite, please email your email address to the City Clerk at the address below. Documents for the meetings can be accessed by calling 874-8602 or emailing cityclerk@miles-city-mt.org with the request.

CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL

1. APPROVAL OF COUNCIL MINUTES/COMMITTEE MINUTES

- | | |
|------------------------------------|------------|
| A. Regular City Council Meeting | 11/10/2020 |
| B. Finance Committee Meeting | 11/17/2020 |
| C. Public Safety Committee Meeting | 11/17/2020 |

2. SCHEDULE MEETINGS

3. REQUEST OF CITIZENS & PUBLIC COMMENT

4. APPOINTMENTS

Approve Promotion of Deputy City Clerk, Mary Rowe, to City Clerk Position

5. PROCLAMATIONS

6. STAFF REPORTS

7. CITY COUNCIL COMMENTS

8. MAYOR COMMENTS

9. COMMITTEE RECOMMENDATIONS

Public Safety Committee- Recommend City Council negotiate a buy sell for either the Woolhouse Gallery or the TLC building and authorize the use of earnest money. Branden Janshen will review the Woolhouse building and present the costs associated with remodel to Council as a comparison to the renovation costs of TLC.

Finance Committee- Recommend City Council approve the following four items regarding Covid-19 Grant Funds:

1. Transfer appropriate wages from General Fund (1000) back into the 911 Fund (2850) for reimbursed Dispatch wages.
2. Pay the cost of SDI Architects & Design expenses for the inspection of potential police buildings.
3. Pay current litigation expense in City Court regarding the lack of a building permit or flood permit for Eckart lawsuit.
4. Approve moving forward with the Ambulance grant application for an amount of \$215,214.

Flood Control Committee- Recommends to strike alternatives 2-2 and 1-2 from plans presented.

10. **BID OPENINGS**

11. **BID AWARDS**

2020- 4 Wheel Drive Loader- Accept RDO's bid (\$192,000 less trade-in of \$100,300) for the 4-wheel drive loader.

12. **PUBLIC HEARINGS**

13. **UNFINISHED BUSINESS**

14. **NEW BUSINESS**

A. **RESOLUTION NO. 4382- A Resolution Authorizing the City of Miles City to Award Downtown Façade Improvement Grants to Buy Montana, Gentry Building and Otium Brewery**

B. **RESOLUTION NO. 4383- A Resolution Adopting a Special Prosecution Policy for the City of Miles City, Montana**

C. **RESOLUTION NO. 4384- A Resolution Authorizing the City of Miles City to Enter into a Memorandum of Understanding with the Miles City Unified School District, for Provision of a School Resource Officer**

D. **Approve writing off \$567.58 on Ambulance Fund**

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 November 10, 2020
6:00 p.m.

CALL TO ORDER

The Regular Council meeting was held Tuesday, November 10, 2020, in the City Hall Conference Room at City Hall, 17 S. 8th Street, Miles City, Montana and via Zoom. Mayor John Hollowell called the meeting to order. Council Members present were Dwayne Andrews, Ken Gardner, Elizabeth Patten, Rick Huber, Austin Lott, Kathy Wilcox and Stacy Broell. Councilperson Brant Kassner was excused.

Also present were City Attorney Dan Rice, Public Works Director Scott Gray, Public Utilities Director Tom Speelmon, Police Chief Doug Colombik, Fire Chief Branden Stevens, Planner in Training Ally Capps, 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: 10/27/2020

** *Councilperson Patten moved to approve the minutes of the Regular Council Meeting of October 27, 2020, and seconded by Councilperson Wilcox*

** *Councilperson Broell moved to amend the motion by changing the description in her interview to say 11 years' experience in accounting, auditing and finance, with her most recent experience at Stockman Bank, seconded by Councilperson Wilcox.*

** *The amended motion **passed** by unanimous consent, 7-0.*

** *The amended main motion **passed** by unanimous consent, 7-0*

SCHEDULE MEETINGS

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

Flood Control	Thursday 11-19@ 6pm
Human Resource	Thursday 11-19 @ 4:15pm
Finance Committee	Tuesday 11-17 @ 6pm

REQUEST OF CITIZENS & PUBLIC COMMENT

Business Owner, Bruce Ingraham, 1102 N. Montana, explained that he was asked to perform an asbestos inspection on a house at 1501 North Merriam. He found the house was condemned under City's order, which meant, by State regulated asbestos laws, that he could not go into the building to inspect it. Without the inspection it could cost the property owner anywhere from \$15,000 to \$20,000 for demolition. With the inspection the cost would be around \$4,000. He wondered why the building was condemned so quickly and would like to get some directive from the City as to how the City is going to handle problems like this now and in the future. He felt that if the issue was not corrected it was going to cost the citizens of Miles City a lot of money to tear down condemned buildings. He thought the City should form a Committee to write a process to recognize how condemned buildings should be treated.

There was a discussion between Council, Mayor and City Attorney on the issue. There was a consensus that the City would look more into the issue and thought the present Building Inspector could grant an exception to allow entry for inspection.

APPOINTMENTS

Donald Neese for Police Commissioner

****** *Councilperson Andrews moved to appoint Donald Neese as Police Commissioner, seconded by Councilperson Lott. The motion passed 7-0*

PROCLAMATIONS

None

STAFF REPORTS

Dan Baker- Regarding Police relocation, he explained that the building on the North side of the Veterans Administration property is in limbo. There would not be a decision as to what happens to the building until the County makes their decision on either accepting the building, or not accepting the building. He said that decision had been extended again, he had no idea when that decision would be made. He added that the Police Department is running out of time to find a home. He would like the Architect to look at the Boutelle building also. He said the cost of the building is higher and the renovation would be higher, but he did not want to short cut the City and Police Department by just accepting to buy the TLC building, because the location of the TLC building is not ideal.

Doug Colombik- Added that the Police Department could find a temporary home, but it could take five years for a decision to be made. The department has four months to be completely moved out. Architect Brandon Janshen said that he had met with Chief Colombik and Captain Baker to determine the space needed to operate. The cost was approximately \$600,000, which includes purchasing the building.

Lyne Anderson- Reported that there was a power outage at Dispatch and it took out all the computers in Dispatch. Also, the UPC backup at the jail is failing. She warned Council that if there is another power outage before the backup is installed it could shut down Dispatch. If that would happen, Rosebud County would have to receive all Garfield and Custer County 9-1-1 calls. They are understaffed, which means that our dispatcher would have to travel to Rosebud County to help out. She received an estimate of \$15,000 to replace the backup, which County and 9-1-1 would split the cost.

Ally Capps- The City has been approved for a CARES Act reimbursement of \$641,933. The next cycle will be due on November 20th.

Branden Stevens- He said he is down six staff members, so the overtime will be very high. The department recorded 75 hours of overtime in a 24-hour shift. The three FEMA grants that his department had applied for were unsuccessful. There was an AFG grant that opened this week and closed this week, and said he will do his best to get the grant request in. Out of town transfers were down last month and this month. The department is doing minor repairs to their building to get them through the winter. The new website is up and running and he is very pleased with it.

Scott Gray- Reported that a walk through was completed for Phase III on the Darling Addition project. A few items needed to be addressed, but it all looked good.

Russell Murphy- Thought that forming a committee to write a policy on condemned property was a good idea.

CITY COUNCIL COMMENTS

Ken Gardner- Thought the City should move on purchasing the TLC building. Time is running out and if the City waits much longer, he was afraid that the City would lose it, like the Stark building.

Kathy Wilcox- Felt that the revenue received from the CARES Act should be put in a capital expenditure fund so it is not picked away on other projects. She thought the majority of the money should be spent on the Police Department building and a new roof for the fire station.

Austin Lott- Explained that the Finance Committee had started a list of recommendations as to where the money could go.

MAYOR COMMENTS

Read a thank you card from Raggedy Ann Antique thanking the City and Council Members on getting a two-hour parking sign in front of her business.

He received a letter from Mid Rivers stating that cable will be increasing \$5.00 on January 1, 2021.

COMMITTEE RECOMMENDATIONS

None

BID OPENINGS

None

BID AWARDS

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

A. RESOLUTION NO. 4375- A Resolution Authorizing the City of Miles City to Enter into an Agreement With the County of Custer County, Montana, and the Miles City Unified School District, for the Funding of a School Resource Officer for Fiscal Years 20-21, 21-22, and 22-23

****** *Councilperson Lott moved to approve the Resolution, read by title only and seconded by Councilperson Andrews. On roll call vote, the motion passed by unanimous consent, 7-0. Resolution No. 4375 passed.*

A. Approval of October Claims

****** *Councilperson Lott moved to approve the October claims, seconded by Councilperson Wilcox and passed unanimously.*

ADJOURNMENT

****** *Councilperson Wilcox moved to adjourn the meeting, seconded by Councilperson Gardner and passed unanimously.*

The meeting was adjourned at 7:20 p.m.

John Hollowell, Mayor

Lorrie Pearce, City Clerk

**Finance Committee Meeting
November 17, 2020**

The Finance Committee met Tuesday, November 17, 2020 at 6:00 p.m. via Zoom. Present were Committee Members Austin Lott, Stacey Broell and Elizabeth Patten. Committee Member Brant Kassner was excused.

Also present were: Public Utilities Director Tom Speelmon, Mayor John Hollowell, Police Captain Dan Baker, Fire Chief Branden Stevens, Councilperson Rick Huber, Human Resource Officer Linda Wilkins, Firefighter Casey Miller and City Clerk/Recorder Lorrie Pearce. Planner in Training Ally Capps joined the meeting at 6:13 p.m. and Dispatch Supervisor Lyne Anderson joined the meeting at 6:41p.m.

Chairperson Lott called the meeting to order.

1. Request of Citizens and Public Comment:

None

2. Review and Recommendation for Resolution No. 4383- A Resolution Adopting a Special Prosecution Policy for the City of Miles City, Montana

Mayor Hollowell explained that the Resolution is to hire a Special Prosecutor at the rate of \$100 per hour. This updates the old rate of \$75 per hour.

*** Committee Member Patten moved to recommend to Council to approve the Resolution, seconded by Committee Member Broell. The motion passed 3-0*

3. Review and Recommend approval of writing off \$567.58 on Ambulance Fund

*** Committee Member Patten moved to recommend to Council approving the write-off, seconded by Committee Member Broell. The motion passed 3-0*

4. Review and Recommendation on bids for 2020 4-Wheel Drive Loader

Director Speelmon said two bids were received. (1) RDO for an amount of \$192,000 with a payback of \$100,300 & (2) Tri State for an amount of \$199,707 with a buyback of \$70,000

*** Committee Member Broell moved to recommend to Council accepting RDO's bids for the 4-wheel drive loader, seconded by Committee Member Lott. The motion passed 3-0*

5. Review and Recommendation Regarding Covid-19 Grant Funds

The Committee Members and Fire Chief Stevens discussed some items that the Fire Department is requesting to purchase using the COVID-19 revenue received.

- Chief Stevens' goal is to have 19 full time employees and 25 part paid employees by 2025. This is the total amount of employees recommended by ISO for a class 2 City to lower its rating to 1.
- There was a discussion on hiring more part paid employees and Chief Stevens felt that volunteering is almost a thing of the past. He did not feel that hiring part paid employees at this time would help with the "burn out" his department is experiencing because of COVID-19, but may be a good idea to set money aside to hire part time in the future
- Chief Stevens had emailed a list of 17 items to the Committee that he would like to purchase with the COVID-19 revenue received. They would either upgrade or replace equipment that is in use right now at the department. The total of all purchases would be approximately \$112,000. He also asked to transfer approximately \$39,000 to the 2701 fund to save for matches on grants, or a starting fund for the departments building
- There was a discussion on setting money aside to hire the extra 4 employees that would be needed to get to the 19 full time employees. Currently the cost for a firefighter is \$45,000 to \$60,000 a year. This includes roll up cost.

Mayor Hollowell reminded everyone that the money received from the COVID-19 stimulus did not have to go directly back to the Fire, Police or Dispatch. It is money in the General Fund and could be used for all department that are in General Fund.

Chief Stevens reported that there is an ambulance service grant that is available through the Montana League of Cities and Towns. The grant would be for \$215,214 and needs to be submitted, approved and purchased before the end of December. There is no match because it is part of the COID-19 package. The department would purchase two power cots, one stair chair, two Cardiac monitors and four Lucas 3.0 systems. He felt that the City should utilize the grant at this time, so the City would not have to purchase these items in the future without funding.

The Committee had a discussion on items that they would like to recommend to Council to approve purchasing. They are as follows:

1. Transfer appropriate wages from General Fund (1000) back to the 9-1-1 fund (2850) for reimbursed dispatch wages
2. Pay the cost of SDI Architects & Design expenses for the inspection of potential police buildings
3. Pay current litigation expense in City Court regarding the lack of a building permit or flood permit for the Eckhart lawsuit
4. Approve moving forward with the Ambulance grant application for an amount of \$215,214

*** Committee Member Lott moved to recommend to Council to approve the 4 items listed above and pay the costs with COVID-19 money received, seconded by Committee Member Patten. The motion **passed** 3-0*

6. Adjournment

*** Committee Member Broell moved to adjourn the meeting, seconded by Committee Member Patten and **passed** unanimously.*

The meeting was adjourned at 6:58 p.m.

Austin Lott, Committee Chairperson

Lorrie Pearce, Recorder

**Public Safety Committee Meeting
November 17, 2020**

The Public Safety Committee met Tuesday, November 17, 2020, at 7:08 pm via Zoom Conferencing in the Conference Room at City Hall, 17 S. 8th. Present were Committee Members Kathy Wilcox, Ken Gardner, Elizabeth Patten and Austin Lott. Also present were: Police Chief Doug Colombik, Mayor John Hollowell, Police Captain Dan Baker, City Planner Ally Capps, Public Utilities Director Tom Speelmon, Fire Chief Branden Stevens, Council Member Rick Huber, Council Member Stacy Broell, Fire Lieutenant Casey Miller, Fire Chief Branden Stevens, City Building Inspector Russell Murphy and HR Officer/Recorder Linda Wilkins.

Chairperson Lott called the meeting to order.

1. Request of Citizens

Fire Chief Stevens spoke to the committee about the lack of wildland fire fighting equipment. The department has been attempting to piece together equipment for wildland fire fighting, the equipment is expensive and he believes at this point the decision needs to be made as to whether or not the City will fight wildland fires. Mayor Hollowell stated the fire contracts need to be reviewed since firefighters are not properly equipped. This item will be put on the next Public Safety Committee agenda, the committee requested Chief Stevens bring a list of needs and the dollar amounts to get the department equipped to fight wildland fires.

2. Committee Member Comments

None

3. Discussion and Recommendation to City Council regarding Long Term vision for Public Safety

The discussion began with looking down the road at a more permanent solution for housing the police department, fire department and dispatch. Committee Member Wilcox commented on having a 4 to 5-year capital campaign for a Public Safety Building which could fund a permanent location for City public safety services and would allow for growth physically and technologically. Committee Member Patten commented that the PAR had not been done with USDA funding in mind. She thought that maybe something in between the outline of the original PAR could be done if we do something for the Police Department now; and then look at possibly combining Fire and Dispatch. Mayor Hollowell stated that Council Member Huber had an idea that made sense regarding building a second fire station near City Hall combined with a Public Safety Building. Council Member Huber stated he has been scouting a couple areas where a building could be built in the downtown area, the area across from the detention center that is currently used for parking and Dr. William's land by the cupcake place. These locations would have a presence downtown which would be good for the image of the City. The building could be a 3,800 square foot stick frame with Hardie board siding with an estimated cost of \$178/sq. ft. with a single or double bay garage. Council Member Broell thought the long-term plan should be the Public Safety Building. Committee Member Patten reiterated the fact that the Police Department needs a place to go now. Committee Member Wilcox stated the current solution for the Police Department should be temporary and then take the time to make a long-range plan.

4. Discussion and Recommendation regarding Police Department Building Situation Options

Chairperson Lott has called a realtor regarding the Woolhouse Gallery and the price of the building has come down to \$298,000. The property is 1.5 acres and with a building of 20,000/sq. ft., he realizes that it is not ADA, but possibly only the main floor could be utilized. With all the square footage there could be a growth plan for the building. Committee Member Gardner asked if Inspector Russell has looked at this building. Committee

Member Wilcox had heard that the County may still be getting the VA Building. Mayor Hollowell stated that he has been in contact with Senator Testor's office and they have opened possible negotiations, but has not heard back whether this would affect vacate dates. When he hears back he will get back to the Committee. Chief Colombik stated that the Woolhouse building was plenty large enough, but the cost to bring the building up to specification could be a lot. He thought it would be a good idea to have Brandon Janshen look at it to give a cost for upgrades to the building. Other buildings discussed during the conversation were: Boutelle's, Bill's Marine and Cycle, and the Clark building.

***Committee Member Lott moved to recommend to council to negotiate a buy sell agreement for either the TLC Building or Woolhouse Gallery and authorize the use of earnest money, seconded by Committee Member Wilcox.*

Captain Baker commented that he thought the Boutelle Building should also be looked at by Mr. Janshen as it could possibly be a permanent location for the Police Department.

***Committee Member Wilcox amended the original motion to included the Boutelle Building, seconded by Committee Member Lott.*

Mayor Hollowell conferred with Mr. Janshen, he could not look at both the Woolhouse Gallery and the Boutelle Building between now and the next council meeting on November 23; he could have both buildings looked at by November 27.

***On roll call vote the amended motion failed unanimously, 0-4.*

***On roll call vote the original motion passed unanimously, 4-0.*

5. Discussion regarding structure condemnation process for the City of Miles City, and establishing work groups to review and revise process

Chairperson Lott commented that a baseline process needed to be established for condemnation proceedings and what would be the legal process.

***Committee Member Wilcox moved to nominate a work group consisting of Russell Murphy, John Hollowell, Elizabeth Patten and Ken Gardner. Motion died no second.*

Mayor Hollowell stated he would organize a group of staff to work on this process and report back to the committee.

6. Adjournment

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

The meeting was adjourned at 8:55 p.m.

RECEIVED

11-13-2020

2:10 p.m.

(u)

Mary Rowe

2317 Pleasant St, Miles City, MT 59301 | (406)852-0931 | marymalia187@gmail.com

November 11, 2020

To whom it may concern,

Please accept this letter of interest in the City Clerks' position with the City of Miles City. I feel that I could bring a lot to the position and overall atmosphere in the City Clerk's office. I am a firm believer in "work smarter not harder" and have come across many areas in the finance department that could be more user friendly and less time consuming. I have become fluent in the use of Black Mountain software which is a small hurdle in the transition, but a hurdle no less.

I was not necessarily looking for a career in Local Government, but after serving almost two years as Deputy City Clerk my interest has peaked. I am currently enrolled in the Montana Municipal Clerks, Treasurers, and Finance Officer's Institute through MSU for the second year and am learning so much. I love a good challenge and a chance to further my education. I have much more to learn and would love the chance to grow with the City of Miles City.

I have wanted to be a CPA for as long as I can remember, which means that I would do anything it takes to get there. I have 30 more education credits to obtain before I am eligible to sit for the CPA exam in Montana, which I intend to enroll in the near future. I can gain more knowledge and experience in governmental accounting as the City Clerk for the City of Miles City, and upon completion of my educational goals I would be able to give so much back!

I thank you for your time and consideration.

Sincerely,



Mary Rowe

Mary Rowe

2317 Pleasant St, Miles City, MT 59301 | (406)852-0931 | Marymalia187@gmail.com

Professional Profile

- I am a detail-oriented, tax/bookkeeping professional with over 5 years' experience applying financial managerial accounting practices, governmental accounting and preparing income tax returns. I am also an ambitious graduate who has completed my bachelor's degree in Business Administration specializing in Accounting. I possess strong interpersonal skills and a desire for a career in tax &/or accounting.

Education

MMCT&FOA CERTIFICATION| CURRENTLY ENROLLED

MONTANA STATE UNIVERSITY EXTENSION LOCAL GOVERNMENT CENTER

BOZEMAN, MT, USA

- Emphasis in Governmental Fund Accounting
- Local Government Retention Policy & Procedure
- Levy Calculations
- Municipal Services
- Governmental Accounting Standards Bureau (GASB)

BS BUSINESS ADMINISTRATION| DECEMBER 2018

ARGOSY UNIVERSITY ONLINE

ORANGE, CA, USA

- Emphasis in Accounting.
- Member of the National Society of Collegiate Scholars
- On President's list and Dean's list regularly
- Recipient of Chancellor Scholarships
- Recipient of Continuing Education Grant from P.E.O. Sisterhood
- Graduated with a GPA 3.78

Qualifications

- Years of experience in tax preparation
- General ledger accounting
- Computer proficient
- Microsoft Office, Excel, PowerPoint proficiency
- Very Detail Oriented
- Employee training and development
- Semi-proficient at Quickbooks & Quicken
- Quick learner
- Strong verbal communication
- Energetic and organized
- Problem resolution
- Self-starter

Relevant Experience

Scheduling

- Facilitated onboarding of new employees by scheduling, training, answering questions, and processing paperwork.

Multitasking

- Demonstrated proficiencies in telephone, e-mail, fax, and front-desk reception within high-volume environment.

Administration

- Performed administration tasks such as budget preparation, financial reporting, filing, developing spreadsheets, faxing reports, grant implementation, photocopying collateral, retention, updating policy/procedure, and scanning documents for inter-departmental use.

Payroll Assistance

- Assisted with payroll preparation and entered data into cumulative payroll document.
- Prepared several after-the-fact W-2's

Income Tax

- Prepared Individual, Corporate, Non-Profit, Trust, and Partnership returns. Excelling at Individual returns with Schedule C, Schedule F, and Schedule E.
- Facilitated asset management and tax planning.

Employee Management

- Liaised with HR department to establish employee benefits, training, payroll, and termination procedures.

Affiliations

AARP

I have recently participated in the AARP tax aide foundation program to gain knowledge and experience of tax laws and preparation. This was a volunteer position, but I was certified by the IRS to prepare taxes in 2016 & 2017 and I intend to continue this in the future years to come.

RELAY FOR LIFE

I was a team captain for two years in a row and I loved it! I have managed fundraisers, group participation, and awareness. On a professional level, this has helped me expand my team management skills, time management skills, and public relations skills, along with giving me plenty of exercise!

Experience

CITY OF MILES CITY

DEPUTY CITY CLERK [FEBRUARY 2019-CURRENT]

MILES CITY, MT

- I am currently in charge of all filing and record retention for all City departments, reviewing, paying and redeeming all claims, reviewing and reconciling the ambulance account, processing business licenses, preparing 1099's, collecting necessary documentation from all vendors used by the City, cross trained in payroll and water department. I work well with others in all departments and have been participating in duties assigned to the City Clerk for the last year including budget preparation and filing, annual financial reporting and filing, monthly reporting to department heads, taking minutes for Council and Committee meetings, preparing and advertising Council agendas to include assigning resolution and ordinance numbers, basic bookkeeping, grant tracking, invoicing, year-end closure, and journal vouchers. I am familiar with several accounting programs, but excel in using the Black Mountain software that the City of Miles City is utilizing.

AVITUS GROUP

TAX ACCOUNTANT [DECEMBER 2016-JULY 2018]

MILES CITY, MT

- I prepared individual returns, corporate returns, trust returns, and even a couple non-profit returns. I did my fair share of bookkeeping, coding, and adjusting entries. I did clerical work as needed. I prepared 1099's and W-2's at year end as well as quarterlies throughout the year. I am familiar with TaxSlayer, Tax Act, Ultra Tax, Accounting CS, Fixed Assets, Practice CS, and semi-familiar with Quicken and Quickbooks.

EAGLES MANOR

SECRETARY / ACTIVITY COORDINATOR | [JUNE 2005-AUGUST 2015]

MILES CITY, MT

- I started as head housekeeper and progressed up to the secretary position where I gained 3 years' office experience. I was in charge of ordering for all departments, tracking attendance, cross training and filling positions, creating schedules and notices for residents and employees, creating spreadsheets for inventory, cash flow, and accounts payable/receivable. I checked credentials of every contractor and managed the accounts. I guided every meeting along with typing up the itineraries for them. I was in charge of all filing, copying, and signing of documents through the office. I regularly gave tours of the building and was responsible for the security and confidentiality of all residents and employees. I also backed up all inputted information on a weekly basis.

HOLIDAY INN EXPRESS

HOUSEKEEPER | [MAY 2004-JUNE 2005]

MILES CITY, MT

- It was your basic housekeeping position. I was in charge of cleaning vacant hotel rooms, making beds, collecting garbage, vacuuming, stocking carts, and minor organization.
- I maintained the cleanliness and overall appearance of the building.

	DATE	DESIGNER	SCALE	PROJECT NO.	PROJECT NAME
U.S. ARMY CORPS OF ENGINEERS DISTRICT OFFICE CORPUS CHRISTI, TEXAS 3305 TEXAS AVENUE CORPUS CHRISTI, TEXAS 78401-3305		U.S. ARMY CORPS OF ENGINEERS DISTRICT OFFICE CORPUS CHRISTI, TEXAS 3305 TEXAS AVENUE CORPUS CHRISTI, TEXAS 78401-3305		U.S. ARMY CORPS OF ENGINEERS DISTRICT OFFICE CORPUS CHRISTI, TEXAS 3305 TEXAS AVENUE CORPUS CHRISTI, TEXAS 78401-3305	


NOTES:

1. CURRENT PLAN SHOWS PROPOSED CONSTRUCTION OF THE TONGUE RIVER BRIDGE AND THE PROPOSED BRIDGE APPROXIMATELY 100 FEET FROM THE EXISTING BRIDGE. THE PROPOSED BRIDGE APPROXIMATELY 100 FEET FROM THE EXISTING BRIDGE. THE PROPOSED BRIDGE APPROXIMATELY 100 FEET FROM THE EXISTING BRIDGE.
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Figure 12
CONCEPTUAL PLANS - NOT FOR CONSTRUCTION

U.S. ARMY CORPS OF ENGINEERS
 DISTRICT OFFICE
 CORPUS CHRISTI, TEXAS
 3305 TEXAS AVENUE
 CORPUS CHRISTI, TEXAS 78401-3305

 U.S. Army Corps of Engineers Vicksburg, Mississippi	PROJECT NO. 15 DRAWING NO. 15 SHEET NO. 15	TITLE: ALTERNATIVE 2 (DETAIL AREA 6A) DRAWN BY: [Name] CHECKED BY: [Name] DATE: [Date]	U.S. Army Corps of Engineers Vicksburg District 2205 North 1st Street Vicksburg, MS 39180
	CONTRACT NO. [Number] CONTRACT DATE [Date] CONTRACT VALUE [Amount]	DESIGNER: [Name] ENGINEER: [Name] ARCHITECT: [Name]	DATE: [Date] SCALE: [Scale]

NOTES:

1. ALTERNATIVE 2 IS A REPRESENTATIVE CONCEPTUAL ALTERNATE TO BE USED FOR PLANNING AND PRELIMINARY DESIGN PURPOSES ONLY. IT IS NOT A FINAL DESIGN AND SHOULD NOT BE USED FOR CONSTRUCTION.
2. THE ALTERNATIVE 2 ALIGNMENT IS BASED ON THE ASSUMPTION THAT THE TONGUE RIVER CHANNEL WILL BE MAINTAINED AT ITS EXISTING WIDTH AND DEPTH. ANY CHANGES TO THE CHANNEL WOULD BE THE RESPONSIBILITY OF THE USER.
3. THE ALTERNATIVE 2 ALIGNMENT IS BASED ON THE ASSUMPTION THAT THE TONGUE RIVER CHANNEL WILL BE MAINTAINED AT ITS EXISTING WIDTH AND DEPTH. ANY CHANGES TO THE CHANNEL WOULD BE THE RESPONSIBILITY OF THE USER.
4. THE ALTERNATIVE 2 ALIGNMENT IS BASED ON THE ASSUMPTION THAT THE TONGUE RIVER CHANNEL WILL BE MAINTAINED AT ITS EXISTING WIDTH AND DEPTH. ANY CHANGES TO THE CHANNEL WOULD BE THE RESPONSIBILITY OF THE USER.
5. THE ALTERNATIVE 2 ALIGNMENT IS BASED ON THE ASSUMPTION THAT THE TONGUE RIVER CHANNEL WILL BE MAINTAINED AT ITS EXISTING WIDTH AND DEPTH. ANY CHANGES TO THE CHANNEL WOULD BE THE RESPONSIBILITY OF THE USER.

LEGEND:

- CHANNEL CENTERLINE
- CHANNEL BANK
- CHANNEL EDGE
- CHANNEL WIDTH
- CHANNEL DEPTH
- CHANNEL VELOCITY
- CHANNEL FLOW
- CHANNEL VELOCITY
- CHANNEL FLOW
- CHANNEL VELOCITY
- CHANNEL FLOW



Figure 15

CONCEPTUAL PLANS - NOT FOR CONSTRUCTION

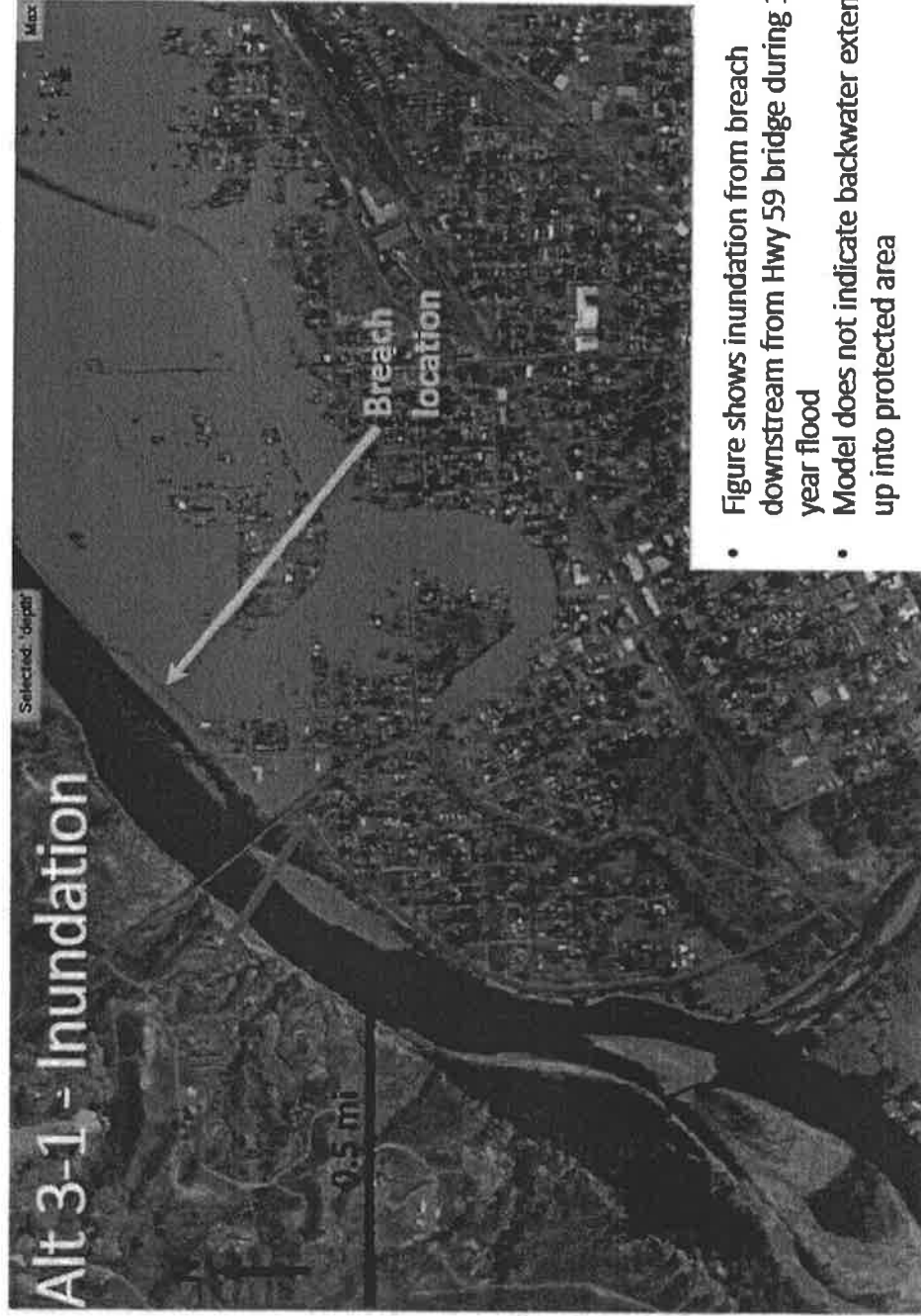
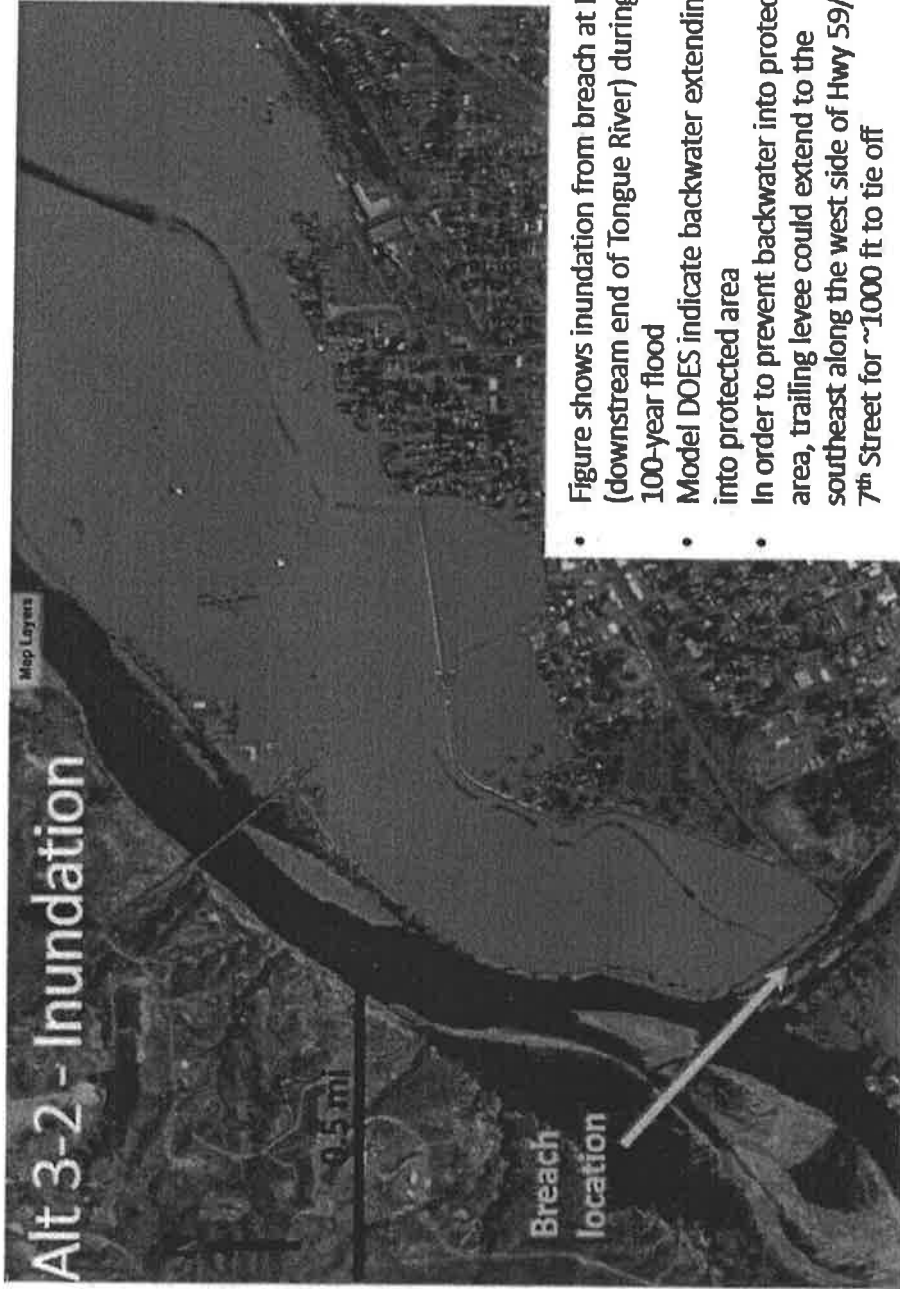


Figure 20



- Figure shows inundation from breach at L3 (downstream end of Tongue River) during 100-year flood
- Model DOES indicate backwater extending up into protected area
- In order to prevent backwater into protected area, trailing levee could extend to the southeast along the west side of Hwy 59/N. 7th Street for ~1000 ft to tie off

Figure 21

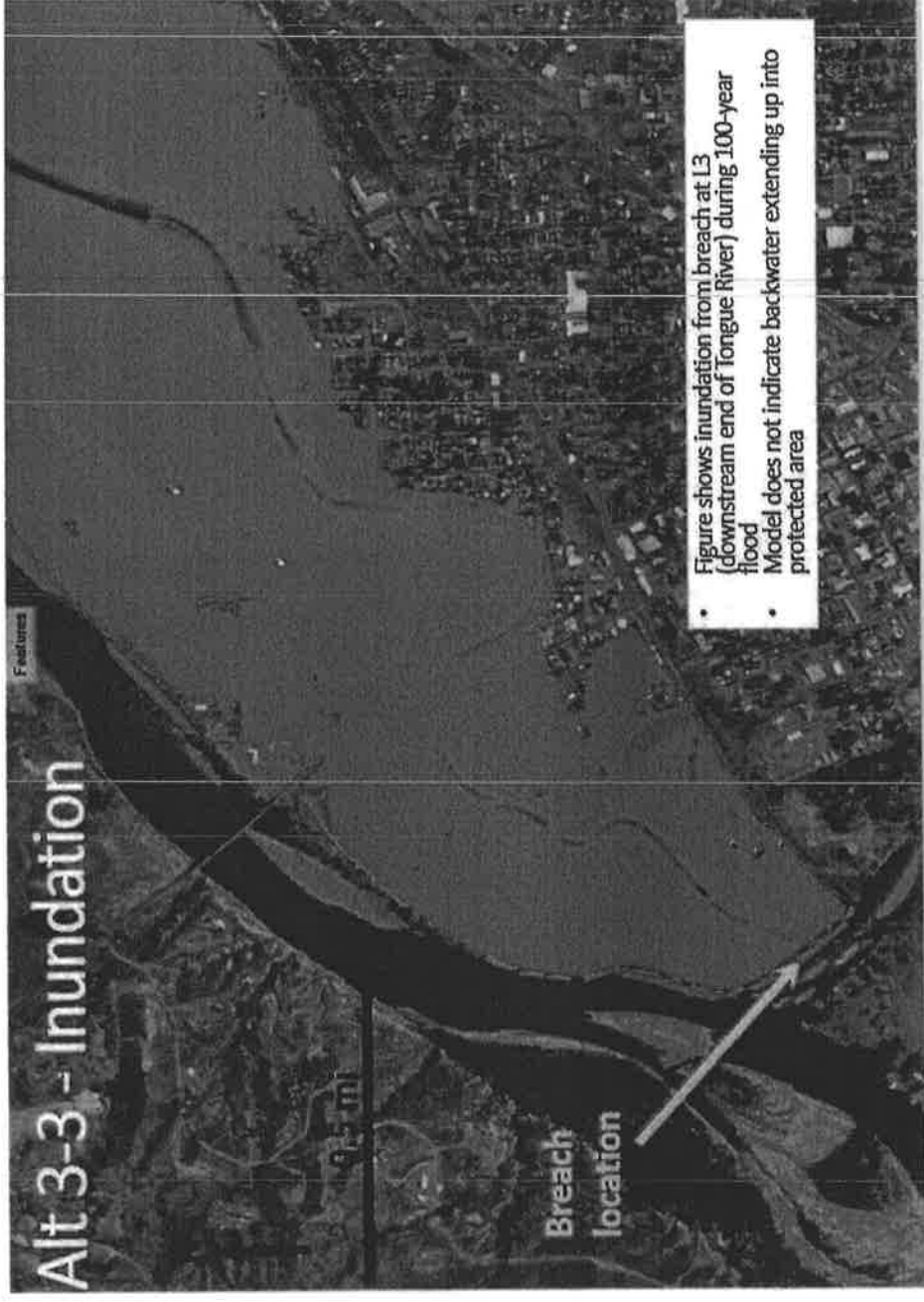


Figure 22

Reach 4 Nonstructural

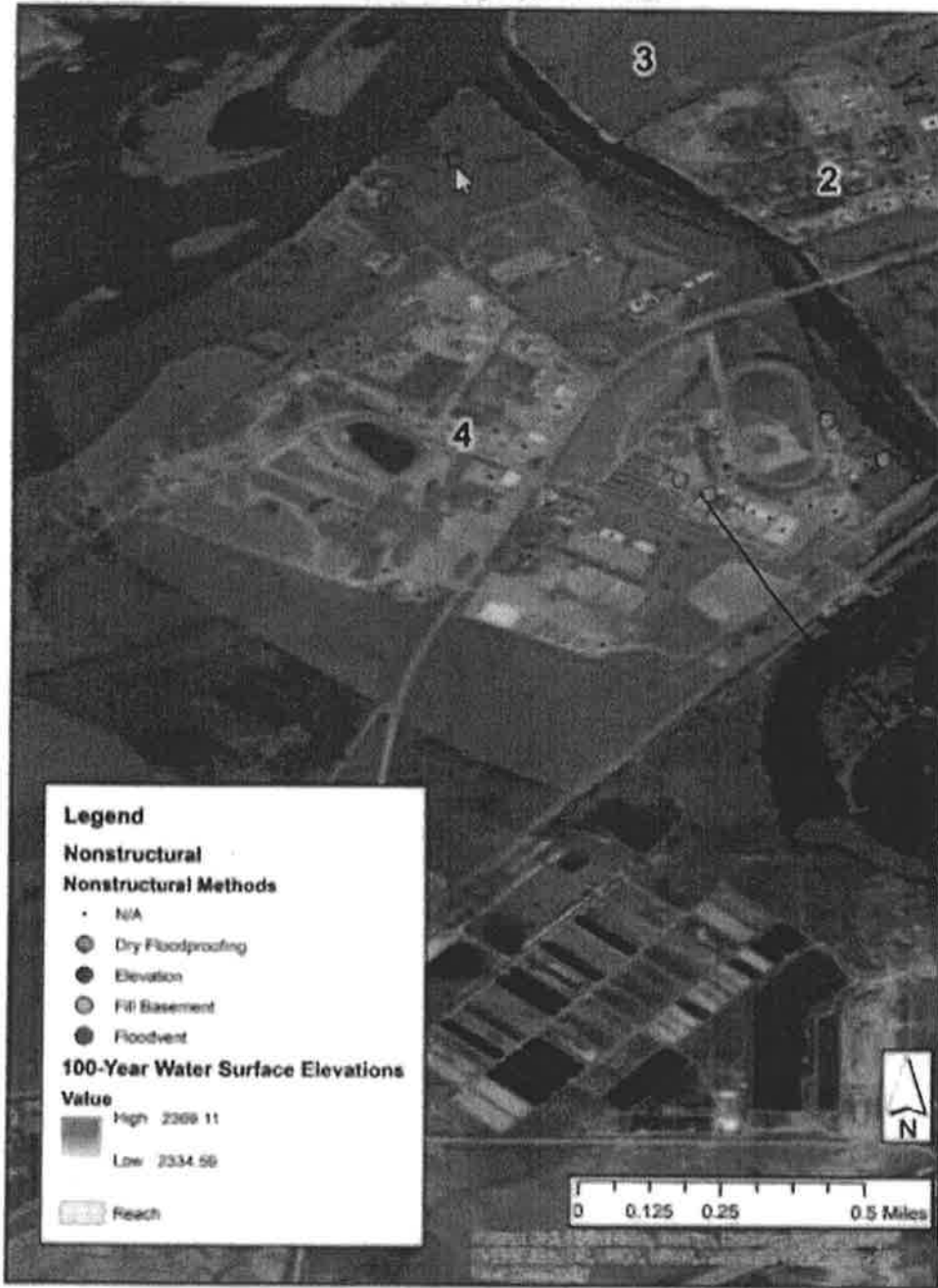


Figure 23

Bids Received

Lorrie Pearce

From: Scott Gray <sgray@milescity-mt.org> on behalf of Scott Gray
Sent: Wednesday, November 4, 2020 1:35 PM
To: Lorrie Pearce; Tom Speelmon
Subject: RE: Information for bids received

Lorrie,

We would recommend for approval the bid from RDO Equipment CO. for the purchase of the 2020 John Deere 544L 4x4 loader. This machine met all of the specs we were looking for and the \$192,000 minus the by back of the 2015 John Deere 544K for \$100,300 for a total balance due of \$91,700 was budgeted for in the 2020- 2021 budget for Streets and Water & Sewer funds.

We need this to go to Finance before approval by council. If there is nothing else on the agenda, maybe Austin could schedule a Finance Meeting at 5:30 pm before the council meeting.

From: Lorrie Pearce <cityclerk@milescity-mt.org>
Sent: Wednesday, November 4, 2020 1:25 PM
To: Scott Gray <sgray@milescity-mt.org>; tspeelmon@milescity-mt.org
Subject: Information for bids received

Do you guys anything that I can put in the Council packet for this issue?

1. **BID AWARDS**
2. 2020 4-Wheel Drive Loader

Lorrie Pearce

PO Box 910

17 S 8th Street

Miles City, MT 59301

New Business

RESOLUTION NO. 4382

**A RESOLUTION AUTHORIZING THE CITY OF MILES CITY TO AWARD
DOWNTOWN FAÇADE IMPROVEMENT GRANTS TO BUY MONTANA, GENTRY
BUILDING AND OTIUM BREWERY**

WHEREAS, the City has established a Façade Improvement Grant for qualified applicants within the Miles City Downtown Historic District, *and*

WHEREAS, the City has adopted Guidelines for said grant program, and

WHEREAS, Buy Montana, Gentry Building and Otium Brewery have applied for a Downtown Façade Improvement Grant and has met all program criteria set forth in said Guidelines,

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

1. The City hereby awards a Downtown Façade Improvement Grant to the Buy Montana / Scoop MT for \$4,999.68 to assist with repainting the façade and awning at their building at 918 Main Street, Miles City Montana.
2. The City hereby awards a Downtown Façade Improvement Grant to the Gentry Building for \$5,000.00 to assist with upgrading the façade and awning at their building at 711 Main Street, Miles City Montana.
3. The City hereby awards a Downtown Façade Improvement Grant to Otium Brewery for \$3,925.00 to assist with upgrading repainting the façade, awning and outdoor patio fence at their building at 21 S. 9th Street, Miles City Montana.
4. The Mayor of the City of Miles City is hereby empowered and authorized to execute such further documents as may be necessary to facilitate the delivery said award.

**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 NOVEMBER.**

John Hollowell, Mayor

ATTEST:

Lorrie Pearce, City Clerk

RESOLUTION NO. 4383

A RESOLUTION ADOPTING A SPECIAL PROSECUTION POLICY FOR THE CITY OF MILES CITY, MONTANA.

WHEREAS, the City of Miles City is responsible for the prosecution of misdemeanor offenses occurring within the incorporated city limits of said city, as well as violation of city ordinances;

AND WHEREAS the City of Miles City wishes to engage the services of attorneys to work as special prosecutors to supplement and support the Deputy City Attorney who serves as the City Prosecutor, and to handle conflict cases;

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

1. The Special Prosecution Policy attached hereto as Exhibit "A" is hereby approved and adopted by the Council.

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 NOVEMBER, 2020.

John Hollowell, Mayor

ATTEST:

Lorrie Pearce, City Clerk

Exhibit "A"

SPECIAL PROSECUTION POLICY

It is the policy of the City of Miles City and the Office of the City Attorney that Special Prosecutors may be used to assist in prosecution of the caseload of the Deputy City Attorney (who is the City Prosecutor) on a supplemental basis.

The City Attorney may nominate individuals and recommend appointment of such individuals as Special Prosecutors to the Mayor, and the Mayor may appoint the same based on the City Attorney's nomination. Such individuals shall be admitted to practice law in the State of Montana and be in good standing.

Special Prosecutors shall be independent contractors and shall carry "errors and omissions" insurance in an amount not less than one million dollars per occurrence, and shall provide proof of the same upon appointment and before commencement of prosecution.

Special Prosecutors shall be subordinate to both the City Attorney and the Deputy City Attorney. Cases shall be offered to the Special Prosecutor by the Deputy City Attorney or staff, and the Special Prosecutor shall promptly indicate whether they are willing to prosecute the matter. In the event a Special Prosecutor routinely refuses to take cases offered by the Deputy City Attorney, or does not perform satisfactorily, the City Attorney may remove the contractor from the list of active Special Prosecutors in the City Attorney's sole discretion, and as evidenced in writing to the Special Prosecutor.

Special Prosecutors shall be compensated at the contract rate of \$100.00 per billable hour of legal work. Special Prosecutors shall bill to the nearest 1/10 of an hour, and shall generate a detailed invoice indicating the matter worked on, as well as each task performed. No compensation shall be paid for travel time, however, mileage shall be paid for necessary travel (as approved by the City Attorney or Deputy City Attorney) at the current Federal IRS rate. For appearances which may require travel, Judicial Vision Net shall be used whenever possible. Special Prosecutors shall be reimbursed for all necessary and properly tracked postage. Special Prosecutors shall be responsible for costs associated with office supplies (including envelopes) and photocopies as part of the hourly contract rate.

All invoices shall be submitted to the City Clerk, the City Attorney, and the Deputy City Attorney.

Special Prosecutors may not represent criminal defendants within Custer County, Montana, during an active appointment as a Special Prosecutor for the City of Miles City.

This policy shall become effective upon the approval of the City Council of the City of Miles City, Montana.

RESOLUTION NO. 4384

A RESOLUTION AUTHORIZING THE CITY OF MILES CITY TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE MILES CITY UNIFIED SCHOOL DISTRICT, FOR PROVISION OF A SCHOOL RESOURCE OFFICER.

WHEREAS, the City Council desires to enter into an agreement with the Miles City Unified School District, to provide for a School Resource Officer (SRO) for the Miles City public schools for a three year period, beginning in FY 20-21 and running through FY 22-23;

AND WHEREAS, it is in the best interest of the children who are enrolled in the school district to have an SRO present in the schools;

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

1. The “MEMORANDUM OF UNDERSTANDING BETWEEN THE MILES CITY UNIFIED SCHOOL DISTRICT AND THE CITY OF MILES CITY AND THE MILES CITY POLICE DEPARTMENT” attached hereto as Exhibit “A” and made a part hereof, is hereby approved and adopted by the Council.

2. The Mayor of the City of Miles City is hereby empowered and authorized to execute said MOU on behalf of the City of Miles City and to bind the City of Miles City thereto.

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 NOVEMBER, 2020.

John Hollowell, Mayor

ATTEST:

Lorrie Pearce, City Clerk

Exhibit "A"

**MEMORANDUM OF UNDERSTANDING BETWEEN THE MILES CITY UNIFIED
SCHOOL DISTRICT AND THE CITY OF MILES CITY AND THE MILES CITY
POLICE DEPARTMENT**

The purpose of this document is to establish a School Resource Officer Program and to set forth guidelines to ensure that law enforcement, school officials, and the community they serve have a shared understanding of the goals of the School Resource Officer Program;

The parties agree that an effective School Resource Officer Program defines the role of the School Resource Officer (SRO); within the context of the educational mission of the school; distinctions between disciplinary misconduct to be handled by school officials, and criminal offenses to be handled by law enforcement; information sharing; School Resource Officer training requirements; program assessment; and program structure;

The School Resource Officer's receive the necessary support and training to ensure a safe school environment while respecting the rights of students and improving the overall school climate;

The signatories agree to the following:

Role of the School Resource Officer within the educational mission of the Miles City Unified School District

1. The mission of the School Resource Officer program is to improve school safety and the educational climate at the schools within the Miles City Unified School District.
2. The SRO is a law enforcement officer and not a school official.
3. School Resource Officers are responsible for dealing with criminal law issues, not to enforce school discipline or punish students.
4. The SRO and Miles City Unified School District agree it is important to create a school environment in which conflicts are de-escalated and students are provided developmentally appropriate and fair consequences for misbehavior that address the root causes of their misbehavior, while minimizing loss of instruction time.
5. The SRO shall meet with school administrators, teachers, parents and student representatives at least annually to discuss issues of school safety.
6. The SRO shall be integrated into the school community through participation in faculty and student meeting and assemblies as appropriate.
7. The SRO shall maintain activity reports and submit summaries of these reports to school administrators, district level school administrators, and the Miles City Police Chief. These summaries shall include, for each SRO, the numbers and descriptions of all incidents or call for service; names of school officials involved (referring teachers, principals, etc.); student searches, student questioning, tickets, citations, or summons, filing of delinquency petitions; referrals to a probation officer; actual arrests, and other referrals to the juvenile justice system. The data collected will be evaluated by the SRO and school officials at least semi-annually to assist in identifying problems within the school district.
8. School administrators shall have final authority in the building.

9. Unless assistance from an SRO is requested by a school official, incidents involving public order offenses including: disturbance/disruption of schools or public assembly; loitering; profanity; and fighting that does not involve physical injury or a weapon, shall be considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of criminal citation, ticket, or filing of delinquency petition).
10. Students shall not be taken into custody at school, except where a child poses a real and immediate threat to other students, teachers, or public safety or pursuant to a warrant.
 - a. School principals shall be consulted prior to a student being taken into custody.
 - b. The student's parent or guardian shall be notified prior to a student being taken into custody.
11. The SRO shall inform the Miles City Unified School District of the Miles City Police Department policy that address under what circumstances a student will be advised of constitutional rights prior to being questioned or interrogated by the SRO or other employee of the Miles City Police Department.
12. The Miles City Police Department shall keep records of each student referral by an SRO for prosecution in response to an incident occurring at school, on school grounds, or at a school sponsored event and ensure that such records allow for analysis of related data and delineate: (a) the reason for such referral; and (b) Federally identified demographic characteristics of such student.
13. The SRO will maintain a high level of confidentiality of all matters regarding the Miles City Unified School District, staff, and student information.
14. The Miles City Unified School District will provide the SRO with a secure office to work to conduct interviews with students, parents and teachers along with being able to maintain confidential records in the secure office space.
15. The SRO will honor all School District policies.

Information Sharing

1. The District may disclose information from confidential student education records in emergency situations. with a school or District administrator present, upon the certification of the SRO that the information will not be disclosed to any other party except as provided under state and federal law without appropriate prior consent. Where information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence. Emergency situations will be limited to situations in which there is an immediate and direct threat to a person's health or safety, as determined by the school District.
2. Records created and maintained by the SRO for the purpose of ensuring the safety and security of persons or property in the school, district, or for the enforcement of local, state, or federal laws or ordinances shall not be considered student records-even when such records may serve the dual purpose of enforcing school rules-and are not subject to the same prohibitions of access or disclosure by the SRO.

School Resource Officer Training Requirements

1. The Miles City Police Department is responsible for the officer who is selected to be assigned to the Miles City Unified School District as the SRO. The SRO shall receive the necessary training that is required to permit the SRO to effectively advance the school's educational mission in the context of his or her duties as the SRO. Training shall be provided in the following areas:
 - a. The SRO shall attend a National Association of School Resource Officers (NASRO) basic training. This training must be completed no later than nine months after the SRO is placed into the schools. The 40-hour SRO instruction will emphasize three main areas which include functioning as a police officer in the school setting, working as a resource and problem solver and developing teaching skills.
 - b. Other training topics may include: school values and missions; child and adolescent development; cultural competency; positive behavioral supports, strategies, and interventions; federal and state anti-discrimination and special education laws; trauma informed practices; de-escalation techniques; compulsory attendance; suicide prevention; and school mental health.

School Resource Officer Responsibilities

1. During the school year, the SRO shall maintain a five-day work week following the school system hours of business so that the SRO is available when needed. The workweek of the SRO shall not be the same as the regular patrol officer's workweek with the Miles City Police Department.
2. The regular hours shall consist of the SRO beginning his or her shift at 7:30 am and completing the shift at 3:30 pm, Monday through Friday. If additional time is needed to finish out the necessary tasks including speaking to parents, students or administration, then that additional time can be flexed out at the end of the school week.
3. The SRO shall attend any required after school activities as needed or required by the school administration such as sporting events or student gatherings (formal, prom). These activities shall be attended outside the normal work week. The activities that the SRO will complete at the request of school officials for the Miles City Unified School District may-include the following:
 - a. Handling requests for calls for service in and around the schools including schools outside the city limits;
 - b. Conducting safety and security assessments with the various schools;
 - c. Developing safety plans or strategies;
 - d. Responding to unauthorized persons on school property;
 - e. Building relationships with counselors and juvenile probation officers to help connect youth with needed services;
 - f. Developing and expanding crime prevention efforts for students;

- g. Serving as liaisons between the school and other police agencies, juvenile officers and counselors;
- h. Working with school officials in developing an emergency management and incident response system

Community Partnerships

The Miles City Unified School District, the City of Miles City, and the Miles City Police Department shall continue to collaborate with community and governmental agencies to further goals, support strategies to divert students from the criminal justice system, and access additional support services for students.

Supervision and Chain of Command

The Miles City Chief of Police shall have direct supervision of the SRO, and the SRO will submit to the Chief of Police all information needed to maintain data and statistics in order to continually evaluate the effectiveness of the SRO in the school district. While working in the schools, the SRO will maintain consistent contact with the principals and superintendent in order to work together for the goals of improving school safety and the educational climate in the school district.

Program Assessment

The School Resource Officer Program will be assessed annually, and the evaluation will be conducted jointly between the Miles City Police Department and the Miles City Unified School District. The following areas will be used to evaluate the program:

- a. Success of established goals and objectives.
- b. Police-citizen contacts (citations, arrests, community and school outreach activities, etc.).
- c. Community feedback
- d. Accomplishment of tasks agreed upon as part of any work plan written in conjunction with the principal(s).

Liability and Indemnification

Nothing in the performance of this MOU shall impose any liability for claims made against the parties, and the parties agree to indemnify the other for claims which are not the result fraud, willful injury to a person or property, or willful or negligent violation of a law by the offending party, related to this MOU.

Funding for the School Resource Officer Program

The Miles City Unified School District agrees to contribute \$4,674 for the 2020/2021 school year to the City of Miles City. The Miles City Unified School District also agrees to contribute an amount not less than \$4,674 for the next two school years, 2021/2022 and 2022/2023, and agrees to negotiate with the City in good faith as to sharing in any annual increase in costs for providing said SRO.

Duration

This memorandum of understanding shall become effective immediately upon execution by signature and remain effective until the last day of the school year in Fiscal Year 2022/2023, whereupon it must be reviewed annually by all signatories or their successors before being renewed.

A signatory may terminate this memorandum of understanding by serving written notice to all other signatories at least thirty (30) days in advance of such termination. A termination by a signatory shall eliminate the presence of School Resource Officers at the Miles City Unified School District.

Signed on the _____ of _____, 2020.

Superintendent

Representative of Law Enforcement Agency